

AUBURN SCHOOL BOARD MEETING
Tuesday, January 14, 2020 at 6:00 p.m.
LOCATION OF MEETING: Auburn Village School Media Center

- I. **CALL TO ORDER** – Alan Villeneuve, Board Chair
- II. **PLEDGE OF ALLEGIANCE** – Sydney Sexton, Grade 7
- III. **PROOF OF POSTING** – William Rearick, Superintendent of Schools
- IV. **MODERATOR AND SCHOOL DISTRICT CLERK** – Jim Tillery, Becki McCarthy
 - A. Warrant Articles*-Who Will Speak to Each
 - B. Deliberative Session Procedure (discussion)
- V. **PINKERTON LIAISON** - Kyle Walker
- VI. **APPROVAL OF MINUTES**
 - A. Minutes of the Auburn School Board Meeting on December 10, 2019*
(action required)
- VII. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VIII. **SUPERINTENDENT’S UPDATES*** – William Rearick
- IX. **REPORTS**
 - A. Reports of Administrators*
 - B. Standing Committees
 - Budget
 - NHSBA
 - Sick Leave
 - Technology
- X. **PERSONNEL** (if necessary)
- XI. **OLD BUSINESS**
 - A. Renovations-Discussion
 - B. Goals*
 - C. Land Sale Proceeds
 - D. Incentive Program*
- XII. **NEW BUSINESS**
 - A. Approval of AEA Tentative Agreement 2020-2023
 - B. Consider Moving Board Meeting February 11, 2020 (Election Night)
(discussion)

XIII. POLICIES

- A. Second Reading*- JFABD, Education of Homeless Children and Unaccompanied Youth-JFABE, Education of Children in Foster Care-JICD, Student Discipline and Due Process-JIA, Student Due Process-JLCC, JLCC/R, Head Lice/Pediculosis, and JLF, Reporting Child Abuse or Neglect
- B. 1st Reading*- EFAA Meal Charging, DAF Administration of Federal Grant Funds, JLCF Wellness

XIV. FINANCIAL

- A. Expenditure Report*
- B. January 14, 2020 Manifest Approval (**action required**)
- C. January 14, 2020 Construction Manifest Approval (**action required**)

XV. INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or MISCELLANEOUS INFORMATION

Enrollment Reports*

XVI. NON-PUBLIC SESSION: RSA 91-A:3 Section II c

XVII. ADJOURNMENT (action required)

The next regularly scheduled meeting of the Auburn School Board will be on Tuesday, February 11, 2020 at 6:00 p.m. at the Auburn Village School Media Center.

The Auburn School District Deliberative Session will be held on Saturday, February 8, 2020, at 9:00 a.m. at the Auburn Village School Gymnasium. **Building tour to follow Town portion of Deliberative Session.**

**Materials provided in packet*



Auburn Local School

The inhabitants of the School District of Auburn Local School in the state of New Hampshire qualified to vote in School District affairs are hereby notified that the two phases of the Annual School District Meeting will be held as follows:

First Session of Annual Meeting (Deliberative Session):

Date:
Time:
Location:
Details:

Second Session of Annual Meeting (Official Ballot Voting)

Date:
Time:
Location:
Details:

GOVERNING BODY CERTIFICATION

We certify and attest that on or before <DATE>, a true and attested copy of this document was posted at the place of meeting and at <LOCATION> and that an original was delivered to <OFFICIAL>.

Name	Position	Signature



**2020
 WARRANT**

Article 01 election of officers

To choose the following school district officer(s):

- a) One School Board Member 3-year term

Yes No

Article 02 Collective Bargaining Agreement

Shall the School District approve the cost items included in the collective bargaining agreement reached between the Auburn School District and the Auburn Education Association which calls for the following increases in salaries and benefits at the current staffing level over those paid in the prior fiscal year:

Fiscal Year	Estimated Increase
2020-2021	\$133,435
2021-2022	\$113,257
2022-2023	\$121,078

and further to raise and appropriate \$133,435 for the current fiscal year, such sum representing the additional costs attributable to the increase in salaries and benefits required by the new agreement over those that would be paid at current staffing levels? (Recommended by the School Board) (Recommended by the Budget Committee)

Yes No

Article 03 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 \$16,212,656? Should this article be defeated, the default budget shall be \$15,927,999 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. (Recommended by the School Board) (Recommended by the Budget Committee)

Yes No

Article 04 Sell property and deposit proceeds into ETF

Shall the School District raise and appropriate up to \$1,500,000 to be added to the School Construction and Expendable Trust Fund established in March 2002 with said sum to come from the proceeds of the sale of Lot #10-19 located on Hooksett Road in Auburn that was previously authorized by vote of the District in March 2016 and no amount to be raised by additional taxation?

This will be a non-lapsing appropriation per RSA 32:7, VI and will not lapse until the property is sold or by June 30, 2025, whichever is sooner.

Yes No

**AUBURN SCHOOL BOARD MEETING
DECEMBER 10, 2019 AT 6:00 P.M.
AUBURN VILLAGE MEDIA CENTER**

These minutes have not been approved.

Alan Villeneuve, Chair, called the meeting to order at 6:03 p.m. Those in attendance were Board members, Samantha Belcourt, Barbara Carpenter, Janice Baker (6:04 p.m.) and Jason Tyburski (6:14 p.m.); Principal, Lori Collins; Assistant Principal, Lindsay Murray; Director of Student Services, Deena Jensen; Maintenance Director, Scott Dube; Technology Director, Bob Strobel; Superintendent William (Bill) Rearick; Assistant Superintendent, Marge Polak; and Business Administrator, Amy Ransom.

PLEDGE OF ALLEGIANCE

5th grader, Oscar D'Amelio led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Superintendent Rearick provided proof of posting.

PINKERTON ACADEMY LIAISON

Kyle Walker updated the board with events at Pinkerton Academy which included:

- PSAT scores have been posted
- Food Drive and Toys for Tots Fundraiser
- New Road for campus has opened
- Resume Workshop
- Play: Almost Maine

APPROVAL OF MINUTES

Motion by Samantha Belcourt, seconded by Janice Baker, to approve the meeting minutes of November 12, 2019, and the motion carried unanimously.

Motion by Janice Baker, seconded by Barbara Carpenter, to approve the budget meeting minutes of November 12, 2019, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

No participation

SUPERINTENDENT'S UPDATES

Bill Rearick summarized his report which was in the packet. He added that he met Lori today for their monthly meeting at which he toured classrooms.

REPORTS

Reports of Administrators

Barbara Carpenter asked if it might be possible to stagger Professional Development days to allow SAU #15 teachers to visit other schools in the SAU without having to get substitutes. Marge Polak stated that can be considered in the future. She said that many PD days are SAU-wide.

Referring to Lori Collin's report, Janice Baker said she like the idea of the bus driver breakfast. Alan Villeneuve asked Lori how many emergency drills are done annually and how much time out of the day they take. Lori said regular drills take about 15 minutes, while off-site drills take about a half hour. Alan asked Deena Jensen for a Medicaid update, to which Deena replied that there has been no response from the state yet. She said all of Pinkerton's sending towns funding went to Derry, as Derry is the fiscal agent. The Special Education Directors are waiting for the state to determine how the funds will be disbursed. Alan Villeneuve asked Scott Dube how the maintenance department is doing, to which Scott stated that Lori Peroni has returned plus two cafeteria employees have begun to work part time as custodians. Discussion ensued relative to sign-on bonuses. Amy Ransom will bring a mockup of what that might look like to the January 14 meeting.

Standing Committees

Budget-Alan Villeneuve stated that Thursday night should be the last meeting. There will be a public hearing in January.

NHSBA-Samantha Belcourt stated that the School Board Association's Delegate Assembly is in January. She asked for board members to review each and to give her their input so she can vote on their behalf accordingly.

PTA-Janice Baker and Lori Collins reported on the following events:

- Holiday Fair is Saturday
- Square One Art
- Spring Art Show
- Miscellaneous Fundraisers

The PTA funded prizes for Invention Convention, the Open Homework room and purchased cribbage boards for the math program.

OLD BUSINESS

Renovation Discussion

Janice Baker reviewed the Updated Project Construction Alternates. She stated that there is still work to do. Some transition points were in the front of the building-Administrative and Nurse areas. She said the rear bath lobby bathrooms are done, doors were installed, and that work on the baseball field will continue. Landscaping steps will be done in the spring. As she reviewed the funds available, Janice stated that they will only be able to use interest from the bond if they carry a fund balance. Alan Villeneuve stated they are looking at potentially replacing old wood doors and exterior doors, and may need more durable wall protection. He said items removed from the list included repaving and striping the parking lot. Addressable fire alarm devices and modifying the fire suppression system in the existing school are items on the list that still needs to be completed.

Goals

Goals were reviewed.

Socio-Emotional Learning Skills Update

Lori Collins spoke to the social-emotional learning skills report in the packet as requested by the board.

Town Liaison to Pinkerton Academy

Alan Villeneuve asked the board for their opinion of having sending schools meet for round-table discussions. He said he would like to volunteer to join in to discuss K-8 as well as high school three to four times a year.

Alan Villeneuve asked Lori Collins about how grade 3 is going and if she has had feedback from the teachers. Eileen McDonald stated that the large class size is overwhelming and difficult for teachers to meet academic and emotional needs of each student. No teachers have come to Ms. Collins directly. Deena Jensen stated no teachers have come to her either. Lindsay Murray stated that classroom paras are incredibly helpful and are doing a nice job.

Samantha Belcourt asked if Pinkerton offered CTE camps. Lori Collins stated they do.

NEW BUSINESS

Student Success Measures

Marge Polak reviewed a handout regarding student success measures. She said Auburn did very well on the state assessments. She also said that Pinkerton teachers have stated that they are pleased overall with the level of preparedness Auburn students have when entering high school.

Hourly, Daily Rate for Food Service Substitutes

Amy Ransom stated that she has requested an increase for food service substitutes in each of the SAU #15 districts.

Motion by Samantha Belcourt, seconded by Barbara Carpenter to increase the food service substitute pay to \$10 per hour, and the motion carried unanimously.

Warrant Articles

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to move forward with the warrant articles as presented, pending any changes to the operating budget, and the motion carried unanimously.

Budget Line Discussion

Scott Dube presented a Bid Canvas Report regarding mowing.

Motion by Janice Baker, seconded by Barbara Carpenter, to put \$17,000 in the mowing line item, and the motion carried unanimously.

Motion by Janice Baker, seconded by Barbara Carpenter, to approve the revised tuition to public academies to \$3,664,710, and the motion carried unanimously.

Alan Villeneuve discussed the budget review of the Instructional Coach, Curriculum Coach stipend, and 4th grade teachers. He said there are currently 77 grade 3 students, and 69 grade 4 students.

He said, though he would like to evaluate the position, it would be a disservice to lose the position of Instructional Coach this year, and to add it back into the budget. Discussion ensued. Samantha Belcourt stated she was in favor of having an Instructional Coach, and that policy allows for a higher number of students per class in grade 4 than in grade 3. She is not in favor of reviewing the need for the position annually. Janice Baker stated she was in favor of funding an Instructional Coach over adding a grade 4 teacher. Jason Tyburski echoed the others, stating that he was in favor of an Instructional Coach. Bill Rearick stated that his job was to provide the board with options per their request.

Teacher Eileen McDonald stated she was happy to hear they are retaining the Instructional Coach position, but asked if the paraprofessional's currently supporting grade 3 would move up with the class to grade 4. The response was no. Barbara Carpenter stated that the paras were added as the policy on the number of students per class in grade 3 was lower than it is for grade 4.

Motion by Janice Baker, seconded by Barbara Carpenter, to remove, from the salary and benefits line, \$80,534.50 (4th grade teacher) as well as \$7,500 (Curriculum Coordinator stipend), and the motion carried unanimously.

Motion by Janice Baker, seconded by Barbara Carpenter, to add salary and benefits in the amount of \$131,477.53 for an Instructional Coach, and the motion carried unanimously.

Amy Ransom noted the revised operating budget total was \$15,731,364.

POLICIES

2nd Reading-Policies AC, Non-Discrimination Policy Notice-GCCBC, Family Medical Leave-JLDBB, Suicide Policy-DBJ, Transfer of Appropriation-JICDD, Student Discipline/Out of School Actions-JICK, Pupil Safety and Violence Prevention/Bullying-GBEA, Staff Ethics-GBEAB, Mandatory Code of Conduct Reporting/All Employees and GBEB, Staff Conduct were reviewed as a second reading. Motion by Barbara Carpenter, seconded by Janice Baker, to approve the policies as presented, and the motion carried unanimously.

1st Reading-Policies BEDDA, Board Meeting, Rules of Procedure & Order-JFABD, Education of Homeless Children and Unaccompanied Youth-JFABE, Education of Children in Foster Care-JICD, Student Discipline and Due Process-JIA, Student Due Process-JLCC, JLCC/R, Head Lice/Pediculosis, and JLF, Reporting Child Abuse or Neglect were reviewed as a first reading. Motion by Barbara Carpenter, seconded by Samantha Belcourt, to approve the 1st reading of the policies with amendments to be made for the 2nd reading. With Samantha Belcourt opposed, all others in favor, the motion carried in the affirmative.

FINANCIAL

The Expenditure Report was reviewed.

Manifest Approvals

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the December 10, 2019 manifest in the amount of \$706,668.71, and the motion carried unanimously.

Motion by Janice Baker, seconded by Barbara Carpenter, to approve the December 10, 2019 construction manifest in the amount of \$12,668.00, and the motion carried unanimously.

INFORMATIONAL Items

Enrollment Reports

NHSBA 2020 Delegate Assembly Packet

Upcoming Agenda: Draft Calendars/Moderator and School District Clerk

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

ADJOURNMENT

Motion by Samantha Belcourt, seconded by Janice Baker to adjourn the meeting at 8:40 p.m., and the motion carried unanimously.

The next meeting of the Auburn School Board will be January 14, 2020 at 6:00 p.m. at the Auburn Village School Media Center.

Respectfully submitted.

Rebecca SJ McCarthy
Recording Secretary

VIII.

Auburn School District

Superintendent's Report

January 14, 2020

- On December 11th I attended the Superintendents Meeting at Pinkerton Academy. Dr. Tim Powers informed us that the tuition increases for the 2020-21 school year were approved by the Pinkerton Board of Directors. The 3.06% budget increase will also include the addition of six new positions (Dean of Pupil Services, School Marshal, a CTE Teacher, Case Coordinator, and two Building and Grounds positions). Pinkerton plans to fill the Marshal position with a retired police officer.
- The SAU 15 Administrative Council meeting was held on December 13th at Memorial School. Each principal provided updates on challenges and successes they were experiencing in supporting our teachers in their efforts to improve student learning outcomes at each of their schools. We then strategized on developing steps to address some of the challenges which the principals were experiencing.
- I held my monthly meeting Dr. Collins on January 14th. After the meeting we visited the nurse's office and the third grade classrooms.

**Auburn School Board Meeting
Assistant Superintendent Report
1/14/2020**

SAU 15 Math-In-Focus Parent Night

- On January 16th, Jessica Kaminski, consultant, along with teachers will conduct a Parent University/Math Night. The event, designed for parents new to our math program, will begin with a 30-minute general session by Jessica about the components of Math in Focus, why Singapore, and why math might look different. This will be followed by sessions that include: K-2, Number Bonds and Mental Math; Grades 3-6, Different Ways to Multiply and Divide; and Grades 2-8, Bar Modeling and Problem Solving. Although hosted in Candia, this event is open to parents throughout the SAU.

Middle School Curriculum Work Update

- Language Arts curriculum work will take place this month with the assistance of our LA consultant. The group will update grade level vocabulary and then work on determining literary resources, progression of skills, and rubric refinement.
- Chris Harper will complete science classroom visits on January 10th. The next step will be to work with grade level teachers throughout the SAU on unit design for the spring. The first session will take place with 8th grade teachers on February 11th. The focus will be on engaging students in their learning using components of the IQWST and NGSX pedagogy including the anchor phenomena, driving question board, and summary board. Lesson design will focus on providing experiences for students to be active participants and to share their thinking with peers.

Administrators Meeting Update

- On 12/13/19, the superintendent and I met with the five SAU principals to review instructional priorities for the year as well as the focus for the second half of the year.
- We will reconvene in February to share strategies that have been effective in using assessment results to inform more effective instruction and increase student outcomes.

Winter Assessment Schedule	
DIBELS	Begin 2/3/20
NWEA MAP	Begin 1/2/20

NH ASCD Winter Conference - January 10th

- This session on differentiation and personalization will support teachers in developing skills to increase student engagement. Specific topics will include:
 - Understanding a process for facilitating choice effectively
 - Exploring key strategies that support the effectiveness of differentiation and personalization
 - Gaining practical strategies and skills for implementing choice effectively with students
 - Seeing examples of choice in action
 - Experiencing meaningful choice as a part of the workshop



Auburn School District

Principal's Report

January 2020

IX.A.



Middle School Exhibition of Learning

We are so proud of our students in 7th through 8th grade as they shared their inventions, talents and knowledge in art, music, math, and science. It was a night filled with songs, video, science creations, and some wonderful music provided by our band students. We were so excited to see the amazing youth we have here in our school and give them the opportunity to take the ownership of their work to a new level. Students reflected the next day that they were excited and appreciative to have people, especially those they didn't even know, take such an interest in what they had to say. Great job everyone!

7th Graders Combine Chemistry and Art

A chemical reaction happens when two or more items come together and their molecules combine and rearrange to make a

new substance. Seventh graders combined fats and lye to make beautiful handmade soap that is healthier and safer than commercially processed soap. Making soap is a chemical reaction! Students also made beautiful soap dishes, because the process of firing pottery in a kiln and glazing it are also chemical reactions. Students were excited to display their handmade products along with research posters at Thursday night's Exhibition of Learning. Thank you to all of the families who attended to see the students' hard work.



Martin Luther King Day

We are excited to be organizing a number of separate service projects that students will be involved in for this special day. First grade will be creating care bags for the homeless, second grade will be creating placemats for the elderly, and fourth grade will be writing letters to nursing home patients. The other grade levels are busy preparing other activities to commemorate this important day. Some of those activities include writing books for children in local hospitals, constructing backpacks of warm clothing for the homeless, and participating in the Pass Along Project - packing gently worn outfits for kids going to foster care. Seventh grade is working in cooperative groups and will reenact several significant Civil Rights events using flipgrid.com and share these authentic experiences with all other grade levels on 1/20/20.

NWEA Testing

We will begin our winter NWEA testing on January 28th for grades K-8. We will be testing by all elementary students in the morning and middle school students in the afternoon.

NH Statewide Assessment

Grades 3-8 students will take the new NH Statewide Assessment System for ELA/writing and mathematics. The science assessment will be administered in Grades 5 and 8. The 2020 window is from 3/24/20 through 6/19/20.

Pinkerton Planning

Pinkerton Course selection sheets have been sent home with your children today. They have also been sent home with course catalogs. Over the next few weeks, teachers will be placing students in each subject area. Parents should review course selection sheets with students to decide on classes such as electives and foreign languages. Advisors will meet with students to discuss electives and help students fill out the course selection sheets. Parents and future Pinkerton students are invited to attend an orientation meeting at the Academy from 6:30 p.m. - 8:00 p.m. in the Stockbridge Theater- Arts and

Humanities Building on January 13th or 14th (families can attend whichever date is most convenient for them) which will present the course selection process and provide a preview of Pinkerton's academic and extracurricular programs.

On January 21st, students are invited to talk directly with other students about their experiences in the areas of Junior ROTC, the Arts, Athletics, and Career and Technical Education. Students will move through these four programs during the full-day activity. Middle schools will arrange buses for their students to and from this event. Parents/guardians of tuitioning students should contact Cheryl Turner at cturner@pinkertonacademy.org or at 437-5200-x2108. Students are to bring their own bagged lunch, Pinkerton will provide snacks and water.

The Pinkerton Academy 8th Grade Course Night will be held on January 30, 2020 from 5:30p.m. - 8:00 p.m. in the Academy Building.

Geography Bee

AVS middle school students will be participating in a Geography Bee on January 29th. Two students from each advisory/homeroom in grades 5-8 will participate in the school level bee. The National Geographic GeoBee includes three levels of competition; school, state, and national. Schools conduct a GeoBee and name a school champion. The school champion takes a proctored online qualifying test and the top 100 ranked students in each state qualify to represent their school at the state level GeoBee competition. Thank you to Jon Wheeler for organizing this valuable event.

Auburn Families in Need

The Auburn Families in Need Fund is spearheaded by Melissa Prunier, Sarah Belanger, and Jennifer Bernier and is supported by donations from our staff, local citizens and local organizations such as the Massabesic Yacht Club, Auburn Father-Daughter Dance and Auburn Little League. Ed Marcoux from the Knights of Columbus Charitable Fund also generously donated to the Auburn Families in Need. This year we were able to help over twelve families with Walmart gift cards.



Second Grade Holiday Concert

Thank you to Mrs. Ouellette for organizing the second grade and chorus holiday concert. The classes performed songs that included *A Wonderful Christmas* by Paul McCartney as well as many other favorites to a packed house.

Auburn Tree Lighting

The chorus was invited by Parks and Recreation to perform at the town tree lighting ceremony that took place on Sunday, December 1, 2019. This was a prior town tradition that has made a comeback and become an annual event again. Many

chorus students participated and had a great time!

PTA Reflections

The Auburn PTA is proud to host the national Reflections art contest here at AVS. Twenty-five students entered 56 pieces of art based on this year's theme of "Look Within." Artwork included photography, literature, dance choreography, music composition, film and visual arts categories. The top three winners for each age group in each category move onto the state level and have a chance to compete at the national level. Each year, the art displayed by the AVS students is inspirational, creative and accomplished. Please join us for our school art exhibit and awards night on January 8, 2020 from 6:00-7:30 pm in the library.

Upcoming Events

- Jan 7 McIntyre Ski Program Begins
- Jan 8 Pats Peak Ski Program Begins
- Jan 8 PTA Reflections Art Exhibit @ 6pm in Media Center
- Jan 14 School Board Mtg
- Jan 17 Boy Scout Pack Mtg @ 6pm
- Jan 18 AFD/APD Training
- Jan 21 PTA Meeting
- Jan 29 Geography Bee @ 1:45pm

	9/10/2019	10/8/19	11/12/19	12/10/19	1/14/20
Kindergarten	50	47	46	46	46
Grade 1	83	85	86	86	86
Grade 2	71	71	70	71	70
Grade 3	79	79	77	77	77
Grade 4	68	69	68	69	69
Grade 5	76	76	76	76	76
Grade 6	61	61	61	61	61
Grade 7	73	72	71	71	71
Grade 8	82	83	85	85	85
Total	643	643	640	642	641

Director of Student Services Report-January 2020

Medicaid to Schools Update:

The Medicaid to Schools readoption with amendment was submitted to rulemaking on December 26, 2019. This is an attachment to my report. Upon initial reading of this amendment it appears that most of the language supports how districts were running MTS programs prior to the initiation of the emergency rule being put in place over the summer. Public hearings regarding this amendment have been scheduled for January 17th from 2:30-4:00 and January 22 from 3:00-4:30 at DHHS in Concord. More information will be forthcoming.

Professional Development Updates from Special Education:

- The special education department is exploring ways to attend training in PECS (Picture Communication Exchange System). It is beneficial for the entire department to be trained as we are seeing an increase in kids requiring this method of communication at the preschool level. It is likely that these needs will continue into their time at AVS. In the future we will explore ways to get additional staff, including paraprofessionals, trained.
- I am in the process of setting up staff training for this spring in Selective Mutism to assist in meeting student needs. Lisa Lamouruex, SLP, has attended a series of workshops on this topic as well and will be able to provide support and guidance for staff.
- Aimee Johnson, OTR/L, will be attending the national conference put on by her association in Boston this year. Last year she attended the conference and brought back great ideas for our school! This led to our whole school implementation of Zones of Regulation, which has received positive feedback from students, staff and parents!

Miscellaneous Updates:

- Denise Charbonneau, Administrative Assistant, retired on 12/20/2019. She worked at AVS for 22 years and helped immensely with all that is required of the special education department. She will be missed immensely!
- Laura Magargee is transitioning to the role of the Special Education Administrative Assistant from her role as a Reading Intervention Tutor. She will be doing both jobs part-time while we fill her reading position ensuring that student needs are being met. The entire team looks very forward to working with her!

Respectfully Submitted,

DJensen

Deena Jensen

APPENDIX II-C

RULEMAKING NOTICE FORM

Notice Number	Rule Number	He-W 589 (formerly He-M 1301)
<p>1. Agency Name & Address:</p> <p>Dept. of Health & Human Services Division of Medicaid Services 129 Pleasant Street, Brown Bldg. Concord NH 03301</p>	<p>2. RSA Authority: RSA 186-C:25, IV; RSA 167:3-k, IV</p> <p>3. Federal Authority: 42 USC 1396(c)</p> <p>4. Type of Action:</p> <p>Adoption <u> X </u></p> <p>Amendment <u> </u></p> <p>Repeal <u> </u></p> <p>Readoption <u> </u></p> <p>Readoption w/amendment <u> X </u></p>	
<p>5. Short Title: Medical Assistance Services Provided by Education Agencies</p>		

6. (a) Summary of what the rule says and of any proposed amendments:

The Medical Assistance Services Provided by Education Agencies (“Medicaid to Schools”) (MTS) was established by RSA 186-C:25 as a voluntary program. Local Education Agencies (LEAs) and School Administrative Units (SAUs) can choose to enroll with NH Medicaid for the purposes of administration and billing, and subsequently, bill the Department of Health and Human Services (Department) for covered medical services provided by them to children with Individualized Education Plans (IEPs) or other healthcare plans, as long as parental consent to bill Medicaid is obtained. Because schools are obligated under federal education law to provide certain services, they are necessarily obligated to pay for the services before seeking Medicaid reimbursement. Thus, schools pay for the services in their entirety, and if certain Medicaid reimbursement and coverage criteria are met, schools can seek reimbursement of 50% of the cost of the service or the Department’s established rate, whichever is less.

Historically, Medicaid reimbursement for medical services delivered in schools was limited to children with IEPs. The Department was granted statutory and rulemaking authority to expand Medicaid coverage to all Medicaid eligible students attending public schools beyond just children with IEPs pursuant to RSA 167:3-k, adopted by SB 235 (2017, 187:1). The Legislature also contemplated that SB 235 would increase access to children’s behavioral health services, and allow schools to bill for expanded behavioral health services for an expanded population .

On August 20, 2018, the Department adopted and filed an emergency rule, effective 8-20-18 (Document #12607), which amended He-M 1301 to expand Medicaid coverage to children with different types of care plans pursuant to SB 235 (2017, 187:1), and included the recently approved NH 1915(i) hybrid services into the MTS rule. Shortly thereafter, the Centers for Medicare & Medicaid Services (CMS) clarified to the Department that the 1915(i) services should not be included in the MTS rule, because the NH 1915(i) is a hybrid (both a state plan amendment and a waiver), and not all of the services within the hybrid are coverable under 1905(a) of the Social Security Act (the Act). The Department next submitted a regular rulemaking proposal (Notice

#2019-35) for He-M 1301 which removed the 1915(i) services, and made other changes. The emergency rule expired 2-16-19, and He-M 1301 reverted to the text before the emergency rule was filed. During the course of the regular rulemaking, the Department received many comments and questions around the removal of the 1915(i) services, and subsequently the Department sought CMS guidance. CMS clarified that MTS is not a separate program, but a setting in which state plan services can be delivered to all Medicaid eligible children. On July 1, 2019, CMS and the Substance Abuse and Mental Health Services Administration (SAMHSA) issued clarifying guidance on expanding access to behavioral health and substance use disorder treatment services in the school-based setting. While CMS encourages expanded access to these services, it also expects compliance with the Act and with the NH Medicaid state plan in regards to covered services and qualified providers. The guidance clarified that “practitioners who furnish services in a school setting must meet applicable qualifications established by the state and those qualifications must minimally be the same as those providers who furnish services in other settings in the community.”

On August 27, 2019, the Department adopted another emergency rule, which amended He-M 1301, and filed it on August 28, 2019, effective 8-28-19 (Document #12861), to continue coverage to Medicaid enrolled students beyond those with IEPs to those with other written care plans, to ensure the rules complied with federal law as clarified in the July 1, 2019 guidance, and to continue to allow school districts to seek reimbursement for the expanded population and services pursuant to SB 235. The emergency rule is scheduled to expire 2-24-20. Without an administrative rule in place, schools would not have been able to bill for the expanded services or population because RSA 167:3-k, V prohibits billing for these unless an administrative rule is adopted. While no fiscal impact statement was required for the emergency rule, the Department acknowledged that there could be a large fiscal harm to schools if they were unable to be reimbursed for the expanded population and services. The emergency rule made initial changes to align MTS with the NH Medicaid state plan by clarifying the qualified providers eligible for reimbursement and made additional changes needed to begin aligning MTS with the NH Medicaid state plan. The emergency rule also allowed the Department to take time to continue working with stakeholders to fully implement the expansion in order to maximize the federal funding available to the schools as directed by RSA 167:3-k, IV(a). Since adoption of the emergency rule, the Department has participated in meetings statewide by various organizations and has conducted 5 stakeholder engagement meetings to discuss changes being made to the benefit via the administrative rule necessary to align it with the NH Medicaid state plan. Many of the amendments in this proposal are a result of stakeholder comment and engagement.

This proposal seeks to readopt with amendment the emergency rule, by effectively readopting with amendment, and renumbering the He-M 1301 rule as He-W 589.

The proposed changes to He-M 1301 as the emergency rule are summarized as follows:

- Renumbering He-M 1301 as He-M 589 which reflects the change of administration of the benefit from the Bureau of Developmental Services to the Division of Medicaid Medical Services;
- Updating the rule for clarity, program integrity, programmatic changes, and to be consistent with the other Fee for Service (FFS) Medicaid state plan rules in the He-W 500s;
- Updating the rule for compliance with state and federal law, and the NH Medicaid state plan;
- Inserting new definitions and deleting other definitions for programmatic and compliance reasons;

- **Inserting language and citations to other FFS rules to provide clarity that the services are covered if delivered in schools and if delivered in compliance with the applicable administrative rule. These include coverage for durable medical equipment pursuant to He-W 571, augmentative and alternative communication devices pursuant to He-W 575, private duty nursing services pursuant to He-W 540, and substance use disorder treatment services pursuant to He-W 513;**
- **Inserting providers who are able to bill for psychiatric, psychological, and mental health services;**
- **Clarifying the services being performed by rehabilitative assistants and the basic knowledge they should have to deliver services safely;**
- **Deleting preschool services as a service category because schools need to bill the distinct service being delivered;**
- **Inserting clarifying language around the Early and Periodic, Screening, Diagnosis and Treatment (EPSDT) benefit to more fully explain the coverage of the benefit for non-covered NH Medicaid state plan services and those services that have coverage limits. The proposal includes language to clarify which services will not require prior authorization pursuant to EPSDT at this time;**
- **Inserting clarifying language in the non-covered services section to align with the NH Medicaid state plan and federal law;**
- **Inserting additional documentation requirements as a result of recent program integrity audits and as recommended by the unit to ensure compliance with federal Medicaid claiming requirements;**
- **Inserting language on privacy compliance as applicable pursuant to 42 CFR Part 2, the Family Educational Rights and Privacy Act, and the Health Insurance Portability and Accountability Act of 1996; and**
- **Inserting a new section on state fair hearings.**

6. (b) Brief description of the groups affected:

These rules affect local school districts and school administrative units who provide services to children with and without IEP's and seek to be reimbursed from Medicaid. These rules also affect school age children who receive said services provided by local school districts and school administrative units.

6. (c) Specific section or sections of state statute or federal statute or regulation which the rule is intended to implement:

Rule	Specific State or Federal Statutes the Rule Implements
He-W 589.01	RSA 171-A:6, RSA 135-C:1; RSA 186-C:25 & 29; RSA 167:3-k
He-W 589.02	RSA 171-A:6, RSA 135-C:1, 42 CFR 483.106
He-W 589.03	RSA 171-A:6, RSA 135-C:1, 42 CFR 483.106
He-W 589.04	RSA 186-C:25; 42 CFR 440.230; 42 CFR 456.3; 42 USC 1936d(r)
He-W 589.05	42 CFR 440, Subpart A
He-W 589.06	RSA 186-C:25; 42 CFR 447.15; 42 CFR 447
He-W 589.07	RSA 171-A:6; RSA 135-C:1, 42 CFR 483.132; 42 CFR 455; 42 CFR 456
He-W 589.08	RSA 171-A:6; 135-C:1; 42 CFR 483.132
He-W 589.09	RSA 171-A:6; 135-C:1: 42 CFR 483.132
He-W 589.10	42 CFR 431 Subpart E

7. Contact person for copies and questions including requests to accommodate persons with disabilities:

Name: **Kim Reeve, Esq.** Title: **Legal Counsel – Admin Rules**
 Address: **NH Dept. of Health & Human Services** Phone #: **271-9640**
Administrative Rules Unit Fax#: **271-5590**
129 Pleasant St. E-mail: Kimberly.reeve@dhhs.nh.gov
Concord, NH 03301

The proposed rules may be viewed and downloaded at: TTY/TDD Access: Relay NH 1-800-735-2964 or dial 711 (in NH)

<http://www.dhhs.nh.gov/oos/aru/comment.htm>

8. Deadline for submission of materials in writing or, if practicable for the agency, in the electronic format specified: **January 29, 2020**

Fax E-mail Other format (specify):

9. Public hearings scheduled for:

Date and Time: **January 17, 2020, 2:30-4:00 PM, and January 22, 2020, 3:00-4:30 PM**
 Place: **DHHS Brown Bldg., Auditorium, 129 Pleasant St., Concord, NH 03301**

10. Fiscal Impact Statement (Prepared by Legislative Budget Assistant)

FIS # 19:224, dated 12/13/19

1. Comparison of the costs of the proposed rule(s) to the existing rule(s):

Not applicable. The proposed rule readopts with amendments an emergency rule originally adopted on August 28, 2019.

2. Cite the Federal mandate. Identify the impact on state funds:

Section 1903 of the Social Security Act, 42 USC Title 1396B(c), allows Medicaid payments for covered Medicaid services, but does not create a separate “Medicaid to Schools” program. Instead, schools are considered a setting in which covered Medicaid services may be delivered and for which schools may seek reimbursement. As such, services delivered in a school setting are considered a benefit of the Medicaid state plan. Under this benefit, schools submit claims for Medicaid reimbursement to pay for Medicaid-covered services provided to students. There is no impact on state funds.

3. Cost and benefits of the proposed rule(s):

The Medicaid to Schools program, formally known as Medical Assistance Services Provided by Education Agencies, was established by RSA 186-C:25 as a voluntary program. Local education agencies and school administrative units can opt to enroll with NH Medicaid for the purposes of administration and billing, and subsequently bill the federal Medicaid program (through the state Department of Health and Human Services) for covered medical services provided to children. Because schools are obligated under federal law to provide certain services, they pay for those services prior to seeking Medicaid reimbursement. Thus, schools pay for the services in their entirety, and seek reimbursement for up to 50% of the cost of the service, provided the services are Medicaid-eligible.

The Department states that historically, the Medicaid to Schools program was limited to children with Individualized Education Plans (IEP). SB 235 in 2017 authorized the Department to expand coverage to all Medicaid-eligible students attending public schools, and was intended to increase provision of behavioral health services to the school population. Subsequent guidance from the federal Centers for Medicare and Medicaid Services (CMS) indicated that while CMS was supportive of expanded access to such services, service provision must be consistent with the federal Social Security Act and the NH Medicaid state plan. Specifically, the guidance stated that “practitioners who furnish services in a school setting must meet applicable qualifications established by the state and those qualifications must minimally be the same as those providers who furnish services in other settings in the community.” Accordingly, the emergency rule adopted August 28, 2019 was intended to align the Medicaid to Schools program with federal law as well as with the Medicaid state plan. Specifically, the emergency rule clarified the qualified providers eligible to provide reimbursable services, the requirements for medical necessity, and the proper authorization from medical providers to order reimbursable services. The proposed rule seeks to readopt the emergency rule with various changes, which are not anticipated to differ in cost compared to the existing emergency rule. Proposed changes to the emergency rule include the following:

- Renumbering, inserting new definitions, and generally updating the rule for compliance with state law, federal law, and the NH Medicaid state plan;
- Inserting references to providers who are able to bill for psychiatric, psychological, and mental health services;
- Clarifying the services that may be performed by rehabilitative assistants and the basic knowledge such assistants should have in order to safely deliver services;
- Deleting preschool services as a services category, as schools must bill for the specific service being provided;

- Inserting clarifying language around the Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) benefit to more fully explain the benefit for non-covered NH Medicaid state plan services, as well as those services with coverage limits;
- Inserting additional documentation requirements as a result of recent audits; and
- Inserting language on privacy compliance pursuant to 42 CFR Part 2, the Family Educational Rights and Privacy Act, and the Health Insurance Portability and Accountability Act of 1996.

A. To State general or State special funds:

None.

B. To State citizens and political subdivisions:

As indicated in response to (3) above, the proposed rule is necessary for the Medicaid to Schools program to remain in compliance with the federal Medicaid program, and hence for local school districts to continue to receive federal reimbursement for covered services. The Department notes that the proposed rule does not create any obligation for schools to provide services that they are not otherwise legally obligated to provide. It does, however, provide a mechanism for schools to seek federal reimbursement for Medicaid-covered services. For informational purposes, the Department notes that in FY 2018, before services were expanded under SB 235, school districts were reimbursed \$27.3 million in federal Medicaid funds for 11,218 students.

C. To independently owned businesses:

None.

11. Statement Relative to Part I, Article 28-a of the N.H. Constitution:

The proposal does not mandate any fees, duties, or expenditures on the political subdivisions of the state, and therefore does not violate Part I, Article 28-a of the N.H. Constitution.

CHAPTER He-W 500 MEDICAL ASSISTANCE

Readopt with amendment and renumber He-M 1301.01, effective 1-23-16 (Document #11025), as He-W 589.01, cited and to read as follows:

PART He-W 589 MEDICAL ASSISTANCE SERVICES PROVIDED BY EDUCATION AGENCIES

He-~~WM 1301~~589.01 Purpose. The purpose of these rules is to describe the services provided by school districts and school administrative units that are reimbursable under ~~the NH medicaid for which federal financial participation (FFP) can be claimed and to describe the required qualifications of clinicians, licensed by a board under the office of professional licensure and certification for healthcare professionals, delivering reimbursable services in schools and preschools.~~medical assistance program. Reimbursable services include both the NH medicaid state plan services, and other optional services that are not covered under the NH medicaid state plan, but covered pursuant to 1905(a) of the Social Security Act through the EPSDT benefit. Requesting FFP for medicaid services is optional for school districts and school administrative units. These service descriptions are established to allow students to receive medically necessary services within the least restrictive environment. Participation in medicaid the medical assistance program is discretionary on the part of school districts and school administrative units. These rules are not intended to impose upon school districts and school administrative units the responsibility to provide any services that they are not otherwise legally responsible to provide under RSA 186-C or other law.

Readopt with amendment and renumber He-M 1301.02 – 1301.09, effective 8-28-19 (Document #12861, Emergency), as He-W 589.02 – 589.09, to read as follows:

He-~~WM 589~~1301.02 Definitions.

(a) “Activities of Daily Living (ADL)” means grooming, eating, dressing, transferring, mobility, and toileting.

(b) “Applied behavior analysis (ABA)” means a treatment modality that employs the process of systematically applying interventions based on the principles of learning theory to improve socially significant behaviors, and covered through the EPSDT benefit pursuant to He-W 546.

(c) “Augmentative and alternative communication (AAC) aids” means electronic or non-electronic aids, devices, or systems ordered by a licensed speech pathologist that assist a student to overcome or ameliorate the communication limitations that preclude or interfere with meaningful participation in current and projected daily activities, such as communication boards or books, speech amplifiers, electronic devices that produce speech and/or written output.

~~(d)~~ (d) “Care plan” means a written health care plan, including, but not limited to, an Individualized Education Program or a 504 plan, which is maintained in the student’s file and that documents and supports the medical necessity of all claims to NH medicaid for FFP for any covered medicaid services to include services considered to be medically necessary under EPSDT and to be provided to the student and reimbursed to the enrolled school provider.

~~(b)~~ (b) “Consultation” means ~~the rendering, by a medical or behavioral health provider, of an expert opinion regarding the diagnosis or treatment of a specific student for which the student was present for the consultation for at least 51% of the time, and pursuant to the covered services listed in He M 1301.04.~~

~~(c)~~ (c) “Covered service” means ~~a service identified pursuant to He M 1301.04 that is reimbursable under the state medical assistance program and provided to a student.~~

(e) “Durable medical equipment (DME)” means a type of item pursuant to He-W 571 that is:

(1) Non-disposable and able to withstand repeated use;

(2) Primarily used to serve a medical purpose for the treatment of an acute or chronic medically diagnosed health condition, illness, or injury; and

(3) Not useful to an individual in the absence of an acute or chronic medically diagnosed health condition, illness, or injury.

(fd) “Early and Periodic, Screening, Diagnosis and Treatment (EPSDT) services” means a benefit pursuant to 42 CFR 440.40 and He-W 546, designed to provide preventative health care, diagnostic services, and early detection and treatment of disease or abnormalities to ~~eligible-enrolled~~ individuals under age 21.

(ge) “Enrolled school provider” means a ~~NHew Hampshire~~ Local eEducation Agency (LEA) or school administrative unit (SAU) that has agreed to participate in ~~the medical assistance program~~ NH Medicaid pursuant to these rules and enrolled with NH Medicaid.

(hf) “Federal financial participation (FFP)” means the federal share of costs for services ~~provided pursuant to He M 1301.~~

(ig) “Group” means 2 or more persons.

(jh) “Individualized education program (IEP)” ~~means a written statement for a child with a disability that is developed, reviewed, and revised in accordance with 34 CFR 300.320 through 300.324, and the applicable NH department of education administrative rules. means “individualized education program” as defined in Ed 1102.03(h).~~

(k) “Instrumental Activities of Daily Living” (IADL) means personal hygiene, light housework, laundry, meal preparation, transportation, grocery shopping, using the telephone, medication management, and money management.

(li) “Local education agency (LEA)” means a local school district.

(j) ~~“Other licensed practitioner” means any person licensed or certified under state law to provide medical or behavioral health services and practicing within the scope of his or her licensure pursuant to the applicable state law for his or her licensure or certification.~~

(mk) “Medical assistance” means the federally financed medical assistance program established pursuant to Title XIX of the Social Security Act also known as the Medicaid program.

(nm) “Medically necessary” means reasonably calculated to prevent, diagnose, correct, cure, alleviate or prevent the worsening of conditions that endanger life, cause pain, result in illness or infirmity, threaten to cause or aggravate a handicap, or cause physical deformity or malfunction, and no other equally effective course of treatment is available or suitable for the student requesting the medically necessary service.

(ol) “Order” means a written authorization ~~or prescription~~ for the provision of services ~~prescribed issued~~ by an advance practice registered nurse (APRN), physician’s assistant, ~~(PA) or~~ physician or other licensed clinician with ordering privileges as authorized by the appropriate NH clinical healthcare board.

(pe) “Other licensed clinician” means any person licensed under state law to provide clinical healthcare services and practicing within the scope of his or her licensure pursuant to the applicable state law for his or her licensure.

(~~qm~~) “Performing-only provider” means ~~a medical or behavioral~~ health care providers that the medicaid program does not allow to independently enroll with medicaid and must be affiliated with an enrolled school provider.

(~~rq~~) “Personal care services” means medically necessary services related to assistance with ADLs or IADLs due to a student’s illness, injury, or disability which are furnished to a student who is not an inpatient or resident of a hospital, nursing facility, intermediate care facility for people with developmental disabilities, or institution for mental disease, and covered through the EPSDT benefit pursuant to He-W 546.

(~~sn~~) “Physician” means a person licensed to practice medicine in N~~ew~~ Hampshire or the state in which he or she practices.

(~~t~~) “Private duty nursing” means the provision of skilled nursing services for students who require more individual and continual skilled nursing observation, judgment, assessment, or interventions than are available from a visiting nurse, in contrast to part-time or intermittent care, such as wound care

(~~o~~) “Pre school services” means ~~services to children age 3 up to the age of entry either into kindergarten or first grade, whichever is applicable.~~

(~~u~~) “Psychologist” means a person licensed to practice psychotherapy in NH pursuant to RSA 329-B or an equivalent licensing board in the state in which she or he practices.

(~~v~~) “Psychotherapist or mental health practitioner” means a licensed clinical social worker, pastoral psychotherapist, clinical mental health counselor, or marriage and family therapist licensed under RSA 330-A who provides mental health services. This definition shall include psychiatrists licensed as physicians under RSA 329, advanced registered nurse practitioners licensed under RSA 326-B:18 as psychiatric nurse practitioners, and psychologists, school psychologists, or associate school psychologists licensed by the board of psychology under RSA 329-B.

(~~w~~) “Psychotherapy” means the professional treatment, assessment, or counseling of a mental or emotional illness, symptom, or condition.

(~~x~~) “Rehabilitative assistance services” means medical or remedial services covered through the EPSDT benefit and ordered by a physician or other licensed clinician, acting within the scope of his or her licensure, for maximum reduction of a physical or mental disability and restoration of a student to his or her best possible functional level.

(~~yp~~) “School administrative unit (SAU)” means a legally organized administrative body responsible for one or more school districts pursuant to RSA 194-C:1.

(~~zq~~) “Section 504 plan (504 plan)” means a plan for services for a student in accordance with Section 504 of the Rehabilitation Act of 1973 as amended.

(~~aa~~) “Signature” means:

- (1) A person’s name handwritten by that person, excluding any photocopy, stamp, or other facsimile of such name; or
- (2) An electronic signature that complies with RSA 294-E.

(~~abs~~) “Student” means a person who is eligible for and to receive medical assistance under medicaid covered services pursuant to He-~~WM 1301~~589.03.

(act) “Under the direction” means that, except as prohibited by state law, the licensed health care clinician~~qualified professional~~, whether or not he or she is physically present at the time that services are provided:

- (1) Assumes professional responsibility for the services provided; ~~and~~
- (2) Assures that the services are medically appropriate and performed safely; ~~and-~~
- (3) Assures compliance with the supervision requirements established by the applicable licensure law for his or her clinical practice.

He-~~WM 1301~~ 589.03 Student Eligibility. To be eligible for ~~medical-medicaid assistance~~ reimbursement for covered services, a student shall:

- (a) Have a care plan;
- (b) Be less than 21 years of age;
- (c) Be eligible for and enrolled in medicaid; and
- (d) Be served by an LEA or SAU that is an enrolled school provider.

He-~~WM 1301~~ 589.04 Covered Services and Provider Qualifications.

(a) All enrolled school providers shall:

- (1) Be enrolled with NH medicaid for the purposes of administration and billing;
- ~~(2)~~ Verify the qualifications, licensure, and certifications, as applicable, of performing-only providers upon hire and at time of any licensure or certification renewal and maintain proof of verification; ;and
- ~~(3)~~ Screen all performing-only providers for ~~m~~Medicaid services for exclusions against the Office of Inspector General (OIG) exclusion and sanction database pursuant to section 1866(j)(2) of the Social Security Act, section 1903(i) of the Social Security Act, and 42 CFR 1001.1901. The OIG exclusion and sanction database is located at <https://exclusions.oig.hhs.gov> ;-
- ~~(4)~~ ~~Performing-only providers shall be s~~Screened all performing-only providers upon hire, prior to executing a contract, and on a monthly basis thereafter as long as the performing-only provider is providing ~~m~~Medicaid services for which the school is seeking federal FFP; and
- (5) Ensure all providers have knowledge in the following areas:-
 - a. Medicaid recipient rights, and the reporting of abuse and neglect; and
 - b. Recording keeping and documentation requirements pursuant to this part, including the penalties associated with improper recordkeeping and documentation.

(b) All cCovered services shall be:

- (1) Provided through a student's LEA or SAU; ~~and~~
- (2) Medically necessary;

(3) Included and documented in the student's care plan in accordance with this part;

(4) Provided in a variety of locations and settings as specified in a student's care plan and may occur outside the hours of the usual school day;

(5) Designed to meet the health needs of a student by facilitating the reduction of a physical or mental impairment and providing rehabilitation.

(6) Provided by qualified clinicians pursuant to this part and who comply with the scope of his or her board licensure for his or her clinical practice including supervision and ordering requirements; and

(7) Prior authorized if required.

~~Designed to meet the health needs of a student by facilitating the reduction of a physical or mental impairment and providing rehabilitation.~~

~~_____ (e) Covered services shall be included in the student's care plan, or if applicable, medically necessary pursuant to He-W 546 and be documented in the student's care plan,;~~

~~_____ (d) Covered services shall be provided in a variety of locations and settings as specified in a student's care plan and may occur outside the hours of the usual school day.~~

(ce) Covered services may be provided by staff employed or subcontracted by the enrolled school provider and who are:-

(1) Either licensed by the applicable clinical healthcare boards to provide the services provided or otherwise under the direction of the appropriate licensed clinician to provide the services as permitted by applicable licensure law; or

(2) Board Certified Behavior Analysts (BCBA) appropriately certified by the national Behavior Analyst Certification Board, and if supervising others, have a supervisory certification issued by the national board and be acting within the scope of that certification.

(df) Covered supplies and equipment described under He-~~WM 5891301~~.04 shall:

(1) Be acquired for the use of a specific student;

(2) When purchased, be the property of the student and his or her family; and

(3) When rented or acquired through a used equipment exchange program, be the property of the student and his or her family during the period used.

_____ (e) DME shall be provided by a qualified DME provider, and in accordance with the requirements pursuant to He-W 571.

_____ (f) AAC aids shall be provided by a qualified DME provider, and in accordance with the requirements of He-W 575.

(g) Medical evaluation shall ~~be a covered service and shall~~ include the following:

(1) Those services rendered by a physician, APRN, or physician assistant~~other licensed practitioner~~ whose opinion or advice is requested regarding the evaluation or treatment of a student's condition;

(2) The course of treatment or therapy ~~suggested-ordered~~ by the physician, APRN, or physician assistant ~~other licensed practitioner~~ which is overseen by the referring physician, APRN or physician assistant ~~or other licensed practitioner~~; and

(3) An initial evaluation shall be covered; however, if the physician, APRN, or physician assistant ~~or other licensed practitioner~~ assumes the continuing care of the student, any service(s) provided ~~by such physician or licensed practitioner~~ subsequent to the initial evaluation by such physician, APRN, or physician assistant shall not be considered an evaluation but may be coverable as another service pursuant to this part.

(h) The following medical evaluation services shall be billable under the category of medical evaluation:

(1) Examination of a single organ system, including:

- a. Documentation of complaint(s);
- b. Physical examination and diagnosis of current illness; and
- c. Establishment of a plan of management relating to a specific problem; and

(2) In-depth evaluation with development and documentation of medical data, including:

- a. Chief complaint;
- b. Present illness;
- c. Family history;
- d. Medical history;
- e. Personal history;
- f. System review; and
- g. Physical examination.

(i) Nursing services shall be medically necessary to meet the health needs of a student ~~as described under He M 1301.03 (a) shall be covered services~~ and shall include:

(1) Any assessments, treatments, or ~~consultations-evaluations~~ performed by a licensed registered nurse, licensed practical nurse (LPN), APRN for a student that are medically necessary ~~in order for the student to benefit from an educational program~~; and

(2) Supplies and equipment necessary for the provision of the covered nursing services as determined by the licensed registered nurse, LPN, licensed practical nurse or APRN.

(j) Nursing services shall be performed by the following:

(1) An APRN licensed to practice in NH by the NH board of nursing in accordance with RSA 326-B:18 or the state in which he or she practices as a registered nurse in an advance practice role ~~or the state in which he or she practices~~; or

(2) A registered nurse ~~or licensed practical nurse~~ who is:

- a. Licensed to practice in NH or the state in which he or she practices; and

b. Acting under the direction of a physician, APRN, or physician assistant PA for those activities that require an order.

(3) A LPN who is:

a. Licensed to practice in NH under RSA 326-B or the state in which he or she practices; and

b. Acting under the direction of a physician, APRN, registered nurse, or physician assistant.

(k) ~~Covered-N~~nursing services shall include the following:

(1) Administration of medication(s);

(2) Positioning or repositioning;

(3) Assistance with specialized feeding programs;

(4) Management and care of specialized medical equipment such as:

a. Colostomy bags;

b. Nasogastric tubes;

c. Tracheostomy tubes; and

d. Related medical devices;

(5) Observation of students with chronic medical illnesses in order to assure that medical needs are being appropriately identified, addressed, and monitored; and

(6) Other services determined by a registered nurse, ~~LPNlicensed practical nurse~~, or APRN to be medically necessary and appropriate.

(l) Billable categories of nursing services shall include the following:

(1) Nursing assessment;

(2) Nursing treatment; and

~~(3) Nursing consultation;~~

~~(4) Development and documentation of student specific health information related to the practitioner's scope of practice; and~~

~~(35)~~ Supplies and equipment necessary to provide covered nursing services.

(m) Private duty nursing services shall be:

(1) A covered service when it is part of the student's medical regimen and rendered under the order and under the direction of the student's physician; and

(2) Covered and delivered by the clinicians pursuant to He-W 540 and in accordance with the requirements of He-W 540.

~~(n#)~~ Occupational therapy services shall be ~~a covered service~~ if the services are medically necessary to implement a program of activities ~~in order~~ to develop or maintain adaptive skills necessary to achieve adequate and appropriate physical and mental functioning of a student including:

(1) Any evaluations, treatment, or ~~consultations-assessments~~ performed by an occupational therapist professional qualified under (o) below of students whose abilities to carry out age appropriate tasks are threatened or impaired by physical illness or injury, mental illness, emotional disorder, or congenital or developmental disability; and

(2) Supplies and equipment necessary to provide the covered occupational therapy services as recommended by an occupational therapist ~~qualified under (n) below; and:~~

(3) Occupational therapy services performed by an occupational therapy assistant carrying out a therapy plan developed by the occupational therapist.

~~(o#)~~ Occupational therapy services shall be provided by:

(1) An occupational therapist who is licensed to practice in NHew Hampshire or the state in which he or she practices, and is either:

a. Registered by the National Board for Certification in Occupational Therapy Inc.; or

b. A graduate of a program in occupational therapy approved by the Committee on Allied Health Education and Accreditation of the American Medical Association and engaged in the supplemental clinical experience required before registration by the National Board for Certification in Occupational Therapy, Inc.; or

(2) An occupational therapy assistant as defined in RSA 326-C:1, IV working under the direction of a licensed occupational therapist ~~qualified professional identified pursuant to (1) above.~~

~~(p#)~~ ~~Covered Occupational~~ therapy services shall require an order ~~be ordered by a physician, PA or APRN.~~

~~(q#)~~ Occupational therapy services shall include ~~Persons providing occupational therapy services shall use treatment techniques including:~~

(1) Task-oriented activities to correct physical or emotional deficits or to minimize the disabling effect of these deficits in the life of the student;

(2) Evaluations of:

a. Sensorimotor abilities;

b. Self-care activities;

c. Capacity for independence;

d. Physical capacity for prevocational and work tasks; and

e. Play and leisure performance;

(3) Specific occupational therapy techniques involving:

a. Improving skills for ADLs ~~activities of daily living;~~

- b. The fabrication and application of splinting devices;
- c. Sensorimotor activities;
- d. The use of specifically designed manual and creative activities;
- e. Guidance in the selection and use of adaptive equipment; and
- f. Specific exercises to enhance functional performance and physical capabilities needed for work activities; and

(4) Other services determined by an occupational therapist to be medically necessary and appropriate.

(~~rq~~) Billable categories of occupational therapy services shall include the following:

- (1) Occupational therapy evaluation;
- (2) Occupational therapy, individual;
- (3) Occupational therapy, group; and
- ~~(4) Occupational therapy, consultation;~~
- ~~(5) Development and documentation of student specific health information related to the provider's scope of practice; and~~
- ~~(46)~~ Supplies and equipment necessary for the provision of covered occupational therapy services.

(~~sf~~) Physical therapy services shall ~~include~~be covered services including:

- (1) Any evaluations to determine a student's level of physical functioning, including performance tests to measure strengths, balance, endurance, and range of motion;
- (2) Any treatment services, evaluations, or ~~consultations~~assessments which might utilize therapeutic exercises or the modalities of heat, cold, water, and electricity, for the purpose of preventing, restoring, or alleviating a lost or impaired physical function; ~~and~~
- (3) Other services, including supplies and equipment, determined by a physical therapist to be medically necessary and appropriate for a student's physical therapy; and
- (4) Physical therapy services performed by a physical therapy assistant carrying out a therapy plan developed by the physical therapist.

(~~ts~~) Physical therapy services shall be provided by:

- (1) A physical therapist who is a graduate of a program of physical therapy approved by the Committee on Allied Health Education and Accreditation of the American Medical Association and the American Physical Therapy Association or its equivalent and licensed to practice in the state of ~~NHew Hampshire~~ or the state in which he or she practices; or
- (2) A physical therapy assistant as defined in RSA 328-A:2, VIII who is under the direction of a licensed physical therapist~~qualified professional identified~~ pursuant to (1) above.

~~(ut) Physical therapy services shall be medically necessary. Covered physical therapy services shall be medically necessary and ordered by a physician, APRN or PA.~~

(v#) Billable categories of physical therapy services shall include the following:

(1) Physical therapy, evaluation;

(2) Physical therapy, individual;

(3) Physical therapy, group; and

~~(4) Physical therapy consultation;~~

~~(5) Development and documentation of student specific health information related to the provider's scope of practice;~~

~~(46) Supplies and equipment necessary for the provision of covered physical therapy services;~~

~~(7) Development and documentation of student specific health information related to the provider's scope of practice; and~~

~~(8) Supplies and equipment necessary for the provision of covered occupational therapy services.~~

(wv) Psychiatric services shall be medically necessary for the evaluation, assessment, diagnosis, and treatment of mental or emotional conditions~~be covered services if ordered by a licensed physician, PA or APRN to be medically necessary for the evaluation, diagnosis, and treatment of psychiatric problems in order for a student to benefit from an educational program.~~

(xw) Psychiatric services shall be provided by:

(1) Aa psychiatrist who is a physician licensed to practice in ~~NHew Hampshire~~ or the state in which he or she practices and either board certified or board eligible according to the most recent regulations of the American Board of Psychiatry and Neurology, Inc. or its successor organization pursuant to RSA 135-C:2; or -

(2) An APRN with a psychiatric specialty pursuant to RSA 326-B:18.

(y*) Billable categories of psychiatric services shall include the following:

(1) Psychiatric evaluation and diagnosis; and

(2) Psychiatric treatment; ;

~~(3) Psychiatric consultation; and~~

~~(4) Development and documentation of student specific health information related to the provider's scope of practice.~~

(zy) Psychological services shall require an order and be medically necessary for the evaluation, diagnosis, treatment, and counseling of mental or emotional illnesses, symptoms, or conditions~~covered services if ordered by a certified psychologist, physician, APRN or PA to be medically necessary for the evaluation, diagnosis, and treatment of emotional or behavioral problems or disturbances in order for a student to benefit from an educational program.~~

(aaz) Psychological services shall be provided by:

(1) A psychologist who is a school psychologist or associate school psychologist certified by the state board of education in ~~NHew Hampshire~~ or in the state in which he or she practices and licensed by the NH board of psychologists or another state's board of psychology; ~~or~~

(2) A psychologist or associate psychologist licensed by the ~~NHew Hampshire~~ board of psychologists or licensed by another state's board of psychology;

(3) A physician;

(4) APRNs with a psychiatric specialty pursuant to RSA 326-B:18;

(5) Psychotherapists acting within the scope of his or her licensure; or

(6) An MLADC for co-occurring mental health and substance use disorders.

(~~ab~~) Billable categories of psychological services shall include the following:

(1) Psychological testing and evaluation;

(2) Psychodiagnostic testing;

(3) Psychological counseling, individual treatment;

(4) Psychological counseling, group treatment; and

(5) Family counseling, during which the student shall be present at 51% of the counseling session;

~~(6) Psychological consultation; and~~

~~(7) Development and documentation of student specific health information related to the provider's scope of practice.~~

(~~ac~~) Mental health services, other than psychiatric and psychological services, shall be covered if they are medically necessary, ordered, and shall include,~~shall be covered services if they are medically necessary services other than psychiatric and psychological services identified pursuant to (w) (ab) above that are ordered by a PA, APRN or physician and include,~~ but are be not limited to:

(1) Behavior management;

(2) Individual counseling;

(3) Group counseling; and

(4) Family counseling, during which the student shall be present at 51% of the counseling session; and

~~(5) Crisis intervention; and~~

~~(4) Development and documentation of student specific health information related to the provider's scope of practice.~~

(~~ad~~) Persons providing mental health services shall be:

(1) A psychologist who is a school psychologist or associate school psychologist certified by the state board of education in NH or in the state in which he or she practices and licensed by the NH board of psychologists or another state's board of psychology;

(2) Psychotherapists; A school social worker certified by a community mental health program in accordance with He M 426;

~~(32) Psychologists licensed by the board of psychology pursuant to RSA 329-B; or Licensed to practice mental health in accordance with the NH Board of Mental Health practice pursuant to New Hampshire RSA 330 A:18, RSA 330 A:19 or licensed in the state in which he or she practices for the practice of mental health services or its equivalent;~~

~~————(3) Licensed by the board of psychology pursuant to RSA 329-B; or~~

(4) An APRN with a psychiatric specialty pursuant to RSA 326-B:18.

~~(ae) Substance use disorder (SUD) treatment and recovery support services shall be provided by the licensed qualified providers described in He-W 513, and in accordance with the requirements in He-W 513.~~

~~(af) Rehabilitative assistance services shall include the following be a covered service and include assistance with:~~

~~(1) Mobility assistance such as positioning, transfers, correct application of ankle-foot orthosis, range of motion, fall prevention, and safety risk precautions;~~

~~(2) Communication assistance such as assistance with sign language, prompting to facilitate expressive and receptive language, and assistance with AAC devices and other such devices that ameliorate communication limitations;~~

~~(3) Assistance with the implementation of bBehavioral management plans to increase adaptive behavioral functioning;~~

~~(4) Nutrition such as assistance with eating, cutting food, and food preparation;~~

~~(5) Cueing, prompting, and guiding, when provided as part of the assistance with ADLs, communication, or behavior management;~~

~~(6) Assistance with adaptive or assistive devices when linked to the student's medical condition;~~

~~(7) Assistance with the use of DME when linked to the student's medical condition;~~

~~(85) Medication administrations to the extent allowable under RSA 326-B and pursuant to Nur 404.07 when the rehabilitative assistant has been trained by a nurse in medication administration, and the nurse has delegated the task of medication administration to the rehabilitative assistant;~~

~~(96) Personal care services such assistance with ADLs and IADLs; and~~

~~(7) Supported employment for students with vocational IEP goals excluding teaching of job tasks, performing job tasks, or providing academic instruction and including, at a minimum:~~

~~a. Enhancing social and personal development; and~~

~~b. Consultation services in communication, mobility, physical, psychological, or medical well-being in the context of vocational goals and employment settings; and~~

~~(108) Any other remedial services, excluding classroom instruction and academic tutoring, that are included in the student's care plan as medically necessary for the maximum reduction~~

of a student's physical or mental disabilities excluding educational and social activities such as classroom instruction and academic tutoring.

(age) ~~Persons who provide r~~Rehabilitative assistantsee shall:

(1) Be certified pursuant to Ed 504.05 or Ed 504.06, requirements and certification for paraeducators;

(2) Have qualifications equivalent to the requirements for certification under Ed 504.05 or 504.06; or

(3) Be other licensed ~~practitioners~~clinicians; and-

(4) If applicable for the tasks delegated to the rehabilitative assistant or if required by law have knowledge in the following areas:

a. Personal care and nutrition;

b. Infection control and universal precautions designed to prevent the transmission of infectious diseases;

c. Safety and emergency procedures, including basic first aid and 911 protocols; and

d. Proper lifting techniques.

~~(ahf) Rehabilitative assistants Persons providing rehabilitation assistance under Ed 504.05 or Ed 504.06 as paraeducators, or with qualifications equivalent to Ed 504.05 or 504.06, shall provide rehabilitation assistance services in accordance with Ed 1113.12-(b) and (e).~~

~~(aig) Covered rehabilitative assistance shall be medically necessary and shall require an order ordered by a physician, APRN or PA.~~

~~(ajh) Provision of rehabilitative assistance services shall be reviewed by an other licensed clinician designated by the care plan team every 30 days physician or other licensed practitioner at least weekly. Such review shall include review of the activities performed by the rehabilitative assistant and the effectiveness of the activities as observed by the rehabilitative assistant. Such review shall include consultation with the staff person providing the rehabilitative assistance. The As part of the review, the care plan team designated licensed clinician practitioner conducting the review shall, as part of the review, sign the documentation of the service transaction logs to attest that the service was actually provided. provided in order to verify that the service was provided. The health care clinician who has been designated as the clinician responsible for the implementation of the care plan the rehabilitative assistant is carrying out shall provide review and signature that the activities have been conducted in accordance with the health care clinician's treatment plan.~~

~~(ai) Billable categories of student rehabilitative assistance shall include the following:~~

~~(1) Student rehabilitative assistance, individual;~~

~~(2) Student rehabilitative assistance, group; and~~

~~(3) Development and documentation of student specific health information related to the provider's scope of practice.~~

~~(aj) Pre-school services shall be covered services and include speech and language services, mobility and orientation, family counseling and information services, and nutrition services. There shall be a physician's order for covered pre-school services from a licensed practitioner.~~

~~—(ak) Pre-school service shall be billed as a single category based on a half-day unit. A half-day unit shall equal at least 2 hours and not more than 4 hours of service or, at the option of the LEA, be billed as discrete services based on the units of covered service actually provided.~~

(ak) Speech, language, and hearing services shall be covered services if they are services, supplies, ~~and or~~ equipment ordered by a licensed audiologist or licensed speech pathologist to be medically necessary for the evaluation, diagnosis ~~and or~~ treatment of speech, language, and hearing disorders which result in communication disabilities.

(al) Speech language services shall include services performed by speech language assistants listed in (am) below carrying out a therapy plan developed by the speech language pathologist.

(am) Speech, language, and hearing services shall be provided by:

(1) An audiologist who is licensed to practice in N~~Hew~~ Hampshire by the board of hearing care providers or the state in which he or she practices;

(2) A speech pathologist who is either:

a. Licensed pursuant to RSA 326-F to practice in N~~Hew~~ Hampshire, which shall be considered equivalent to having met the requirements for the American Speech-Language-Hearing Association (ASHA) Certificate of Clinical Competence in Speech-Language Pathology; or

b. Licensed in the state in which he or she practices and have one of the following:

(i) A Certificate of Clinical Competence from the American Speech and Hearing Association; or

(ii) Completed the equivalent educational requirements and work experience necessary for the certificate; or

(iii) Completed the academic program and is acquiring supervised work experience to qualify for the certificate;

(3) A speech-language assistant as defined in RSA 326-F:1, II-a working under the direction of a ~~licensed speech pathologist~~qualified professional identified pursuant to (2) above; or

(4) A speech-language assistant as allowed in RSA 326-F:2, I(c), working under the direction of a licensed speech pathologist or audiologist~~qualified professional identified pursuant to (1) or (2) above.~~

~~(an) There shall be a order from a physician, APRN or PA for the speech language services.~~

(an) Billable categories of speech, language, and hearing services shall include the following:

(1) Individual speech, language, or hearing evaluation;

(2) Speech, language, or hearing therapy, individual treatment;

(3) Speech, language, or hearing therapy, group treatment; and

~~(4) Speech, language, or hearing consultation;~~

~~(5) Development and documentation of student specific health information related to the provider's scope of practice; and~~

~~(46) Supplies and equipment necessary for the provision of covered speech language and hearing services.~~

~~(ap) Vision services shall require an order and be covered services if they are services ordered by a licensed optometrist, ophthalmologist, or APRN or PA to be medically necessary for the prevention or rehabilitation of visual impairment or restoration of a student with a visual impairment to his or her best possible functional level.~~

~~(apq) Vision services other than those prescribed or provided by an optometrist and ophthalmologist shall be provided in accordance with the order and be provided in accordance with He-W 565 and He-W 546 for covered vision services by a physician or other licensed practitioner.~~

~~(ar) Billable categories of vision services shall include:~~

~~(1) Aids to vision prescribed by an ophthalmologist or an optometrist;~~

~~(2) Mobility and orientation training;~~

~~(3) Braille instruction and materials;~~

~~(4) Services and supplies related to diagnostic screening and prevention of visual disorders; and~~

~~(5) Other services and supplies necessary for the provision of restoration of vision or related functioning to the best possible functional level.~~

~~(aqs) EPSDT comprehensive and age-appropriate medical assessments and screenings of a student's physical and mental status, including vision and hearing screenings in accordance with the requirements pursuant to He-W 546.05. EPSDT services shall be covered including case management and wrap around coordination if provided in accordance with He-W 546, and shall be prior authorized by the department in accordance with He-W 546.06.~~

~~(ar) Services that are not covered or have coverage limits under the NH medicaid state plan shall be covered through the EPSDT benefit when medically necessary, coverable under Section 1905(a) of the Social Security Act, and requested in accordance with the requirements of He-W 546.~~

~~(as) The following are examples of services described in (ar) subject to the requirements of He-W 546:~~

~~(1) Rehabilitative assistance services;~~

~~(2) Applied behavior analysis;~~

~~(3) Personal care services for individuals under the age of 21;~~

~~(4) Wrap around services;~~

~~(5) Case management services; and~~

~~(6) Other optional services listed in 1905(a) of the Social Security Act and not included in the NH medicaid state plan or included as a covered service under this part.~~

(at) The following shall not be subject to the prior authorization requirements of He-W 546:

(1) Rehabilitative assistance services

(2) Applied behavior analysis; and

(3) Personal care services for individuals under the age of 21.

(au) Any services not listed as covered under the NH medicaid state plan or services with coverage limits shall be given independent review by the department for coverage based on medical necessity in accordance with the EPSDT benefit pursuant to He-W 546.

(ay†) Specialized transportation shall be a billable service as follows:

(1) Transportation shall be listed in the student's IEP as a required service and the student shall be physically in the vehicle for the transportation to be billable to medicaid;

(2) Transportation shall be considered a required service if:

a. The ~~child-student~~ requires transportation in a vehicle specially adapted to serve the needs of the disabled ~~child~~student, including a specially adapted school bus; or

b. The ~~child-student~~ resides in an area that does not have school bus transportation, such as those areas in close proximity to a school, but has a medical need for transportation that is noted in the IEP;

(3) The following transportation may be billed as a medicaid service:

a. Transportation to and from school only on a day when the student receives a medicaid coverable service at school during the school day; and

b. Transportation to and from a medicaid coverable service in the community during the school day;

(4) The medicaid coverable service in (3)a. and (3)b. above shall be listed in the student's IEP as a required service; and

(5) In addition to the documentation required by ~~He-W 589M-1301.06~~, transportation providers shall maintain a daily transportation log to include:

a. Student's name;

b. Date of service;

c. Clear indication that the student is being transported either one-way or round-trip;

d. The total number of students on the bus, both in the morning and the afternoon;

e. The total miles the bus traveled, both in the morning and the afternoon;

f. Driver's name; and

g. Driver's signature.

He-W ~~589M-1301.05~~ Non-Covered Services. The following shall be ~~considered~~ non-covered services and shall not be eligible for reimbursement:

~~(a) Services not listed as covered services in He M 1301.04;~~

~~(ab)~~ Services not listed in a student's care plan.

~~(be)~~ Services that are not coverable under the Social Security Act and for which no the department is unable to claim-FFP is available for said service;

~~(cd)~~ Services performed by unqualified ~~providers-individuals~~ pursuant to the Social Security Act, or services delivered by provider types not approvable under the Social Security Act to provide Medicaid services;

~~(de)~~ Consultations, visits, trainings, meetings, or discussions between healthcare providers or individuals in which the that do not include the student was not physically present for at least 51% of the consultationtime; and

~~(ef)~~ Services which are ~~considered~~ non-covered pursuant to the He-W 500's30.06 and are not covered under EPSDT;-

(f) Supported employment such as vocational goals and job tasks;

(g) Services which are solely educational, remedial education, academic, vocational instruction and tutoring and do not have a medical purpose;

(h) Services performed by educators or individuals who are not healthcare clinicians such as teachers of the visually impaired or deaf;

(i) Leisure and social activities that do not have a medical purpose;

(j) General supervision of a student as required for any student based on the student's development and for non-medical reasons;

(k) Services that are solely personal care services delivered by a legally responsible family member pursuant to 42 CFR 440.167;

(l) Performance of tasks for the sole purpose of assistance with completion of educational assignments;

(m) Services under a CMS NH medicaid waiver;

(n) Services only available under a NH 1915(i) hybrid;

(o) Day care;

(p) Teaching parenting skills;

(q) Review of records, documentation development, or report writing;

(r) Attending meetings, including individualize education program meetings and IEP team meetings;

(s) Parent consultations, contacts, or trainings;

(t) School guidance counselor services;

(u) Services by individuals not having a current active license for the practice specialty area for the service area being provided; and

(v) Services requiring the technical or professional skill that a state statute or regulation mandates must be performed by a health care clinician licensed or certified by the state.

He-~~WM 589+304~~.06 Documentation and Payment for Services.

(a) Reimbursement to enrolled school providers shall be the lesser of the following:

(1) One half of the actual cost, or

(2) The rate established by the department, in accordance with RSA 161:4, VI(a),

(b) Enrolled school providers shall bill by unit of service, using the current procedural code for the service delivered, and submit claims for payment that include the actual cost of the service to the department's fiscal agent.

(c) Enrolled school providers shall submit claims for medicaid covered services delivered by the clinicians and performing providers consistent with this part and with federal medicaid law.

(de) Enrolled school providers shall maintain unique documentation in accordance with He-W 520 and this part for the delivered services in each student's individual record, that provide covered services pursuant to He M 1301.04 shall document each such service in each student's individual record, with such documentation to include:

(1) A copy of the care plan and if an IEP, evidence of implementation of the IEP as required by Ed 1109.04(b);

(2) The name of the student, the medical assistance ID number, and documentation demonstrating receipt of each unit of the covered service;

(3) The names, qualifications, and credentials of all performing providers for each service delivered for which the school sought FFP~~The qualifications of persons delivering each covered service;~~

(4) The documentation of the qualifications, names, and signatures of persons directing or supervising the individuals providing the covered services if direction or supervision is required under this part or applicable law, and the date of supervisory approval~~The qualifications, names, and signatures of persons directing the covered services if required under He M 1301.04.~~

(5) Date(s) of each service delivered and the location where the services were performed~~The name and signature, as defined in He M 1301.02(p), of the performing only provider for each covered service;~~

(6) The type of covered service provided and a description of each service provided;

~~(7) The duration of the provision of the each covered service, number of units performed, and the number of minutes for each delivered serviceThe date of the provision of the covered service;~~

~~(8) The start and stop times of the delivered services, and whether there was a break in services or time away by the performing providerThe duration of the provision of the covered service;~~

~~(9) Indication whether the services were delivered in a group setting or individually;~~

~~(10) Indication of whether the student was actually present for the service and indication whether the student was present for at least 51% of time;~~

~~(119) In the case of group services, documentation of the number of participants in the group who received the covered service regardless of the participants' medicaid eligibility ~~under He-M 1301.03 (e);~~~~

~~(120) A copy of a physician's or other licensed clinician's~~practitioner's~~ order if required pursuant to He M 1301.04; and~~

~~(11) In the case of services provided by personnel described pursuant to He M 1301.04 (n)(2), (s)(2), (am)(3), (am)(4), or (am)(5), documentation of the qualifications of the professional providing direction; and~~

~~(12) Documentation of the qualifications and the handwritten signature of the individual(s) attesting to the medical non-academic nature of the covered rehabilitative assistance services provided pursuant to He M 1301.04 (ad), in accordance with He M 1301.04(ah).~~

~~(e) Enrolled school providers shall submit claims for physical, occupational, and speech-language therapy services in accordance with the following:~~

~~(1) Only units of direct treatment performed by a physical therapist, occupational therapist, SLP, a physical therapy assistant, occupational therapy assistant, or speech-language assistant shall be billed, meaning the time the therapist or physical therapy assistant, occupational therapy assistant, or speech-language assistant spends providing direct treatment to one student;~~

~~(2) Therapists working as a team to treat one or more students shall not each bill separately for the same or different service provided at the same time to the same student; and~~

~~(3) If a student requires co-treatment simultaneously by 2 therapists, the total number of units shall be divided between the clinicians and billed separately by each clinician to equal the total time the student was receiving actual therapy services.~~

~~(d) For services provided to a group, the claim shall be prorated among the number of participants in the group, regardless of the participants' eligibility under He M 1301.03(e).~~

~~(f) The Enrolled school providers shall only bill covered service time provided simultaneously by more than one qualified licensed clinician and a rehabilitative assistant provider described in He M 1301.04, (g)(1), (j), (n), (s), (v), (z), (ac), (am), or (aq) as follows:~~

~~(1) By dividing the total time of service by the number of qualified providers, and by billing each provider separately for an equal amount of service time, so that the total time billed equals the actual time the student received services;~~

(12) If rehabilitative assistance is provided ~~pursuant to He-M 1301.04 (ad) (ai)~~ simultaneously with another covered service, the rehabilitative assistance shall be billed in addition to the covered service; or

(23) If rehabilitative assistance is provided by more than one rehabilitative assistant simultaneously, each assistant's service shall be billed separately.

(gf) In calculating the cost for transportation, the enrolled school providers may include the following actual costs related to the trip:

- (1) Fuel;
- (2) Insurance;
- (3) Driver's salary and benefits;
- (4) Salary and benefits of other persons working on the bus;
- (5) Depreciation, and
- (6) Maintenance.

(hg) The total cost calculated in (gf) above shall then be divided by the total number of miles for the trip both ways, and then divided by the total number of students on the bus, regardless of the students' medicaid eligibility ~~under He-M 1301.03(e)~~ to determine the cost per mile per student.

(ih) In accordance with 34 CFR 300.154 (d)(2)(iv), ~~and~~ Ed 1120.08, and 42 CFR 300.154(d)(2)(v), informed parental consent shall be obtained prior to the enrolled school provider billing the student's mMedicaid.

(j) Enrolled school providers shall maintain records in support of claims submitted for reimbursement for a period of at least 6 years from the date of service or until the resolution of any legal action(s) commenced in the 6 year period, whichever is longer.

(k) As applicable, the creation, storage, retention, disclosure, and destruction of documentation required by this part shall comply with all federal and state privacy and security laws and rules including the substance use disorder patient records regulations pursuant to 42 CFR Part 2, Family Educational Rights and Privacy Act, and the Health Insurance Portability and Accountability Act of 1996.

He-~~WM 1301~~589.07 Utilization Review and Control.

(a) The department's program integrity unit shall monitor utilization of medical services ~~elms~~ delivered in schools to identify, prevent, and correct potential occurrences of fraud, waste, and abuse in accordance with 42 CFR 455, 42 CFR 456, 42 CFR 1001, and He-~~W 589M 1301~~.

(b) The department shall recoup state and federal medicaid payments as permitted by 42 CFR 455, 42 CFR 447, and 42 CFR 456 for an enrolled school provider's failure to comply with these rules and to maintain supporting records in accordance with He-W 520 and He-~~W 589M 1301~~.

He-~~WM 5891301~~589.08 Documentation of Expenditure of Non-Federal Funds.

(a) The enrolled school provider shall provide documentation annually regarding all services rendered pursuant to these rules.

(b) Such documentation shall:

(1) Demonstrate that:

a. The percentage of federal medical assistance reimbursed, as required by section 1905(b) of the Social Security Act, does not exceed 50% of the actual cost of covered services claimed under ~~the medical assistance program~~medicaid; and

b. In no case are services that are reimbursable under the ~~medicaid-medical assistance program~~, but paid by other federal funding, claimed by the enrolled school provider under NH medicaid~~under the medical assistance program~~;

(2) Be reviewed and signed by the enrolled school provider's superintendent; ~~and~~

(3) Be submitted to the bureau no later than October 30 of each year for the preceding fiscal year period; and

(4) Be accompanied by a completed form "Documentation of Expenditure of Non-Federal Funds" (~~28/2020~~16) for a specific July 1 through June 30 time period which includes an attestation signed and dated by the superintendent stating,

"I hereby certify that all Medicaid funds paid to the above named districts under He-~~W 589M 1301~~, Medical Assistance Services Provided by Educational Agencies for the period July 1, xxxx through June 30, xxxx have been supplemented with LEA/SAU and/or non-federal funds to total 100% of the cost of services rendered and that the Medicaid reimbursement does not exceed 50% of the total cost of the services rendered."

(c) Failure to provide the information required pursuant to (b) above within 60 days from October 30~~He M 1301.07 (a)~~ shall result in a ten percent penalty based on the enrolled school provider's prior year's distribution of funds and termination of the enrolled school provider's enrolled provider status until the documentation is received by the department.

He-~~W 589M 1301~~.09 Waivers.

(a) An enrolled school provider may request a waiver of specific procedures outlined in He-~~W 589M 1301~~ by writing to the ~~department administrator of the bureau~~.

(b) A completed waiver request shall be signed by the enrolled school provider's designee and if requesting a waiver for a BCBA include a copy of the individual's board certification and confirmation that an OIG screening was performed.

(c) A waiver request shall be submitted to:

Department of Health and Human Services
Office of ~~Medicaid Medical Services~~Client and Legal Services
Hugh J. Gallen State Office Park ~~South~~
~~12905~~ Pleasant Street, ~~Main~~Brown Building
Concord, NH 03301

(d) No federally mandated requirement and no provision or procedure prescribed by state statute shall be waived.

(e) The request for a waiver shall be granted by the commissioner or his or her designee within 30 days if the alternative proposed by the enrolled school provider:

- (1) Meets the objective or intent of the rule;
- (2) Does not negatively impact the health or safety of the student(s); and
- (3) Does not affect the quality of services to students.

(f) Upon receipt of approval of a waiver request, the enrolled school provider's subsequent compliance with the alternative provisions or procedures approved in the waiver shall be considered compliance with the rule for which waiver was sought.

(g) Waivers shall be effective for a maximum of 23 years.

(h) An enrolled school provider may request a renewal of a waiver from the department. Such request shall be made at least 30 days prior to the expiration of a current waiver. A request for renewal of a waiver shall be approved in accordance with the criteria specified in (e) above.

Adopt He-W 589.10 to read as follows:

He-W 589.10 State Fair Hearing.

(a) If the requested service is denied, or denied in part, by the department, the department shall forward a notice of denial to the recipient and the treating provider with the following information:

- (1) The reason for, and the legal basis of, the denial; and
- (2) Instructions that a fair hearing on the denial may be requested by the recipient within 30 calendar days of the date on the notice of the denial, in accordance with He-C 200.

(b) Decisions made by the department in accordance with He-W 546.06(d) and (g) shall not be superseded by the treating or consultative health care clinician's prescription, orders, or recommendations.

APPENDIX

Rule	Specific State or Federal Statutes the Rule Implements
He-W 589.01	RSA 171-A:6, RSA 135-C:1; RSA 186-C:25 & 29; RSA 167:3-k
He-W 589.02	RSA 171-A:6, RSA 135-C:1, 42 CFR 483.106
He-W 589.03	RSA 171-A:6, RSA 135-C:1, 42 CFR 483.106
He-W 589.04	RSA 186-C:25; 42 CFR 440.230; 42 CFR 456.3; 42 USC 1936d(r)
He-W 589.05	42 CFR 440, Subpart A
He-W 589.06	RSA 186-C:25; 42 CFR 447.15; 42 CFR 447
He-W 589.07	RSA 171-A:6; RSA 135-C:1, 42 CFR 483.132; 42 CFR 455; 42 CFR 456
He-W 589.08	RSA 171-A:6; 135-C:1; 42 CFR 483.132
He-W 589.09	RSA 171-A:6; 135-C:1; 42 CFR 483.132
He-W 589.10	42 CFR 431 Subpart E

January, 2019

Differentiation/Data Review

Working with the reading specialist and math teacher, we meet with classroom teachers collaboratively to review data on a monthly basis to determine instructional needs of students. Progress monitoring happened at the end of November, which will provide us with relevant data for decision making at our collaborative meetings.

Mathematics

Mostly recently, a combination of ten classroom and special education teachers have enrolled in online math courses centered around teaching students multiplication and bar modeling strategies. These courses are designed as “work at your own pace” over a 6 month period of time. Designed for both new and veteran teachers, these courses align with the updated Math in Focus program. We will share information gained through these courses at our monthly curriculum meetings.

Middle school teachers are reporting that they are using the strategies gained by attending the November workshops reported on last month.

Reading

Students were most recently progress monitored before the holiday break. As a result, we will be reviewing individual student and class progress. This information allows us to plan for reading groups, including strategies and instructional levels.

Long Term Substitutes

December continued to be a busy month supporting the substitute covering the grade 7 leave. In addition, I have filled in for teachers as needed this month due to a lack of substitute availability.

Mentoring: New Teachers/ Teachers Changing Positions/New Staff

I continue to work with new staff; specifically, we are working on pacing and planning for our programs. In addition, supporting our newest staff members means gathering of materials, classroom furniture and the day to day needs of being a new teacher in a new building. As the year progresses we work on behavioral strategies, review of procedures, review of data and teacher language.

Technology Report
December 2019

Inventory:

- Kindergarten received 40 new Chromebooks as budgeted. These will stay for use with Kindergarten. The old ones will be used for temporary student replacements while under repairs and for use with faculty as a secondary device which is typically used at meetings or at home. These will no longer receive operating system updates from Google.

Incidents / Tickets:

- Tickets closed in December: 16
- Work in progress: 1
- Note that multiple requests for work come in through email; I am working on rectifying this issue with staff since the above numbers do not accurately reflect my workload.

Administration:

- As of this meeting, interactive whiteboards have been installed and configured in the renovated and addition classrooms. Some problems exist with a few installations, but diagnosing the issue is underway and will be resolved.
- Cabling is installed for Wifi, telephones and cameras as of this meeting.

Respectfully submitted:

Robert Strobel
Technology Director

Auburn School District Strategic Plan Dashboard (July 2019 - June 2020)

1/14/20



XI.B.

Short-Term Goals:

1. Finish the construction and renovation of AVS (School Board)
2. Negotiate teacher contract (SAU and School Board)
3. Continue to invest in social-emotional learning (SAU and AVS)
4. Conduct full-day kindergarten study (SAU)
5. Develop multi-year curriculum strategy and plan (SAU)

Goals and Success Metrics	Status	Plan to get to Blue
Goal #1: Finish the construction and renovation of AVS (School Board) <i>Description: Open up new classroom wing in time for 2019/2020 SY and complete renovation of existing space by December 2019.</i>		
Open new classroom wing	August 2019	
Open renovated cafeteria	August 2019	
Open new nursing space*	August 2019	Complete 12/19
Open new administration space*	December 2019	Ongoing - Main Office complete 12/19
Open renovated classrooms/hallway	December 2019	Ongoing
Address all residual issues promptly	June 2020	
Goal #2: Negotiate teacher contract (SAU and School Board) <i>Description: Negotiate fair contract that recognizes performance and allows Auburn to be an employer of choice.</i>		
School Board, SAU and AEA representatives negotiate contract proposal*	December 2019	Complete
School Board and AEA ratify proposed contract*	December 2019	Complete
Proposed contract discussed at public hearing	January 2020	
Warrant article vote	March 2020	
Goal #3: Continue to invest in social-emotional learning (SAU and AVS) <i>Description: Continue to provide opportunities for students to develop skills such as resiliency, coping, kindness, empathy, how to disagree, etc.</i>		
Provide training and consultation to faculty and staff regarding strategies to support student social-emotional wellness*	Ongoing - June 2020	9/27 PD Day Executive Functioning; 3/10/20 Suicide Prevention
Work with teachers through a PLC model to create guidelines for establishing a positive classroom culture	Ongoing - June 2020	Work in process
Ongoing opportunities for students to learn about and engage in strategies promote social emotional wellness	Ongoing - June 2020	Work in process
Provide parent informational session on this topic	April 2020	
Goal #4: Conduct full-day kindergarten study (SAU) <i>Description: Determine the educational, financial, and facilities impact of offering full-day kindergarten at AVS.</i>		
Full-day kindergarten program is proposed	December 2019	First meeting 9/30. Ongoing
Facilities and financial impact is determined	December 2019	Work in process
Full-day kindergarten report is presented to School Board	February 2020	
Goal #5: Develop multi-year curriculum strategy and plan (SAU) <i>Description: Develop an SAU-wide plan to ensure curriculum is appropriately up to date and will stabilize funding level year to year.</i>		
Updated curriculum review and purchase schedule is presented to SAU Board for review	Oct/Nov 2019 - February 2020	Work in process
Legend Initiative or metric has been achieved. Initiative or metric is on track/will be achieved. Initiative or metric is slightly behind schedule / at moderate risk of Initiative or metric is significantly behind schedule / at significant risk of being achieved.		

XI.D. 1

Paraprofessional Staff FY20-21

<u>Name</u>	<u>#days</u>	<u>#hours</u>	<u>rate inc</u>	<u>Inc wage</u>	<u>FICA</u>	<u>Cost</u>	<u>Bonus</u>	<u>FICA</u>	<u>Cost</u>	<u>Total Cost</u>
E.B	182	6.5	1.50	1774.50	135.75	1,910.25	-	-	-	1,910.25
S.M	181	3	1.50	814.50	62.31	876.81	-	-	-	876.81
C.B	182	6.5	1.50	1774.50	135.75	1,910.25	-	-	-	1,910.25
M.D	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
L.F	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
H.G	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
S.G	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
N.H	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
K.M	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
A.R	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
J.S	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
L.T	187	6.5	1.50	1823.25	139.48	1,962.73	-	-	-	1,962.73
						<u>22,361.87</u>			<u>-</u>	<u>22,361.87</u>

Wage increase pool in FY20-21 Budget 20,160.00
2% in FY20-21 Budget 4,166.74

Total funding available 24,326.74

Remaining balance to offset custodial wage increase 1,964.87

XI.D.2

Custodial Staff FY20-21

<u>Name</u>	<u>#days</u>	<u>#hours</u>	<u>rate inc</u>	<u>Inc wage</u>	<u>FICA</u>	<u>NH Retire</u>	<u>Cost</u>	<u>Bonus</u>	<u>FICA</u>	<u>Cost</u>	<u>Total Cost</u>
TBD	260	8	1.00	2,080.00	159.12	235.04	2,474.16	-	-	-	2,474.16
L.P.	260	8	1.00	2,080.00	159.12	235.04	2,474.16	-	-	-	2,474.16
R.B	260	8	1.00	2,080.00	159.12	235.04	2,474.16	-	-	-	2,474.16
							<u>7,422.48</u>			<u>-</u>	<u>7,422.48</u>
										2% in FY20-21 Budget	3,564.28
										Shortage	(3,858.20)
										Balance to offset shortage	1,964.87
										Unbudgeted	<u>(1,893.33)</u>

XI.D.4

Custodial Staff FY19-20

<u>Name</u>	<u>#days</u>	<u>#hours</u>	<u>rate inc</u>	<u>Inc wage</u>	<u>FICA</u>	<u>NH Retire</u>	<u>Cost</u>	<u>Bonus</u>	<u>FICA</u>	<u>Cost</u>	<u>Total Cost</u>
TBD								500.00	38.25	538.25	538.25
L.P.	131	8	0.50	524.00	40.09	59.21	623.30	500.00	38.25	538.25	1,161.55
R.B	131	8	0.50	524.00	40.09	59.21	623.30	750.00	57.38	807.38	1,430.67
							<u>1,246.60</u>			<u>1,883.88</u>	<u>3,130.47</u>

XIII.A.

AUBURN POLICIES 2nd Reading

			1st Reading Date:	December 10, 2019
			2nd Reading Date:	January 14, 2020
Education of Homeless Children and Unaccompanied Youth	JFABD		Priority/Required by Law	Board made no changes after first reading
Education of Children in Foster Care	NEW	JFABE	Recommended	Board made no changes after first reading
Student Discipline and Due Process	JICD		Priority/Required by Law	Minor changes noted in bold and strikethroughs.
Student Due Process	JIA		Recommended	Eliminate. Unnecessary. Board made no changes to suggestion.
Pediculosis Control Policy Head Lice/Pediculosis	JLCC - JLCC/R		Recommended	Board made no changes after first reading
Reporting Child Abuse or Neglect	JLF		Priority/Required by Law	Board changed language on Suggested Policy Paragraph 'A', Section 'e', noted by bold and strikethrough.

**AUBURN SCHOOL DISTRICT
ADMISSION OF HOMELESS STUDENTS**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as ~~(per NCLB definitions)~~ lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. ~~Awaiting foster care placement;~~
6. Living in public or private places not designed for or ordinarily used as regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples.

The Superintendent and/or designee shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

ASD FILE: JFABD

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his/her school of origin in this district; the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

Adopted: December 8, 2003

Statutory References:
No *Child Left Behind Act*, 2002
RSA 193:12, IV (a) (b)

AUBURN SCHOOL DISTRICT
EDUCATION OF CHILDREN IN FOSTER CARE

It is the Board's intent to remove barriers to the identification, enrollment and retention in school of children who are in foster care. All staff shall take reasonable steps to ensure that children in foster care are not segregated or stigmatized and that educational decisions are made in the best interests of those students.

A. Definition.

Under guidance issued jointly by NHDOE and the N.H. Department of Health and Human Services, and for the purposes of this Policy, "foster care" shall mean "24 hour substitute care for children placed away from their parents or guardians for whom the child welfare agency has placement and care responsibility. This includes children in foster family homes, shelters, relative foster homes, group homes and residential facilities, regardless of whether the foster care facility is licensed or whether payments are made by the state." To the extent required under applicable law, a child in foster care under this policy also includes children whom an appropriate child welfare agency indicates are awaiting a foster care placement. (Note: children awaiting foster care may also qualify as homeless)

The District shall coordinate with other districts and with local child welfare agencies and other agencies or programs providing services to students in foster care as needed. The coordination requirements apply to both situations (i) when a student who is a resident of the District is placed in foster care in another district, or (ii) when a student residing in another district is placed foster care in a home within this District.

The Superintendent is responsible for providing any required assurances to applicable state and federal agencies that the District is complying with applicable requirements related to ensuring the educational stability of children in Foster care; and for reasonably monitoring compliance with such assurances.

B. District Point of Contact with Child Welfare Agencies.

The Superintendent shall designate a staff member to serve as the District's point of contact (the "Foster Care POC") between the New Hampshire Division of Children, Youth and Families ("DCYF"), NHDOE, other districts, and other child welfare agencies. The main duty of the Foster Care POC is to facilitate the prompt and appropriate placement, transfer, and enrollment of students in foster care, pursuant to applicable state and federal statutes, regulations and guidance. Additionally, the Foster Care POC shall work with the Superintendent or designee to monitor regulations and guidance related to this policy that may be issued by applicable state and federal agencies (e.g., DCYF, NHDOE, and the U.S. Department of Education).

The District shall provide training opportunities and other technical assistance to the Foster Care POC and other appropriate district staff regarding the District's obligations to students in foster care.

C. Best Interest Enrollment Determinations, Disputes and Enrollment.

Generally, a student in foster care will remain in his/her school of origin, unless there is a determination that it is not in the student's best interest. The Foster Care POC shall assist DCYF or any other child welfare agency to make a "best interest determination" education decision, particularly the determination of whether or not it is in the best interest of the student in foster care to remain in his/her school of origin or to enroll in a new school. Unless local procedures are established in accordance with state and federal law, the District will use the model procedures prepared jointly by the NHDOE and DCYF.

If the determination is that the best interests of a child is not to remain in the school of origin, and instead placed within a new school within this District, the child in foster care shall be immediately enrolled in the new school ("receiving school"), even if any documents or records otherwise required for enrollment are not immediately available.

If there are disputes regarding a determination regarding the best interest determination for a child in foster care, it is expected that DCYF and the separate school districts, both sending and receiving, will work collaboratively at the local level to resolve the issue. Should there be no resolution, RSA 193.12, V-b, requires the Department of Health and Human Services to request in writing that the two Superintendents involved resolve the dispute. If the residency dispute remains unresolved after 10 days after such request, the Department of Health and Human Services shall request that the Commissioner of the Department of Education determine the residence of the child for purposes of school enrollment.

If a school within the District is a receiving school, such receiving school shall accept the student's certified coursework as if it had been completed at the receiving school. To the extent such coursework is not aligned with the curriculum, the awarded credit may be elective, but it must be counted toward required credits for advancement or graduation.

D. Transportation.

When the District is notified that a student in foster care needs, or may need, transportation to a District school, the Foster Care POC will take steps to establish an individualized plan that addresses transportation to maintain the student in his/her school of origin will be arranged, provided and funded for the duration of time that the student in foster care is attending his/her school of origin.

In establishing such a plan, the Foster Care POC and other district staff shall follow any existing transportation procedures, systems-level plan or agreement that the District, acting in collaboration with DCYF and/or other departments of human services, has adopted or otherwise expressly agreed to implement for the cost-effective transportation of the student. Out of District transportation of children in foster care shall be provided in accordance with DCYF's or other child welfare agency's authority to use child welfare funding for school of origin transportation.

If there are disputes regarding the provision or funding of transportation, the school district foster care point of contact and child welfare agency representative will contact their respective Supervisor and Superintendent of the school to resolve the dispute. To the extent feasible and appropriate, the school districts involved should ensure that a child remains in his or her school of origin while the disputes are being resolved to minimize disruptions and reduce school transitions.

Legal References:

- 20 U.S.C. 1232g (Family Educational Rights and Privacy Act – "FERPA")
- 20 U.S.C. 1701-1758 (Equal Educational Opportunities Act of 1974 – "EEOA")
- 20 U.S.C. 6311 (g)(1)(E) and 6312(c)(5) (provisions in ESSA regarding obligations to students in foster care)
- 42 U.S.C. 671 (a)(10) and 675 (1)(G) (child welfare agency requirements related to supporting normalcy for children in foster care and ensuring educational stability of children in foster care)
- 42 U.S.C. §11431 and §11432 (McKinney-Vento Homeless Assistance Act – Education for Homeless Children and Youth)
- Public Law 110-351, The Fostering Connections to Success and Increasing Adoptions Act of 2008
- 34 C.F.R. 200.30 (f)(1)(iii) (ESSA's definition of "foster care")
- Plyler v. Doe, 457 U.S. 202 (1982)
- RSA 193:12, Legal Residence Required
- "N.H. Guidance on ESSA and Foster Care to Ensure that the Educational Needs of Children and Youth in Foster Care are Being Addressed", January 2017, NHDOE and NHDHHS

AUBURN SCHOOL DISTRICT
STUDENT CONDUCT, DISCIPLINE AND DUE PROCESS

Definitions

1. Disciplinary measures include, but are not limited to, removal from the classroom, detention, in-school suspension, out-of-school suspension, restriction from activities, probation, and expulsion.
2. Removal from the classroom means a student is sent to the building Principal's office. It is within the discretion of the person in charge of the classroom to remove the student.
3. A restriction from school activities means a student will attend school **and** classes, ~~and practice~~ but will not participate in school extra-curricular activities.
4. Detention means the student's presence is required for disciplinary purposes before or after the hours when the student is assigned to be in class. The building Principal, or his/her designee, is authorized to establish guidelines or protocol for when detention shall be served (either before school or after school). Whether a student will serve detention, and the length of the detention, is within the discretion of the certified employee disciplining the student or the building Principal.
5. An in-school suspension means the student will attend school but will be temporarily removed from one or more classes while under supervision. An in-school suspension will not exceed ten consecutive school days.
6. An out-of-school suspension means the temporary denial of a student's attendance at school for a specific period of time for gross misconduct, for neglect, or refusal to conform to school rules or policies.
7. ~~Probation means a student is given a conditional suspension of a penalty for a definite period of time in addition to being reprimanded. The conditional suspension will mean the student must meet the conditions and terms for the suspension of the penalty. Failure of the student to meet these conditions and terms will result in immediate reinstatement of the penalty.~~
8. Expulsion means the permanent denial of a pupil's attendance at school for any of the reasons listed in RSA 193:13, II and III.

Standards for Removal from Classroom and Detention

Students may be removed from the classroom at the classroom teacher's discretion if the student refuses to obey the teacher's directives, becomes disruptive, fails to abide by school rules or policies, or otherwise impedes the educational purpose of the class.

Likewise, classroom teachers may assign students to detention for similar conduct.

The building Principal, or his/her designee, may assign students to detention under the same standard.

Standards for In-School Suspension **or** Restriction of Activities, ~~and Probation~~

The building Principal, or his/her designee, is authorized to issue in-school suspensions **or** restrictions of activities, ~~or place a student on probation~~ for any conduct that causes material or substantial disruption to the school environment, interferes with the rights of others, presents a threat to the health and safety of students, employees, and visitors, violates other board Policies, is otherwise inappropriate, or prohibited by law.

Process for Out-of-School Suspension:

The power of suspension is authorized as follows:

The building Principal, or his/her designee, may be authorized to suspend a student for ten (10) school days or less for gross misconduct, for neglect, or refusal to conform to school district policies and rules. The Principal shall consult with the Superintendent prior to issuing any suspension.

Pursuant to Ed 317.04(a)(1), a suspension of ten (10) school days or less shall be considered a "short-term suspension" and may be issued for gross misconduct, for neglect, or refusal to conform to the reasonable policies and rules of the school under RSA 193:13, I.

As required by RSA 193:13(a), educational assignments shall be made available to the suspended pupil during the period of suspension.

The Superintendent is authorized to continue the suspension of a pupil for a period in excess of ten (10) school days. Prior to this extended suspension, the Superintendent will provide an informal hearing on the matter. The informal hearing need not rise to the level and protocol of an official hearing before the School Board, but must comply with the requirements of Department of Education Administrative Rule 317.04, Disciplinary Procedures, subsection (f)(3)g.

Pursuant to Ed 317.04(a)(2), a suspension in excess of ten (10) school days shall be considered a "long-term suspension."

A long-term suspension may be issued for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

Any suspension in excess of ten (10) school days, as described in Paragraph 2 of this Section, is appealable to the School Board, provided the Superintendent receives the appeal in writing within ten (10) days after the issuance of the Superintendent's decision described in Paragraph 2. Any suspension in excess of ten (10) school days shall remain in effect while this appeal is pending.

Due process standards for short-term suspensions (ten (10) days or less) will adhere to the requirements of Ed 317.04(f)(1).

Due process standards for long-term suspensions (more than ten (10) days) will adhere to the requirements of Ed 317.04(f)(2).

Process for Expulsion

Any pupil may be expelled by the School Board for an act of theft, destruction, or violence as defined in RSA Chapter 193-D, for possession of a pellet paint ball gun or BB gun or rifle as provided by RSA 193:13, II, or for any violation of any rule established using the authority granted by RSA 189:15, provided the rule includes notice that a student may receive a long-term suspension and/or may be expelled for violation of the rule and the rule has been recorded in the official records of the School Board.

Additionally, any pupil may be expelled by the School Board for bringing or possessing a firearm as defined in Section 921 U.S.C. Title 18 in a safe school zone, as defined in RSA 193-D:1, unless such pupil has written authorization from the Superintendent. Any expulsion under this provision shall be for a

period of not less than twelve (12) months.

The District will ensure that the due process standards set forth in Ed 317.04(f)(3) are followed.

An expulsion will run until the School Board restores the student's permission to attend school. A student seeking restoration of permission to attend school shall file a written request with the Superintendent, which details the basis for the request.

Students receiving special education services will be disciplined in accordance with the student's IEP and all applicable provisions of the Individual With Disabilities Education Act (IDEA).

This policy shall be printed in the student handbook.

Adopted: June 12, 2001

Adopted: November 18, 2002

Revised: November 9, 2010

Revised: April 10, 2018

Legal References:

RSA 89:15, Regulations, RSA 193:13, Suspension & Expulsion of Pupils, NH Admin Rules Section Ed 306.04(a)(3), NH Admin Rules, Section Ed 306.04(f), Student Discipline Policy, NH Admin Rules, Section Ed 317.04 Suspension and Expulsion of Pupils Assuring Due Process Disciplinary Procedures, New Hampshire Procedural Safeguards Handbook for Special Education

**AUBURN SCHOOL DISTRICT
STUDENT DUE PROCESS RIGHTS**

Student due process rights shall be printed in the Parent-Student Handbook.

AUBURN SCHOOL DISTRICT
COMMUNICABLE DISEASES HEAD LICE / PEDICULOSIS

The Auburn School District will carry out the provisions of New Hampshire Statutes RSA 200:32, RSA 200:38, and RSA 200:39.

RSA 200:32 Physical Examination of Pupils.

There shall be a complete physical examination by a licensed physician, physician assistant, or advanced registered nurse practitioner of each child prior to or upon first entry into the public school system and thereafter as often as deemed necessary by the local school authority. The result of the child's physical examination shall be presented to the local school officials on a form provided by the local school authorities. No physical examination shall be required of a child whose parent or guardian objects thereto in writing on the grounds that such physical examination is contrary to the child's religious tenets and teachings.

RSA 200:38 Control and Prevention of Communicable Diseases; Duties of School Nurse.

- I. Each school nurse shall ensure that:
 - a. All children shall be immunized prior to school entrance in accordance with RSA 141-C:20-a.
 - b. All children shall have a complete physical examination prior to school entrance in accordance with RSA 200:32.
- II. If the provisions of paragraph I are not met, each school nurse shall be responsible for informing school administrators of the noncompliance and for assisting with meeting such requirements, unless the child is exempt under RSA 141-C:20-c.

RSA 200:39 Exclusion from School.

Whenever any student exhibits symptoms of contagion or is a hazard to himself/herself or others, he/she shall be excluded from the classroom and his/her parents or guardians shall be notified as soon as possible.

Legal References:

RSA 200:32, Physical Examination of Pupils, RSA 200:38, Control and Prevention of Communicable Diseases, Duties of School Nurse, RSA 200:39, Exclusion from School

Adopted: July 11, 1985

Adopted: October 23, 2001

Adopted: May 24, 2005

**AUBURN SCHOOL DISTRICT
HEAD LICE / PEDICULOSIS CONTROL POLICY**

The school nurse will periodically provide information to families of all children on the diagnosis, treatment, and prevention of head lice. Parents are encouraged to check their children's heads for lice if the child is symptomatic.

Whenever a student exhibits symptoms of infestation with lice and/or nits, the parents/guardians shall be notified as soon as possible. The parents/guardians shall be instructed about acceptable delousing shampoo and procedures.

The student ~~will~~ **may** be dismissed from school for treatment.

The school nurse shall examine the student on return to school to determine if adequate treatment has been followed. If treatment has been inadequate, parents will be reinstructed and the student will be sent home for further treatment. ~~In the case of reinfestation or incomplete treatment, a home visit by the school nurse or Public Health Official will be required to monitor proper procedures.~~

Adopted: July 11, 1985

Adopted: October 23, 2001

Adopted: May 24, 2005

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

CURRENT POLICY:

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
Revised: February 13, 2018

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

SUGGESTED POLICY:

A. Statutorily Mandated Reporting – All Persons

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in ~~establishing~~ **investigating allegations of** neglect or abuse.

To report child abuse or neglect to **DCYF**, call **24/7 (800) 894-5533** (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**

(b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying", and hazing under RSA 671:7. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.

C. Signage and Notification.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, 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. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Legal References:

NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect
NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report
RSA 169-C, Child Protection Act
RSA 169-C:29-39, Reporting Law
RSA 189:72, Child Abuse or Neglect Information
RSA 193-D:4, Safe School Zones, Written Report Required

XIII.B.

AUBURN POLICIES 1st Reading

2nd Reading Date: February 11, 2020
 1st Reading Date: January 14, 2020
 Committee Mtg: December 20, 2019

POLICY TITLE/CATEGORY	CURRENT CODE	STATUS	LAST REVIEWED	Committee Recommendations
Meal Charging	EFAA EFAC	Required	NEW	Change code to match required policy (NHSBA)
Administration of Federal Grant Funds	DAF	Required	NEW	No current policy. Required. Amy Ransom suggests adopting NHSBA suggested policy as written.
Wellness Policy	JLCF	Required	Jun-06	Rewrite of policy within SAU #15 to allow for state requirements. This draft has been approved by the state. Definition of a 'Smart Snack' is a nutritional snack approved by the USDA guidelines. Basically a nutrient dense snack.

**AUBURN SCHOOL DISTRICT
CHARGING OF SCHOOL LUNCH**

Every student in the Auburn Village school will be offered a nutritious, state-approved lunch at a price that has been approved by the School Board for that school year if they desire. However,

- A. When the balance is \$5 or less a letter will be sent home via the student. A student with a negative balance will not be allowed to purchase snacks.
- B. If the negative balance reaches \$10.00, the Food Service Director will call the parent/guardian. **If the negative balance reaches \$25.00, the Principal will call the parent/guardian.**
- C. If a 1st or 2nd grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch or milk. **No snacks may be charged by those with a negative balance.**
- D. If a 3rd – 8th grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch for two days. **No snacks may be charged by those with a negative balance.**
- E. Students will be able to charge lunch subject to the criteria of this policy; all others may participate in a pre-payment program.
- F. The Superintendent is authorized to take appropriate action to recover any balances owed to the District in cases where the parents do not cooperate in settling their debt.

Reimbursable Lunch – All five components are offered (milk, protein, bread or starch, and two different servings of fruit and/or vegetable) and student takes three.

The districts will redefine delinquent debt as bad debt at the end of the school year or if the student leaves the district for any reason. At the time that the debt is redefined as bad, the non-profit food service account will be made whole by a transfer of nonfederal funds from the district or the SAU.

Legal References:

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA), 42 U.S.C. 1758(b)(6), Use or disclosure of information Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B 2 C.F.R. §200.426, 7 C.F.R §210.09, 7 C.F.R §210.10, 7 C.F.R §210.15, 7 C.F.R. §245.5
USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy. USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs
RSA 189:11-a, RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory - Food and Nutrition Programs

Adopted: June 14, 2011

Revised: May 9, 2017

**AUBURN SCHOOL DISTRICT
ADMINISTRATION OF FEDERAL GRANT FUNDS**

See also: ADB, EFAA, EHB, JICI & JRA

NHSBAA Suggested Language:

This Policy includes "sub-policies" relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance ("UGG"), are found in Title 2 of the Code of Federal Regulations ("CFR") part 200.

The sub-policies include:

DAF-1 ALLOWABILITY

DAF-2 CASH MANAGEMENT AND FUND CONTROL

DAF-3 PROCUREMENT

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT

DAF-10 GRANT BUDGET RECONCILIATION

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent, or his/her designee, to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or law and regulation and shall be based on best practices.

The Superintendent, or his/her designee, is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

DAF-1 ALLOWABILITY

The Superintendent, or his/her designee, is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be "necessary" and "reasonable" for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is "reasonable", consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - ii. the restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;
 - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.

- b. When determining whether a cost is “necessary”, consideration may be given to whether:
 - i. the cost is needed for the proper and efficient performance of the grant program;
 - ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
 - c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 5. Be determined in accordance with generally accepted accounting principles.
 6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
 7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
 8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;

- b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect

1. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. "Indirect costs" are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if **all** the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.

- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

- E. Timely Obligation of Funds:** Obligations are orders placed for property and services, contracts and sub awards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following are examples of when funds are determined to be "obligated" under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

- F. Period of Performance:** All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification ("GAN"). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent or his/her designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.

- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
1. The District receives less than \$120,000 in Federal awards per year.
 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase Policies DJF and DJG.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all

requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
 - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.

- iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- v. The Board reserves the right to reject any and all bids for sound documented reason.
- vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of

materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- G. Suspension and Disbarment:** The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensue. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).

2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
 3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
 4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
 5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).
- I. **Bid Protest:** The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

- J. **Maintenance of Procurement Records:** The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions.

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

C. "Buy American" Requirement:

Under the "Buy American" provision of the National School Lunch Act (the "NSLA"), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the "Buy

American" procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, "*domestic commodity or product*" is defined as an agricultural commodity or product that is produced or processed in the United States using "*substantial*" agricultural commodities that are produced in the United States. For purposes of the act, "*substantial*" means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. Exceptions: The two main exceptions to the Buy American requirements are:
 - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
 - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent and/or his/her designee, shall
 - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
 - b) Monitor contractor performance;
 - c) Require suppliers to certify the origin of the product;
 - d) Examine product packaging for identification of the country of origin; and
 - e) Require suppliers to provide specific information about the percentage of U.S. content in food products annually.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent and/or his/her designee who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired ("property" as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

- A. "Equipment" and "Pilferable Items" Defined:** For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

- B. Records:** The Superintendent and/or his/her designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

- C. Inventory:** No less than once every two years, the Superintendent and/or his/her designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF, inventories shall be conducted consistent with Board Policy DID.

- D. Control, Maintenance and Disposition:** The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
 - 1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
 - 2. to maintain the property and keep it in good condition; and

3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, "travel costs" shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent and/or his/her designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's non-federally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent and/or his/her designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent and/or his/her designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and/or his/her designee submits all required certifications.

DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

A. Compensation: Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports: Time and effort reports shall:

1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. be incorporated into the official records of the District;
3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District's established accounting policies and practices;
6. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent and/or his/her designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

DAF-10 GRANT BUDGET RECONCILIATION

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "subrecipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Subrecipient and contractor determinations". Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies.

Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication.

In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a) Subrecipient name
 - b) Subrecipient's unique ID number (DUNS)
 - c) Federal Award ID Number (FAIN)
 - d) Federal award date
 - e) Period of performance start and end date
 - f) Amount of federal funds obligated
 - g) Amount of federal funds obligated to the subrecipient
 - h) Total amount of the Federal award
 - i) Total approved cost sharing or match required where applicable
 - j) Project description responsive to FFATA

- k) Name of Federal awarding agency, pass through entity and contact information
 - l) CFDA number and name
 - m) Identification of the award is R&D
 - n) Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
 3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
 4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
 5. Requirements that the District and its auditors have access to the subrecipient records and financial statements.
 6. Terms and conditions for closeout of the sub-award.

B. Subrecipient Monitoring Procedures.

The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
 - a) Prior experience with the same or similar sub-awards.
 - b) Results of previous audits and single audit (if applicable).
 - c) New personnel or new or substantially changed systems.
 - d) The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
 - a) Verify invoices that include progress reports.

- b) Review progress reports to ensure project is progressing appropriately and on schedule.
 - c) Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
 - d) Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
 - e) Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.
 - f) Review subrecipient match tasks for eligibility.
 - g) Initial the progress report and invoice confirming review and approval prior to payment.
 - h) Raise any concerns to the Superintendent and/or his/her designee.
7. The Superintendent and/or his/her designee, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
8. Payments will be withheld from subrecipients for the following reasons:
- a) Insufficient detail to support the costs billed;
 - b) Unallowable costs;
 - c) Ineligible costs; and/or
 - d) Incomplete work or work not completed in accordance with required specifications.
9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.

C. Subrecipient Project Files. Subrecipient project files will contain, at a minimum, the following:

- a) Project proposal
- b) Project scope
- c) Progress reports
- d) Interim and final products
- e) Copies of other applicable project documents as required, such as copies of contracts or MOUs

D. Audit Requirements.

All subrecipients are required to annually submit their audit and Single Audit report to the District for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.

E. Methodology for Resolving Findings.

The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.338 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a) Temporarily withhold cash payments pending correction of the deficiency
- b) Disallow all or part of the cost of the activity or action not in compliance.
- c) Wholly or partly suspend or terminate the sub-award.
- d) Initiate suspension or debarment proceedings.
- e) Withhold further Federal awards for the project or program.
- f) Take other remedies that may be legally available.

Legal References:

42 USC 1751 – 66 National School Lunch Act, 2 C.F.R. Part 180

2 C.F.R. Part 200, 200.0 - 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b), 200 Appendix II, 7 CFR Part 210, 210.16; 210.19; 210.21; 215.14a; 220.16

CURRENT POLICY

SAU 15 File: JLCF

SAU 15 WELLNESS POLICY

SAU 15 is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

1. Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
2. Sequential and interdisciplinary nutrition education is provided and promoted.
3. Patterns of meaningful physical activity connect to students' lives outside of physical education.
4. All school-based activities are consistent with local wellness policy goals.
5. All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
6. All foods made available on campus adhere to food safety and security guidelines.
7. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
8. The school district will engage students, parents, teachers and food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.

SAU 15 supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and behavior.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

SAU 15 shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness.

SAU 15 will develop a Wellness Committee comprised of school personnel, administration, community members and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

Nutrition Education

The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating.
2. Age appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising.
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
4. Consistent nutrition messages will be provided throughout the school in media, in the classroom and in the cafeteria, to the home and community.
5. Nutrition concepts shall be integrated into health, science education, family and consumer science, or in grade appropriate curriculum.
6. Staff providing nutrition education shall have appropriate training.

Physical Activity

School leaders are encouraged to develop and implement a plan that supports physical activity.

1. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of Unified Arts, Science, Math, Social Studies, and Language Arts.
2. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. Special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activities shall be supported.
4. The school district will encourage and may offer opportunities for all students to initiate and voluntarily participate in before and after-school physical activity programs that promote inclusive physical activity on a school-wide basis, such as interscholastic sports, intramurals, clubs, and other extracurricular and co-curricular activities.
5. Establish school support for community recreation and youth sports programs and agencies that complement physical activity programs (i.e., share information and make facilities available).

6. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.
7. Every effort will be made by the district to have physical education class teacher-to-student ratios equivalent to those of other subject area classes in the schools.

Nutrition Guidelines for all Foods on Campus

All foods available on school grounds during the school day and at school-sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calorie, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables, and whole grains. Food and beverages offered for snacks, activities, and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle.

These nutrition guidelines apply to the school lunch and breakfast programs, foods and beverages sold in vending machines, snack bars, school stores, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities.

1. All beverages sold or provided on school campuses or at school-sponsored activities should follow established USDA guidelines for sugar content, caffeine, sodium, and fat.
2. Healthy choices of food and beverages will be encouraged at school-sponsored events outside of the school day.
3. School celebrations and school-sponsored activities should include a balance of food and beverage choices that strive to promote healthy choices.
4. A la carte/snack items available will adhere to established nutrition standards. A variety of snacks should be offered, including fruits, vegetables, or low fat dairy products.
5. Schools should encourage fundraisers that promote positive health habits and nutrition choices. Whenever possible, fundraisers should include the sale of non-food items.

Other School Based Activities

Our goal is to create a total school environment that is conducive to healthy eating and being physically active.

Dining Environment

1. The school district will provide a clean, safe, and enjoyable meal environment for students.
2. The school district will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school district will have drinking fountains available in all schools, so that students can get water at meals and throughout the day.
4. The school district will encourage all students participate in school meals programs and protect the identity of students who eat free and reduced meals.
5. The school district will provide an adequate time for students to eat healthy food and promote social etiquette.

Food or Physical Activity as a Reward or Punishment

1. The school district will prohibit the use of food as a punishment in schools and avoid the use of unhealthy food as a reward.
2. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.

Consistent School Activities and Environment

1. After-school programs will encourage physical activity and healthy habit formation.
2. Local wellness policy goals will be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
3. The school district will encourage that all schools' fundraising efforts to be supportive of healthy eating.
4. The school district will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
5. The school district will make efforts to keep school or district-owned physical activity facilities open for use by students and adults outside school hours.

6. The school district will encourage parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
7. The school district will encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.
8. The school district will provide information and outreach materials about other programs to students and parents. These may include local health departments, NH Healthy Kids, and Food and Nutrition Service Programs such as Food Stamps, and Women, Infants, and Children (WIC).
9. The school district will encourage all students to participate in school meals programs, i.e. the National School Lunch, including snacks for school snack programs, After School Programs, and School Breakfast programs.

Evaluation Component

1. The Local Wellness Committee will develop a plan for implementing and monitoring this policy. The committee will comprise of school personnel, administration, parents, and community members. The committee shall not exceed nine people.
2. The school administration will ensure compliance with the district's established nutrition and physical activity wellness policy. Evaluation of progress and results will be communicated annually to the school board.

Statutory Reference:

Based on Federal Public Law (PL 108.265 Section 204)

Adopted: June 13, 2006 (Auburn)

**SAU 15
Wellness Committee Members
2005-2006**

Gail Kushner Assistant Superintendent

Lisa Longval Auburn Parent

Melissa McCarthy Auburn Food Service Director

Ellen Warecki Auburn Nurse

Sandy Leavitt Candia Nurse

Nancy Maloney Candia Teacher

Kristine Pouliot Candia Parent

Ed Sides Candia Teacher

Diane Taylor Candia Food Service Director

JoLynn Bonin Hooksett Teacher

Maryann Boucher Hooksett Parent

Diane Miner Hooksett Teacher

Susan Sokul Hooksett Teacher

Carol Soucy Hooksett Memorial School Principal

Jim Sullivan Hooksett School Board Member

Roberta Tarsia Hooksett Food Service Director

AUBURN SCHOOL DISTRICT WELLNESS

SUGGESTED POLICY

Auburn Village School in SAU 15 is committed to providing a school environment that enhances learning and development of lifelong wellness practices. This Policy applies to all students and staff at Auburn Village School. Specific measurable goals and outcomes are identified within each section below.

School Wellness Committee

Auburn Village School has a Wellness Committee comprised of school personnel, administration, community members and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

Auburn Village School has established an ongoing School Wellness Committee that convenes to review school-level issues, in coordination with the School Wellness Policy. The committee will meet at least five per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy

The Wellness Committee will continue to represent all school levels (Elementary and Middle schools) and include (to the extent possible), but not limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition directors and managers); physical education teachers, school health services staff (e.g., School nurses, health educators and other allied health personnel who provide school health services), and mental health and social services staff, School administrators, School board members, and the general public.

Leadership

The Principal or designee(s) will convene as part of the Wellness Policy Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

The names, titles and contact information of this/these individuals can be found on the SAU website. Each school will designate a school Wellness policy coordinator, who will ensure compliance with the policy. Refer to each Schools Website for all information of school level wellness policy coordinators. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement.

Implementation Plan

The Wellness Committee will develop and maintain a plan for implementation to manage and coordinate the Execution of this wellness policy at the first meeting of each school year. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

The wellness policy and the progress reports can be found at:

<https://auburnschoolboard.sau15.net/policy-manual/wellness-policy/>

Record Keeping

The School will retain records to the document compliance with the requirements of the wellness policy at Auburn Village School; 11 Eaton Hill Rd. Auburn, NH 03032

Documentation maintained in this location will include but will not be limited to:

The written wellness policy;

Documentation demonstrating that the policy has been made available to the public;

Documentation of efforts to review and update the Local Schools Wellness Policy: including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the District Wellness Policy

The most recent assessment on the implementation of the local school wellness policy;

Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

Will be posted on the Auburn School Website at the beginning of each school year. A copy can also be mailed to you by contacting the Nutrition Services Director @ 483-2769 ext. 1137.

Nutrition

The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating.
2. Age appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising.
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
 4. Consistent nutrition messages will be provided throughout the school in media, in the classroom and in the cafeteria, to the home and community.
 5. Nutrition concepts shall be integrated into health, science education, family and consumer science, or in grade appropriate curriculum.
 6. Staff providing nutrition education shall have appropriate training.

To accomplish these goals:

1. School meals: School Meals served at AVS shall meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Administration of the School meal program will be by qualified school food service staff. School lunches and breakfast programs will offer a variety of foods and choices for students. Nutritional information about school meals Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
2. Free and reduced meals: Eligibility for and destitution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.
3. Classroom Activities: AVS shall discourage the use of food items for instructional purposes unless it is essential to a curriculum area. This is especially the case for those food items that do not meet the nutritional standards for foods as outlined in this policy.
4. After school activities: All school-based activities are consistent with local wellness policy goals.
5. Food sales: All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day (Which is defined as the period from the midnights before to 30 minutes after the endo of the official school day. Which will henceforth be known as "School Day") are consistent with the current Dietary Guidelines for Americans. All foods made available on campus adhere to food safety and security guidelines. AVS will follow the federal school meal and competitive food (Smart Snack) standards for all foods sold to students during the school day.

6. Fundraising: To support children's health and school nutrition-education efforts, school sponsored fundraising activities (direct school affiliation) will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually unless specifically authorized by the Principal. School will encourage fundraising activities that promote physical activity.
 7. Meal times and Scheduling: The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
 8. Auburn Village School will engage students, parents, teachers and food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- Auburn Village School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Auburn Village School contributes to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and behavior.
- All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

Nutrition Guidelines for all Foods on Campus

All foods available on school grounds during the school day and at school-sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calorie, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables, and whole grains. Food and beverages offered for Smart Snacks, activities, and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle. These nutrition guidelines apply to the school lunch and breakfast programs, foods and beverages sold in vending machines, Smart Snack bars, school stores, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities.

1. All beverages sold or provided on school campuses or at school-sponsored activities should follow established USDA guidelines for sugar content, caffeine, sodium, and fat.
2. Healthy choices of food and beverages will be encouraged at school-sponsored events outside of the school day.
3. School celebrations and school-sponsored activities should include a balance of food and beverage choices that strive to promote healthy choices.
4. A la carte/Smart Snack items available will adhere to established nutrition standards. A variety of Smart Snacks should be offered, including fruits, vegetables, or low fat dairy products.
5. Schools should encourage fundraisers that promote positive health habits and nutrition choices. Whenever possible, fundraisers should include the sale of non-food items.

Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to successfully address all CSPAP areas. Physical activity during the school day (including but not limited to recess, classroom physical Activity breaks or physical education) will not be withheld as punishment for any reason (This does not include participation on sports teams that have specific academic Requirements). Teachers and other school personnel will not use physical activity (e.g., running laps, push-ups) as punishment. The

Administration will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the School will ensure that its grounds and facilities are safe and that Equipment is available to students to be active. The School will conduct necessary inspections and repairs.

School leaders are encouraged to develop and implement a plan that supports physical activity.

1. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of Unified Arts, Science, Math, Social Studies, and Language Arts.
2. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. Special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activities shall be supported.
4. The school district will encourage and may offer opportunities for all students to initiate and voluntarily participate in before and after-school physical activity programs that promote inclusive physical activity on a school-wide basis, such as interscholastic sports, intramurals, clubs, and other extracurricular and co-curricular activities.
5. Establish school support for community recreation and youth sports programs and agencies that complement physical activity programs (i.e., share information and make facilities available).
6. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.
7. Every effort will be made by the district to have physical education class teacher-to-student ratios equivalent to those of other subject area classes in the schools.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "Essential Physical Activity Topics in Health Education" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Other School Based Activities

After School programs: After school programs will encourage physical activity and healthy habit formation.

Group activities/assemblies: Local wellness policy goals will be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).

Training: The school district will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.

Facilities Use: The school district will make efforts to keep school or district-owned physical activity facilities open for use by students and adults outside school hours.

Healthy eating habits: The school district will encourage parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.

Food as a consequence: The school district will prohibit the use of food as a punishment in schools and avoid the use of unhealthy food as a reward.

Recess: Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Discretion will be used when restricting student participation in recess.

Support/Outreach: The school district will provide information and outreach materials about other programs to students and parents. These may include local health departments, NH Healthy Kids, and Food and Nutrition Service Programs such as Food Stamps, and Women, Infants, and Children (WIC).

Evaluation Component

1. The Local Wellness Committee will develop a plan for implementing and monitoring this policy. The committee will comprise of school personnel, administration, parents, and community members. The committee shall not exceed nine people.

2. The school administration will ensure compliance with the district's established nutrition and physical activity wellness policy. Evaluation of progress and results will be communicated annually to the school board.

Statutory Reference:

Based on Federal Public Law (PL 108.265 Section 204)

**Auburn School District
Expenditure Report as of January 9, 2020**

XIV.A.

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	11110010100 5112	REG ED - TEACHER SALARIES	\$2,357,104.20	\$2,357,104.20	\$951,122.71	\$1,300,450.03	\$105,531.46	4.48%
1100	11110010100 5114	REG ED - PARAPROFESSIONAL	\$52,004.29	\$52,004.29	\$36,419.20	\$49,083.60	(\$33,498.51)	-64.41%
1100	11110010100 5120	REG ED - SUBSTITUTE SALARIES	\$37,500.00	\$37,500.00	\$22,871.97	\$0.00	\$14,628.03	39.01%
1100	11110010100 5122	REG ED - HEALTH INSURANCE BUYOUT	\$3,800.00	\$3,800.00	\$17,750.00	\$0.00	(\$13,950.00)	-367.11%
1100	11110010100 5211	REG ED - HEALTH INSURANCE	\$748,900.96	\$748,900.96	\$300,875.03	\$302,454.86	\$145,571.07	19.44%
1100	11110010100 5212	REG ED - DENTAL INSURANCE	\$17,201.11	\$17,201.11	\$11,237.48	\$5,218.28	\$745.35	4.33%
1100	11110010100 5213	REG ED - LIFE INSURANCE	\$3,243.69	\$3,243.69	\$1,696.72	\$1,734.80	(\$187.83)	-5.79%
1100	11110010100 5214	REG ED - DISABILITY INSURANCE	\$5,908.22	\$5,908.22	\$3,314.60	\$3,436.84	(\$843.22)	-14.27%
1100	11110010100 5220	REG ED - FICA	\$187,456.31	\$187,456.31	\$74,305.16	\$102,160.40	\$10,990.75	5.86%
1100	11110010100 5232	REG ED - NHRS PROFESSIONAL	\$415,007.49	\$415,007.49	\$164,727.28	\$225,042.77	\$25,237.44	6.08%
1100	11110010100 5240	REG ED - TUITION REIMBURSEMENT	\$30,000.00	\$30,000.00	\$10,265.00	\$674.50	\$19,060.50	63.54%
1100	11110010100 5241	REG ED - WORKSHOP REIMB PROF	\$12,480.00	\$12,480.00	\$2,201.50	\$2,165.54	\$8,112.96	65.01%
1100	11110010100 5242	REG ED - WORKSHOP REIMB SUPPORT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100	11110010100 5250	REG ED - UNEMPLOYMENT INSURANCE	\$3,225.00	\$3,225.00	\$769.28	\$0.00	\$2,455.72	76.15%
1100	11110010100 5260	REG ED - WORKER'S COMPENSATION	\$8,544.90	\$8,544.90	\$8,122.63	\$0.00	\$422.27	4.94%
1100	11110010100 5339	REG ED - STUDENT TEAM BUILDING	\$2,600.00	\$2,600.00	\$2,205.00	\$0.00	\$395.00	15.19%
1100	11110010108 5610	ART - SUPPLIES	\$7,000.00	\$7,000.00	\$2,335.50	\$3,539.28	\$1,125.22	16.07%
1100	11110010140 5610	DRAMA - SUPPLIES	\$2,191.90	\$2,191.90	\$1,297.32	\$846.31	\$48.27	2.20%
1100	11110010106 5610	FOREIGN LANGUAGE - SUPPLIES	\$352.36	\$352.36	\$354.65	\$0.00	(\$2.29)	-0.65%
1100	11110010118 5610	HEALTH - SUPPLIES	\$1,149.93	\$1,149.93	\$870.13	\$0.00	\$279.80	24.33%
1100	11110010115 5610	LANGUAGE ARTS - SUPPLIES	\$4,134.25	\$4,134.25	\$3,134.26	\$212.65	\$787.34	19.04%
1100	11110010123 5610	MATH - SUPPLIES	\$3,834.75	\$3,834.75	\$3,452.38	\$306.18	\$76.19	1.99%
1100	11110010124 5610	MUSIC - SUPPLIES	\$3,045.28	\$3,045.28	\$1,634.46	\$94.00	\$1,316.82	43.24%
1100	11110010125 5610	PHYS ED - SUPPLIES	\$1,405.93	\$1,405.93	\$1,442.55	\$0.00	(\$36.62)	-2.60%
1100	11110010127 5610	READING - SUPPLIES	\$71.30	\$71.30	\$68.20	\$0.00	\$3.10	4.35%
1100	11110010100 5610	REG ED - SUPPLIES	\$27,500.00	\$27,500.00	\$7,007.48	\$5,225.48	\$15,267.04	55.52%
1100	11110010129 5610	SCIENCE - SUPPLIES	\$9,291.98	\$9,291.98	\$5,245.78	\$28.94	\$4,017.26	43.23%
1100	11110010120 5610	TECH ED - SUPPLIES	\$4,340.13	\$4,340.13	\$2,731.16	\$1,140.92	\$468.05	10.78%
1100	11110010133 5610	TECH INTEGRATION - SUPPLIES	\$277.37	\$277.37	\$253.40	\$0.00	\$23.97	8.64%
1100	11110010106 5641	FOREIGN LANGUAGE - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100	11110010115 5641	LANGUAGE ARTS - TEXTBOOKS	\$121.45	\$121.45	\$0.00	\$0.00	\$121.45	100.00%
1100	11110010123 5641	MATH - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100	11110010100 5642	REG ED - ELECTRONIC INFORMATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100	11110010115 5643	LANGUAGE ARTS - INFORMATION ACCESS FEES	\$1,800.00	\$1,800.00	\$1,800.00	\$0.00	\$0.00	0.00%
1100	11110010123 5643	MATH - INFORMATION ACCESS FEES	\$6,039.55	\$6,039.55	\$6,039.50	\$0.00	\$0.05	0.00%
1100	11110010100 5643	REG ED - INFORMATION ACCESS FEES	\$5,704.30	\$5,704.30	\$4,628.30	\$0.00	\$1,076.00	18.86%

**Auburn School District
Expenditure Report as of January 9, 2020**

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1100	11110010129 5643	SCIENCE - INFORMATION ACCESS FEES	\$3,350.40	\$3,350.40	\$3,350.40	\$0.00	\$0.00	0.00%
1100	11110010120 5643	TECH ED - INFORMATION ACCESS FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100	11110010133 5643	TECH INTEGRATION - INFORMATION ACCESS FE	\$611.00	\$611.00	\$746.00	\$0.00	(\$135.00)	-22.09%
1100	11110010115 5645	LANGUAGE ARTS - PRACTICE BOOKS	\$875.27	\$875.27	\$341.03	\$0.00	\$534.24	61.04%
1100	11110010123 5645	MATH - PRACTICE BOOKS	\$11,867.70	\$11,867.70	\$12,189.74	\$0.00	(\$322.04)	-2.71%
1100	11110010127 5645	READING - PRACTICE BOOKS	\$13,810.43	\$13,810.43	\$5,835.03	\$5,722.43	\$2,252.97	16.31%
1100	11110010127 5737	READING - REPLACEMENT FURNITURE & F	\$2,981.38	\$2,981.38	\$2,957.04	\$0.00	\$24.34	0.82%
1100	11110010100 5737	REG ED - REPLACEMENT FURNITURE & F	\$11,974.97	\$11,974.97	\$13,121.33	\$0.00	(\$1,146.36)	-9.57%
1100	11110010108 5739	ART - OTHER EQUIPMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1100	11110010124 5739	MUSIC - OTHER EQUIPMENT	\$3,249.82	\$3,249.82	\$2,662.88	\$0.00	\$586.94	18.06%
1100	11110010124 5810	MUSIC - DUES & FEES	\$436.14	\$436.14	\$100.00	\$0.00	\$336.14	77.07%
1100	11110010120 5810	TECH ED - DUES & FEES	\$99.00	\$99.00	\$0.00	\$0.00	\$99.00	100.00%
		1100 - Summary	\$4,012,492.76	\$4,012,492.76	\$1,691,482.08	\$2,009,537.81	\$311,472.87	
1105	11110530100 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	\$25,270.00	\$25,270.00	\$12,634.08	\$47,885.92	(\$35,250.00)	-139.49%
1105	11110530100 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADE	\$3,386,170.00	\$3,386,170.00	\$1,559,129.06	\$1,655,955.09	\$171,085.85	5.05%
		1105 - Summary	\$3,411,440.00	\$3,411,440.00	\$1,571,763.14	\$1,703,841.01	\$135,835.85	
1200	11120010100 5111	SPED - ADMIN/OTHER SALARIES	\$82,618.98	\$82,618.98	\$45,376.94	\$38,894.42	(\$1,652.38)	-2.00%
1200	11120010100 5112	SPED - TEACHER SALARIES	\$267,558.00	\$267,558.00	\$108,256.72	\$145,658.51	\$13,642.77	5.10%
1200	11120010100 5114	SPED - PARAPROFESSIONAL	\$181,486.32	\$181,486.32	\$49,526.33	\$63,396.91	\$68,563.08	37.78%
1200	11120010100 5115	SPED - SECRETARIAL SALARIES	\$30,397.50	\$30,397.50	\$13,424.78	\$17,937.57	(\$964.85)	-3.17%
1200	11120010100 5122	SPED - HEALTH INSURANCE BUYOUT	\$0.00	\$0.00	\$2,500.00	\$0.00	(\$2,500.00)	0.00%
1200	11120010100 5211	SPED - HEALTH INSURANCE	\$147,860.42	\$147,860.42	\$69,787.06	\$68,598.35	\$9,475.01	6.41%
1200	11120010100 5212	SPED - DENTAL INSURANCE	\$4,953.55	\$4,953.55	\$2,735.96	\$1,954.48	\$263.11	5.31%
1200	11120010100 5213	SPED - LIFE INSURANCE	\$839.03	\$839.03	\$392.59	\$487.01	(\$40.57)	-4.84%
1200	11120010100 5214	SPED - DISABILITY INSURANCE	\$923.23	\$923.23	\$467.06	\$531.82	(\$75.65)	-8.19%
1200	11120010100 5220	SPED - FICA	\$42,997.65	\$42,997.65	\$16,172.90	\$17,088.37	\$9,736.38	22.64%
1200	11120010100 5231	SPED - NHRS SUPPORT	\$3,395.40	\$3,395.40	\$1,486.25	\$2,003.63	(\$94.48)	-2.78%
1200	11120010100 5232	SPED - NHRS PROFESSIONAL	\$62,331.51	\$62,331.51	\$27,346.79	\$32,850.42	\$2,134.30	3.42%
1200	11120010100 5240	SPED - TUITION REIMBURSEMENT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1200	11120010100 5241	SPED - WORKSHOP REIMB PROF	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
1200	11120010100 5250	SPED - UNEMPLOYMENT INSURANCE	\$1,725.00	\$1,725.00	\$411.47	\$0.00	\$1,313.53	76.15%
1200	11120010100 5260	SPED - WORKER'S COMPENSATION	\$2,210.08	\$2,210.08	\$2,100.86	\$0.00	\$109.22	4.94%
1200	11120030100 5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIO	\$213,950.00	\$213,950.00	\$0.00	\$175,000.00	\$38,950.00	18.21%
1200	11120010100 5330	SPED - OTHER PROF SVCS	\$80,000.00	\$80,000.00	\$52,652.78	\$87,563.47	(\$60,216.25)	-75.27%
1200	11120030100 5330	SPED HIGH SCHOOL - OTHER PROF SVCS	\$0.00	\$0.00	\$5,703.75	\$17,771.25	(\$23,475.00)	0.00%
1200	11120010100 5335	SPED - TUTORING	\$5,000.00	\$5,000.00	\$4,290.00	\$27,710.00	(\$27,000.00)	-540.00%
1200	11120010100 5336	SPED - MEDICAID SERVICE PROVIDER	\$12,963.00	\$12,963.00	\$273.31	\$12,689.69	\$0.00	0.00%
1200	11120010100 5531	SPED - TELEPHONE	\$360.00	\$360.00	\$120.00	\$240.00	\$0.00	0.00%

**Auburn School District
Expenditure Report as of January 9, 2020**

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
1200	11120010100 5534	SPED - POSTAGE	\$200.00	\$200.00	\$200.00	\$0.00	\$0.00	0.00%
1200	11120030100 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMI	\$1,298,637.00	\$1,298,637.00	\$485,024.90	\$813,612.10	\$0.00	0.00%
1200	11120010100 5564	SPED - TUITION TO PRIVATE SCHOOL	\$13,800.00	\$13,800.00	\$6,517.00	\$33,233.00	(\$25,950.00)	-188.04%
1200	11120030100 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHC	\$608,500.00	\$608,500.00	\$296,890.00	\$381,731.75	(\$70,121.75)	-11.52%
1200	11120020100 5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	\$105,700.00	\$105,700.00	\$54,785.30	\$60,774.90	(\$9,860.20)	-9.33%
1200	11120010100 5580	SPED - MILEAGE REIMBURSEMENT	\$3,185.00	\$3,185.00	\$1,625.16	\$0.00	\$1,559.84	48.97%
1200	11120010100 5610	SPED - SUPPLIES	\$950.00	\$950.00	\$635.47	\$56.71	\$257.82	27.14%
1200	11120010100 5641	SPED - TEXTBOOKS	\$1,072.00	\$1,072.00	\$388.54	\$0.00	\$683.46	63.76%
1200	11120010100 5643	SPED - INFORMATION ACCESS FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1200	11120010100 5645	SPED - PRACTICE BOOKS	\$843.00	\$843.00	\$0.00	\$0.00	\$843.00	100.00%
1200	11120010100 5650	SPED - SOFTWARE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1200	11120010100 5733	SPED - NEW FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1200	11120010100 5739	SPED - OTHER EQUIPMENT	\$175.96	\$175.96	\$0.00	\$205.00	(\$29.04)	-16.50%
1200	11120010100 5810	SPED - DUES & FEES	\$875.00	\$875.00	\$730.00	\$0.00	\$145.00	16.57%
		1200 - Summary	\$3,176,307.63	\$3,176,307.63	\$1,249,821.92	\$1,999,989.36	(\$73,503.65)	
1230	11123010100 5112	ESY ELEMENTARY - TEACHER SALARIES	\$16,000.00	\$16,000.00	\$8,290.45	\$0.00	\$7,709.55	48.18%
1230	11123010100 5114	ESY ELEMENTARY - PARAPROFESSIONAL	\$7,000.00	\$7,000.00	\$3,080.24	\$0.00	\$3,919.76	56.00%
1230	11123010100 5115	ESY ELEMENTARY - SECRETARIAL SALARIES	\$1,296.00	\$1,296.00	\$1,351.00	\$0.00	(\$55.00)	-4.24%
1230	11123010100 5220	ESY ELEMENTARY - FICA	\$1,858.65	\$1,858.65	\$973.22	\$0.00	\$885.43	47.64%
1230	11123010100 5231	ESY ELEMENTARY - NHRS SUPPORT	\$144.77	\$144.77	\$150.90	\$0.00	(\$6.13)	-4.23%
1230	11123010100 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	\$2,848.00	\$2,848.00	\$1,095.41	\$0.00	\$1,752.59	61.54%
1230	11123010100 5330	ESY ELEMENTARY - OTHER PROF SVCS	\$2,835.00	\$2,835.00	\$2,835.00	\$0.00	\$0.00	0.00%
1230	11123010100 5563	ESY ELEMENTARY - TUITION PUBLIC ACADEMIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
1230	11123020100 5563	ESY MIDDLE - TUITION PUBLIC ACADEMIES	\$6,135.00	\$6,135.00	\$5,368.00	\$0.00	\$767.00	12.50%
1230	11123030100 5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOO	\$25,442.00	\$25,442.00	\$10,972.00	\$1,042.60	\$13,427.40	52.78%
		1230 - Summary	\$63,559.42	\$63,559.42	\$34,116.22	\$1,042.60	\$28,400.60	
1260	11126010100 5114	ELL - PARAPROFESSIONAL	\$16,754.86	\$16,754.86	\$4,664.40	\$7,325.04	\$4,765.42	28.44%
1260	11126010100 5220	ELL - FICA	\$1,281.75	\$1,281.75	\$356.80	\$560.36	\$364.59	28.44%
1260	11126010100 5250	ELL - UNEMPLOYMENT INSURANCE	\$75.00	\$75.00	\$17.89	\$0.00	\$57.11	76.15%
1260	11126010100 5260	ELL - WORKER'S COMPENSATION	\$60.44	\$60.44	\$57.45	\$0.00	\$2.99	4.95%
		1260 - Summary	\$18,172.05	\$18,172.05	\$5,096.54	\$7,885.40	\$5,190.11	
1270	11127010100 5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	\$19,364.28	\$19,364.28	\$9,266.14	\$9,474.45	\$623.69	3.22%
		1270 - Summary	\$19,364.28	\$19,364.28	\$9,266.14	\$9,474.45	\$623.69	
1410	11141010100 5117	COCURRICULAR - CO-CURRICULAR SALARIES	\$18,500.00	\$18,500.00	\$8,455.00	\$14,312.00	(\$4,267.00)	-23.06%
1410	11141010100 5220	COCURRICULAR - FICA	\$1,415.25	\$1,415.25	\$620.11	\$1,088.37	(\$293.23)	-20.72%
1410	11141010100 5232	COCURRICULAR - NHRS PROFESSIONAL	\$3,293.00	\$3,293.00	\$1,255.79	\$2,298.62	(\$261.41)	-7.94%
1410	11141010100 5610	COCURRICULAR - SUPPLIES	\$700.00	\$700.00	\$561.09	\$76.75	\$62.16	8.88%
1410	11141010100 5616	COCURRICULAR - DI SUPPLIES	\$1,850.00	\$1,850.00	\$1,265.00	\$400.00	\$185.00	10.00%

**Auburn School District
Expenditure Report as of January 9, 2020**

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
		1410 - Summary	\$25,758.25	\$25,758.25	\$12,156.99	\$18,175.74	(\$4,574.48)	
1420	11142010100 5117	ATHLETICS - CO-CURRICULAR SALARIES	\$17,300.00	\$17,300.00	\$8,450.00	\$4,450.00	\$4,400.00	25.43%
1420	11142010100 5220	ATHLETICS - FICA	\$1,323.45	\$1,323.45	\$645.15	\$340.45	\$337.85	25.53%
1420	11142010100 5232	ATHLETICS - NHRS PROFESSIONAL	\$3,079.40	\$3,079.40	\$453.90	\$133.61	\$2,491.89	80.92%
1420	11142010100 5330	ATHLETICS - OTHER PROF SVCS	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	\$0.00	0.00%
1420	11142010100 5610	ATHLETICS - SUPPLIES	\$1,541.79	\$1,541.79	\$145.00	\$51.93	\$1,344.86	87.23%
1420	11142010100 5735	ATHLETICS - REPLACEMENT EQUIPMENT	\$2,174.50	\$2,174.50	\$453.76	\$0.00	\$1,720.74	79.13%
1420	11142010100 5739	ATHLETICS - OTHER EQUIPMENT	\$3,580.75	\$3,580.75	\$801.24	\$0.00	\$2,779.51	77.62%
1420	11142010100 5810	ATHLETICS - DUES & FEES	\$1,615.00	\$1,615.00	\$775.00	\$0.00	\$840.00	52.01%
		1420 - Summary	\$37,614.89	\$37,614.89	\$18,724.05	\$4,975.99	\$13,914.85	
1430	11143010100 5112	SUMMER SCHOOL - TEACHER SALARIES	\$7,500.00	\$7,500.00	\$12,004.83	\$0.00	(\$4,504.83)	-60.06%
1430	11143010100 5114	SUMMER SCHOOL - PARAPROFESSIONAL	\$0.00	\$0.00	\$1,919.13	\$0.00	(\$1,919.13)	0.00%
1430	11143010100 5220	SUMMER SCHOOL - FICA	\$573.75	\$573.75	\$1,065.17	\$0.00	(\$491.42)	-85.65%
1430	11143010100 5232	SUMMER SCHOOL - NHRS PROFESSIONAL	\$1,335.00	\$1,335.00	\$1,867.76	\$0.00	(\$532.76)	-39.91%
1430	11143010100 5610	SUMMER SCHOOL - SUPPLIES	\$200.00	\$200.00	\$157.04	\$0.00	\$42.96	21.48%
		1430 - Summary	\$9,608.75	\$9,608.75	\$17,013.93	\$0.00	(\$7,405.18)	
1490	11149010100 5112	SUMMER ENRICHMENT - TEACHER SALARIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		1490 - Summary	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	
2120	11212010100 5112	GUIDANCE - TEACHER SALARIES	\$114,013.40	\$114,013.40	\$63,442.29	\$46,472.73	\$4,098.38	3.59%
2120	11212010100 5122	GUIDANCE - HEALTH INSURANCE BUYOUT	\$500.00	\$500.00	\$1,000.00	\$0.00	(\$500.00)	-100.00%
2120	11212010100 5211	GUIDANCE - HEALTH INSURANCE	\$19,779.36	\$19,779.36	\$13,602.78	\$9,178.47	(\$3,001.89)	-15.18%
2120	11212010100 5212	GUIDANCE - DENTAL INSURANCE	\$498.52	\$498.52	\$0.00	\$0.00	\$498.52	100.00%
2120	11212010100 5213	GUIDANCE - LIFE INSURANCE	\$117.62	\$117.62	\$54.92	\$62.20	\$0.50	0.43%
2120	11212010100 5214	GUIDANCE - DISABILITY INSURANCE	\$214.23	\$214.23	\$106.96	\$159.44	(\$52.17)	-24.35%
2120	11212010100 5220	GUIDANCE - FICA	\$8,760.28	\$8,760.28	\$4,737.84	\$3,555.16	\$467.28	5.33%
2120	11212010100 5232	GUIDANCE - NHRS PROFESSIONAL	\$15,373.15	\$15,373.15	\$4,244.79	\$5,788.36	\$5,340.00	34.74%
2120	11212010100 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	\$150.00	\$150.00	\$35.78	\$0.00	\$114.22	76.15%
2120	11212010100 5260	GUIDANCE - WORKER'S COMPENSATION	\$303.03	\$303.03	\$288.05	\$0.00	\$14.98	4.94%
2120	11212010100 5330	GUIDANCE - OTHER PROF SVCS	\$2,500.00	\$2,500.00	\$0.00	\$0.00	\$2,500.00	100.00%
2120	11212010100 5610	GUIDANCE - SUPPLIES	\$172.50	\$172.50	\$250.00	\$0.00	(\$77.50)	-44.93%
2120	11212010100 5617	GUIDANCE - ASSESSMENT SUPPLIES	\$11,187.36	\$11,187.36	\$8,612.40	\$2,829.00	(\$254.04)	-2.27%
2120	11212010100 5643	GUIDANCE - INFORMATION ACCESS FEES	\$125.00	\$125.00	\$0.00	\$0.00	\$125.00	100.00%
2120	11212010100 5810	GUIDANCE - DUES & FEES	\$179.00	\$179.00	\$179.00	\$0.00	\$0.00	0.00%
		2120 - Summary	\$173,873.45	\$173,873.45	\$96,554.81	\$68,045.36	\$9,273.28	
2130	11213010100 5112	NURSE - TEACHER SALARIES	\$63,528.00	\$63,528.00	\$21,559.12	\$29,398.88	\$12,570.00	19.79%
2130	11213010100 5120	NURSE - SUBSTITUTE SALARIES	\$0.00	\$0.00	\$312.50	\$0.00	(\$312.50)	0.00%
2130	11213010100 5211	NURSE - HEALTH INSURANCE	\$19,779.36	\$19,779.36	\$11,097.95	\$7,435.56	\$1,245.85	6.30%
2130	11213010100 5212	NURSE - DENTAL INSURANCE	\$498.52	\$498.52	\$279.34	\$215.62	\$3.56	0.71%

**Auburn School District
Expenditure Report as of January 9, 2020**

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2130	11213010100 5213	NURSE - LIFE INSURANCE	\$97.14	\$97.14	\$25.52	\$78.04	(\$6.42)	-6.61%
2130	11213010100 5214	NURSE - DISABILITY INSURANCE	\$176.93	\$176.93	\$50.12	\$152.56	(\$25.75)	-14.55%
2130	11213010100 5220	NURSE - FICA	\$5,307.88	\$5,307.88	\$1,480.28	\$1,973.71	\$1,853.89	34.93%
2130	11213010100 5232	NURSE - NHRS PROFESSIONAL	\$12,350.35	\$12,350.35	\$3,837.57	\$5,233.00	\$3,279.78	26.56%
2130	11213010100 5240	NURSE - TUITION REIMBURSEMENT	\$1,350.00	\$1,350.00	\$600.00	\$0.00	\$750.00	55.56%
2130	11213010100 5250	NURSE - UNEMPLOYMENT INSURANCE	\$75.00	\$75.00	\$17.89	\$0.00	\$57.11	76.15%
2130	11213010100 5260	NURSE - WORKER'S COMPENSATION	\$250.27	\$250.27	\$237.90	\$0.00	\$12.37	4.94%
2130	11213010100 5330	NURSE - OTHER PROF SVCS	\$3,000.00	\$3,000.00	\$0.00	\$1,000.00	\$2,000.00	66.67%
2130	11213030100 5330	NURSE SVCS HIGH SCHOOL - OTHER PROF SVCS	\$10,000.00	\$10,000.00	\$0.00	\$0.00	\$10,000.00	100.00%
2130	11213010100 5610	NURSE - SUPPLIES	\$5,047.42	\$5,047.42	\$395.90	\$266.60	\$4,384.92	86.87%
2130	11213010100 5650	NURSE - SOFTWARE	\$350.00	\$350.00	\$302.25	\$0.00	\$47.75	13.64%
2130	11213010100 5735	NURSE - REPLACEMENT EQUIPMENT	\$747.50	\$747.50	\$0.00	\$454.98	\$292.52	39.13%
2130	11213010100 5737	NURSE - REPLACEMENT FURNITURE & F	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		2130 - Summary	\$122,558.37	\$122,558.37	\$40,196.34	\$46,208.95	\$36,153.08	
2140	11214010100 5330	PSYCH SERVICES - OTHER PROF SVCS	\$72,800.00	\$72,800.00	\$20,554.82	\$34,445.18	\$17,800.00	24.45%
2140	11214010100 5337	PSYCH SERVICES - DIAGNOSTIC TESTING	\$5,000.00	\$5,000.00	\$0.00	\$2,000.00	\$3,000.00	60.00%
2140	11214010100 5610	PSYCH SERVICES - SUPPLIES	\$2,277.00	\$2,277.00	\$1,716.86	\$0.00	\$560.14	24.60%
		2140 - Summary	\$80,077.00	\$80,077.00	\$22,271.68	\$36,445.18	\$21,360.14	
2150	11215010100 5112	SPEECH SVCS - TEACHER SALARIES	\$110,647.00	\$110,647.00	\$46,812.15	\$63,834.85	\$0.00	0.00%
2150	11215010100 5122	SPEECH SVCS - HEALTH INSURANCE BUYOUT	\$500.00	\$500.00	\$2,500.00	\$0.00	(\$2,000.00)	-400.00%
2150	11215010100 5211	SPEECH SVCS - HEALTH INSURANCE	\$19,779.36	\$19,779.36	\$9,014.27	\$9,519.24	\$1,245.85	6.30%
2150	11215010100 5212	SPEECH SVCS - DENTAL INSURANCE	\$498.52	\$498.52	\$336.39	\$155.44	\$6.69	1.34%
2150	11215010100 5213	SPEECH SVCS - LIFE INSURANCE	\$83.15	\$83.15	\$83.43	\$77.13	(\$77.41)	-93.10%
2150	11215010100 5214	SPEECH SVCS - DISABILITY INSURANCE	\$282.15	\$282.15	\$162.09	\$150.39	(\$30.33)	-10.75%
2150	11215010100 5220	SPEECH SVCS - FICA	\$8,502.74	\$8,502.74	\$3,702.35	\$4,864.69	(\$64.30)	-0.76%
2150	11215010100 5232	SPEECH SVCS - NHRS PROFESSIONAL	\$19,695.17	\$19,695.17	\$8,332.61	\$11,362.60	(\$0.04)	0.00%
2150	11215010100 5250	SPEECH SVCS - UNEMPLOYMENT INSURANCE	\$150.00	\$150.00	\$35.78	\$0.00	\$114.22	76.15%
2150	11215010100 5260	SPEECH SVCS - WORKER'S COMPENSATION	\$399.11	\$399.11	\$379.39	\$0.00	\$19.72	4.94%
2150	11215030100 5330	SPEECH HIGH SCHOOL - OTHER PROF SVCS	\$0.00	\$0.00	\$1,790.11	\$6,909.89	(\$8,700.00)	0.00%
2150	11215010100 5330	SPEECH SVCS - OTHER PROF SVCS	\$25,000.00	\$25,000.00	\$3,137.17	\$12,405.59	\$9,457.24	37.83%
2150	11215010100 5610	SPEECH SVCS - SUPPLIES	\$345.00	\$345.00	\$342.67	\$0.00	\$2.33	0.68%
		2150 - Summary	\$185,882.20	\$185,882.20	\$76,628.41	\$109,279.82	(\$26.03)	
2160	11216010100 5111	THERAPY SVCS - ADMIN/OTHER SALARIES	\$68,682.00	\$68,682.00	\$29,057.82	\$39,624.18	\$0.00	0.00%
2160	11216010100 5211	THERAPY SVCS - HEALTH INSURANCE	\$10,455.28	\$10,455.28	\$4,668.02	\$5,121.64	\$665.62	6.37%
2160	11216010100 5212	THERAPY SVCS - DENTAL INSURANCE	\$498.52	\$498.52	\$250.74	\$244.22	\$3.56	0.71%
2160	11216010100 5213	THERAPY SVCS - LIFE INSURANCE	\$96.15	\$96.15	\$51.15	\$44.85	\$0.15	0.16%
2160	11216010100 5214	THERAPY SVCS - DISABILITY INSURANCE	\$175.14	\$175.14	\$100.15	\$88.25	(\$13.26)	-7.57%
2160	11216010100 5220	THERAPY SVCS - FICA	\$5,254.17	\$5,254.17	\$1,989.76	\$3,030.25	\$234.16	4.46%

**Auburn School District
Expenditure Report as of January 9, 2020**

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2160	11216010100 5232	THERAPY SVCS - NHRS PROFESSIONAL	\$12,225.40	\$12,225.40	\$5,172.31	\$7,053.10	(\$0.01)	0.00%
2160	11216010100 5250	THERAPY SVCS - UNEMPLOYMENT INSURANCE	\$75.00	\$75.00	\$17.89	\$0.00	\$57.11	76.15%
2160	11216010100 5260	THERAPY SVCS - WORKER'S COMPENSATION	\$247.74	\$247.74	\$235.50	\$0.00	\$12.24	4.94%
2160	11216030100 5331	OT HIGH SCHOOL - OT CONTRACTED SVCS	\$0.00	\$0.00	\$2,407.91	\$7,192.09	(\$9,600.00)	0.00%
2160	11216010100 5331	THERAPY SVCS - OT CONTRACTED SVCS	\$24,500.00	\$24,500.00	\$2,955.99	\$4,344.50	\$17,199.51	70.20%
2160	11216030100 5333	OT HIGH SCHOOL - VISION CONTRACTED SVCS	\$0.00	\$0.00	\$0.00	\$4,000.00	(\$4,000.00)	0.00%
2160	11216010100 5333	THERAPY SVCS - VISION CONTRACTED SVCS	\$7,110.00	\$7,110.00	\$0.00	\$300.00	\$6,810.00	95.78%
2160	11216030100 5334	OT HIGH SCHOOL - PT CONTRACTED SVCS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2160	11216010100 5334	THERAPY SVCS - PT CONTRACTED SVCS	\$29,000.00	\$29,000.00	\$5,346.69	\$18,351.25	\$5,302.06	18.28%
2160	11216010100 5610	THERAPY SVCS - SUPPLIES	\$2,015.00	\$2,015.00	\$1,018.19	\$0.00	\$996.81	49.47%
		2160 - Summary	\$160,334.40	\$160,334.40	\$53,272.12	\$89,394.33	\$17,667.95	
2162	11216230100 5334	PHYSICAL THERAPY - PT CONTRACTED SVCS	\$0.00	\$0.00	\$2,110.68	\$7,689.32	(\$9,800.00)	0.00%
		2162 - Summary	\$0.00	\$0.00	\$2,110.68	\$7,689.32	(\$9,800.00)	
2190	11219010100 5610	OTHER SUPPORT SERVICES - SUPPLIES	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	100.00%
2190	11219010100 5810	OTHER SUPPORT SERVICES - DUES & FEES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
		2190 - Summary	\$1,800.00	\$1,800.00	\$0.00	\$0.00	\$1,800.00	
2210	11221010100 5111	STAFF DEVELOPMENT - ADMIN/OTHER SALARIE	\$78,030.00	\$78,030.00	\$42,856.52	\$36,734.08	(\$1,560.60)	-2.00%
2210	11221010100 5112	STAFF DEVELOPMENT - TEACHER SALARIES	\$1,200.00	\$1,200.00	\$0.00	\$0.00	\$1,200.00	100.00%
2210	11221010100 5211	STAFF DEVELOPMENT - HEALTH INSURANCE	\$25,800.00	\$25,800.00	\$11,451.58	\$12,719.40	\$1,629.02	6.31%
2210	11221010100 5212	STAFF DEVELOPMENT - DENTAL INSURANCE	\$498.52	\$498.52	\$326.02	\$161.34	\$11.16	2.24%
2210	11221010100 5213	STAFF DEVELOPMENT - LIFE INSURANCE	\$109.24	\$109.24	\$59.88	\$58.68	(\$9.32)	-8.53%
2210	11221010100 5214	STAFF DEVELOPMENT - DISABILITY INSURANCE	\$198.98	\$198.98	\$151.15	\$79.01	(\$31.18)	-15.67%
2210	11221010100 5220	STAFF DEVELOPMENT - FICA	\$6,061.10	\$6,061.10	\$3,071.88	\$0.00	\$2,989.22	49.32%
2210	11221010100 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	\$14,102.94	\$14,102.94	\$7,614.99	\$6,538.67	(\$50.72)	-0.36%
2210	11221010100 5241	STAFF DEVELOPMENT - WORKSHOP REIMB PROF	\$2,000.00	\$2,000.00	\$440.00	\$5,445.00	(\$3,885.00)	-194.25%
2210	11221010100 5250	STAFF DEVELOPMENT - UNEMPLOYMENT INSUR	\$75.00	\$75.00	\$17.89	\$0.00	\$57.11	76.15%
2210	11221010100 5260	STAFF DEVELOPMENT - WORKER'S COMPENSA TI	\$281.45	\$281.45	\$267.54	\$0.00	\$13.91	4.94%
2210	11221010100 5322	STAFF DEVELOPMENT - ORIENTATION	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	0.00%
		2210 - Summary	\$128,857.23	\$128,857.23	\$66,757.45	\$61,736.18	\$363.60	
2220	11222010100 5111	MEDIA - ADMIN/OTHER SALARIES	\$46,079.00	\$46,079.00	\$30,486.11	\$40,890.02	(\$25,297.13)	-54.90%
2220	11222010100 5114	MEDIA - PARAPROFESSIONAL	\$21,400.47	\$21,400.47	\$9,197.36	\$12,647.44	(\$444.33)	-2.08%
2220	11222010100 5211	MEDIA - HEALTH INSURANCE	\$30,891.36	\$30,891.36	\$4,861.14	\$5,556.00	\$20,474.22	66.28%
2220	11222010100 5212	MEDIA - DENTAL INSURANCE	\$1,023.28	\$1,023.28	\$258.82	\$262.38	\$502.08	49.07%
2220	11222010100 5213	MEDIA - LIFE INSURANCE	\$85.27	\$85.27	\$46.28	\$63.78	(\$24.79)	-29.07%
2220	11222010100 5214	MEDIA - DISABILITY INSURANCE	\$117.50	\$117.50	\$34.12	\$102.36	(\$18.98)	-16.15%
2220	11222010100 5220	MEDIA - FICA	\$5,162.19	\$5,162.19	\$2,849.89	\$4,051.84	(\$1,739.54)	-33.70%
2220	11222010100 5232	MEDIA - NHRS PROFESSIONAL	\$8,202.06	\$8,202.06	\$5,426.53	\$7,278.42	(\$4,502.89)	-54.90%
2220	11222010100 5250	MEDIA - UNEMPLOYMENT INSURANCE	\$150.00	\$150.00	\$35.78	\$0.00	\$114.22	76.15%

**Auburn School District
Expenditure Report as of January 9, 2020**

Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2220	11222010100 5260	MEDIA - WORKER'S COMPENSATION	\$243.40	\$243.40	\$231.37	\$0.00	\$12.03	4.94%
2220	11222010100 5430	MEDIA - REPAIRS & MAINT SERVICES	\$1,270.00	\$1,270.00	\$1,056.05	\$0.00	\$213.95	16.85%
2220	11222010100 5610	MEDIA - SUPPLIES	\$872.64	\$872.64	\$0.00	\$0.00	\$872.64	100.00%
2220	11222010100 5641	MEDIA - TEXTBOOKS	\$6,240.00	\$6,240.00	\$0.00	\$648.84	\$5,591.16	89.60%
2220	11222010100 5642	MEDIA - ELECTRONIC INFORMATION	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2220	11222010100 5643	MEDIA - INFORMATION ACCESS FEES	\$5,314.00	\$5,314.00	\$6,003.80	\$0.00	(\$689.80)	-12.98%
2220	11222010100 5644	MEDIA - PERIODICALS	\$629.90	\$629.90	\$149.50	\$0.00	\$480.40	76.27%
2220	11222010100 5735	MEDIA - REPLACEMENT EQUIPMENT	\$569.25	\$569.25	\$0.00	\$0.00	\$569.25	100.00%
2220	11222010100 5810	MEDIA - DUES & FEES	\$72.00	\$72.00	\$0.00	\$0.00	\$72.00	100.00%
		2220 - Summary	\$128,322.32	\$128,322.32	\$60,636.75	\$71,501.08	(\$3,815.51)	
2310	11231010100 5111	SCHOOL BOARD SERVICES - ADMIN/OTHER SALAR	\$6,100.00	\$6,100.00	\$3,050.00	\$1,850.00	\$1,200.00	19.67%
2310	11231010100 5113	SCHOOL BOARD SERVICES - TREASURER SALARY	\$2,300.00	\$2,300.00	\$1,150.00	\$1,150.00	\$0.00	0.00%
2310	11231010100 5115	SCHOOL BOARD SERVICES - SECRETARIAL SALAR	\$2,250.00	\$2,250.00	\$750.00	\$0.00	\$1,500.00	66.67%
2310	11231010100 5220	SCHOOL BOARD SERVICES - FICA	\$814.73	\$814.73	\$378.71	\$229.51	\$206.51	25.35%
2310	11231010100 5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	\$251.33	\$251.33	\$83.80	\$0.00	\$167.53	66.66%
2310	11231010100 5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	\$7,110.00	\$7,110.00	\$3,204.59	\$3,905.41	\$0.00	0.00%
2310	11231010100 5338	SCHOOL BOARD SERVICES - CRIMINAL RECORD C	\$1,500.00	\$1,500.00	\$1,000.00	\$1,000.00	(\$500.00)	-33.33%
2310	11231010100 5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTIN	\$15,000.00	\$15,000.00	\$6,985.63	\$0.00	\$8,014.37	53.43%
2310	11231010100 5342	SCHOOL BOARD SERVICES - DISTRICT MEETING S	\$750.00	\$750.00	\$0.00	\$0.00	\$750.00	100.00%
2310	11231010100 5613	SCHOOL BOARD SERVICES - SCHOOL BOARD SUP	\$275.00	\$275.00	\$0.00	\$0.00	\$275.00	100.00%
2310	11231010100 5614	SCHOOL BOARD SERVICES - DISTRICT MEETING S	\$1,750.00	\$1,750.00	\$0.00	\$0.00	\$1,750.00	100.00%
2310	11231010100 5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIE	\$500.00	\$500.00	\$0.00	\$0.00	\$500.00	100.00%
2310	11231010100 5810	SCHOOL BOARD SERVICES - DUES & FEES	\$4,500.00	\$4,500.00	\$3,942.64	\$0.00	\$557.36	12.39%
		2310 - Summary	\$43,101.06	\$43,101.06	\$20,545.37	\$8,134.92	\$14,420.77	
2320	11232000100 5590	SAU SERVICES - SAU SERVICES	\$299,886.00	\$299,886.00	\$220,000.00	\$79,886.00	\$0.00	0.00%
		2320 - Summary	\$299,886.00	\$299,886.00	\$220,000.00	\$79,886.00	\$0.00	
2410	11241010100 5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	\$100,382.67	\$100,382.67	\$56,748.58	\$48,641.74	(\$5,007.65)	-4.99%
2410	11241010100 5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	\$65,831.50	\$65,831.50	\$32,239.75	\$34,067.52	(\$475.77)	-0.72%
2410	11241010100 5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SAL	\$80,750.00	\$80,750.00	\$44,288.20	\$38,076.80	(\$1,615.00)	-2.00%
2410	11241010100 5122	PRINCIPAL SERVICES - HEALTH INSURANCE BUYO	\$750.00	\$750.00	\$3,250.00	\$0.00	(\$2,500.00)	-333.33%
2410	11241010100 5211	PRINCIPAL SERVICES - HEALTH INSURANCE	\$57,048.96	\$57,048.96	\$24,176.43	\$26,853.60	\$6,018.93	10.55%
2410	11241010100 5212	PRINCIPAL SERVICES - DENTAL INSURANCE	\$1,746.99	\$1,746.99	\$955.96	\$759.64	\$31.39	1.80%
2410	11241010100 5213	PRINCIPAL SERVICES - LIFE INSURANCE	\$322.82	\$322.82	\$174.47	\$170.77	(\$22.42)	-6.95%
2410	11241010100 5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	\$552.50	\$552.50	\$326.38	\$305.18	(\$79.06)	-14.31%
2410	11241010100 5220	PRINCIPAL SERVICES - FICA	\$18,950.16	\$18,950.16	\$9,966.14	\$5,478.11	\$3,505.91	18.50%
2410	11241010100 5231	PRINCIPAL SERVICES - NHRS SUPPORT	\$7,353.38	\$7,353.38	\$3,601.12	\$3,805.35	(\$53.09)	-0.72%
2410	11241010100 5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	\$32,241.62	\$32,241.62	\$17,998.01	\$15,435.90	(\$1,192.29)	-3.70%
2410	11241010100 5240	PRINCIPAL SERVICES - TUITION REIMBURSEMEN	\$6,360.00	\$6,360.00	\$0.00	\$0.00	\$6,360.00	100.00%

**Auburn School District
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Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2410	11241010100 5241	PRINCIPAL SERVICES - WORKSHOP REIMB PROF	\$1,350.00	\$1,350.00	\$0.00	\$0.00	\$1,350.00	100.00%
2410	11241010100 5244	PRINCIPAL SERVICES - SECRETARIAL WORKSHOP	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
2410	11241010100 5250	PRINCIPAL SERVICES - UNEMPLOYMENT INSURANCE	\$300.00	\$300.00	\$71.56	\$0.00	\$228.44	76.15%
2410	11241010100 5260	PRINCIPAL SERVICES - WORKER'S COMPENSATION	\$876.37	\$876.37	\$833.06	\$0.00	\$43.31	4.94%
2410	11241010100 5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	\$32,592.50	\$32,592.50	\$15,508.10	\$13,675.46	\$3,408.94	10.46%
2410	11241010100 5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	\$20,268.00	\$20,268.00	\$11,399.50	\$11,802.00	(\$2,933.50)	-14.47%
2410	11241010100 5531	PRINCIPAL SERVICES - TELEPHONE	\$22,320.00	\$22,320.00	\$12,278.70	\$12,069.30	(\$2,028.00)	-9.09%
2410	11241010100 5534	PRINCIPAL SERVICES - POSTAGE	\$3,000.00	\$3,000.00	\$3,000.00	\$0.00	\$0.00	0.00%
2410	11241010100 5540	PRINCIPAL SERVICES - ADVERTISING	\$750.00	\$750.00	\$284.13	\$62.20	\$403.67	53.82%
2410	11241010100 5550	PRINCIPAL SERVICES - PRINTING	\$1,500.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	100.00%
2410	11241010100 5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	\$1,800.00	\$1,800.00	\$354.26	\$0.00	\$1,445.74	80.32%
2410	11241010100 5610	PRINCIPAL SERVICES - SUPPLIES	\$1,690.00	\$1,690.00	\$650.43	\$0.00	\$1,039.57	61.51%
2410	11241010100 5735	PRINCIPAL SERVICES - REPLACEMENT EQUIPMENT	\$1,794.00	\$1,794.00	\$0.00	\$0.00	\$1,794.00	100.00%
2410	11241010100 5737	PRINCIPAL SERVICES - REPLACEMENT FURNITURE	\$1,939.96	\$1,939.96	\$0.00	\$835.00	\$1,104.96	56.96%
2410	11241010100 5810	PRINCIPAL SERVICES - DUES & FEES	\$1,495.00	\$1,495.00	\$118.00	\$59.00	\$1,318.00	88.16%
		2410 - Summary	\$464,566.43	\$464,566.43	\$238,222.78	\$212,097.57	\$14,246.08	
2600	11260010100 5111	MAINTENANCE - ADMIN/OTHER SALARIES	\$76,027.94	\$76,027.94	\$47,152.92	\$35,791.68	(\$6,916.66)	-9.10%
2600	11260010100 5116	MAINTENANCE - CUSTODIAL SALARIES	\$122,137.60	\$122,137.60	\$57,740.59	\$53,726.03	\$10,670.98	8.74%
2600	11260010100 5211	MAINTENANCE - HEALTH INSURANCE	\$62,004.96	\$62,004.96	\$23,628.47	\$34,481.99	\$3,894.50	6.28%
2600	11260010100 5212	MAINTENANCE - DENTAL INSURANCE	\$2,812.78	\$2,812.78	\$1,238.35	\$1,553.48	\$20.95	0.74%
2600	11260010100 5213	MAINTENANCE - LIFE INSURANCE	\$277.44	\$277.44	\$144.47	\$154.21	(\$21.24)	-7.66%
2600	11260010100 5214	MAINTENANCE - DISABILITY INSURANCE	\$505.33	\$505.33	\$274.44	\$303.12	(\$72.23)	-14.29%
2600	11260010100 5220	MAINTENANCE - FICA	\$15,159.67	\$15,159.67	\$7,871.54	\$4,110.03	\$3,178.10	20.96%
2600	11260010100 5231	MAINTENANCE - NHRS SUPPORT	\$22,135.08	\$22,135.08	\$10,783.34	\$9,999.13	\$1,352.61	6.11%
2600	11260010100 5241	MAINTENANCE - WORKSHOP REIMB PROF	\$1,140.00	\$1,140.00	\$0.00	\$0.00	\$1,140.00	100.00%
2600	11260010100 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	\$375.00	\$375.00	\$89.45	\$0.00	\$285.55	76.15%
2600	11260010100 5260	MAINTENANCE - WORKER'S COMPENSATION	\$3,884.12	\$3,884.12	\$3,692.17	\$0.00	\$191.95	4.94%
2600	11260010100 5360	MAINTENANCE - CONTRACTED SERVICES	\$2,478.00	\$2,478.00	\$3,470.00	\$0.00	(\$992.00)	-40.03%
2600	11260010100 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	\$12,900.00	\$12,900.00	\$2,605.44	\$8,296.06	\$1,998.50	15.49%
2600	11260010100 5431	MAINTENANCE - REPAIRS EQUIPMENT	\$400.00	\$400.00	\$0.00	\$135.00	\$265.00	66.25%
2600	11260010100 5432	MAINTENANCE - REPAIRS BUILDINGS	\$13,500.00	\$13,500.00	\$3,320.00	\$3,197.00	\$6,983.00	51.73%
2600	11260010100 5433	MAINTENANCE - REPAIRS GROUNDS	\$8,750.00	\$8,750.00	\$8,315.00	\$1,215.00	(\$780.00)	-8.91%
2600	11260010100 5434	MAINTENANCE - BUILDING IMPROVEMENTS	\$32,500.00	\$32,500.00	\$5,693.73	\$3,654.00	\$23,152.27	71.24%
2600	11260010100 5435	MAINTENANCE - SEC & SAFETY EQUIP REPAIR	\$4,000.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	100.00%
2600	11260010100 5437	MAINTENANCE - GARBAGE REMOVAL	\$7,980.00	\$7,980.00	\$2,842.28	\$5,137.72	\$0.00	0.00%
2600	11260010100 5438	MAINTENANCE - GROUNDS MAINTENANCE CON	\$3,920.00	\$3,920.00	\$3,500.00	\$420.00	\$0.00	0.00%
2600	11260010100 5439	MAINTENANCE - LIFE SAFETY REPAIRS	\$5,750.00	\$5,750.00	\$4,112.58	\$0.00	\$1,637.42	28.48%
2600	11260010100 5521	MAINTENANCE - PROPERTY/LIABILITY INS	\$25,903.00	\$25,903.00	\$22,790.38	\$0.00	\$3,112.62	12.02%

**Auburn School District
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Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
2600	11260010100 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	\$750.00	\$750.00	\$164.72	\$0.00	\$585.28	78.04%
2600	11260010100 5610	MAINTENANCE - SUPPLIES	\$18,650.00	\$18,650.00	\$6,064.24	\$3,834.22	\$8,751.54	46.93%
2600	11260010100 5612	MAINTENANCE - MAINTENANCE SUPPLIES	\$9,000.00	\$9,000.00	\$2,555.90	\$176.70	\$6,267.40	69.64%
2600	11260010100 5621	MAINTENANCE - PROPANE	\$56,880.00	\$56,880.00	\$9,613.07	\$47,500.02	(\$233.09)	-0.41%
2600	11260010100 5622	MAINTENANCE - ELECTRICITY	\$63,250.00	\$63,250.00	\$26,470.22	\$36,786.45	(\$6.67)	-0.01%
2600	11260010100 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	\$2,000.00	\$2,000.00	\$0.00	\$0.00	\$2,000.00	100.00%
		2600 - Summary	\$575,070.92	\$575,070.92	\$254,133.30	\$250,471.84	\$70,465.78	
2700	11270000100 5517	REG ED TRANSPORTATION - ATHLETIC TRANS	\$10,000.00	\$10,000.00	\$6,027.80	\$3,972.20	\$0.00	0.00%
2700	11270000100 5518	REG ED TRANSPORTATION - FIELD TRIP TRANS	\$7,500.00	\$7,500.00	\$2,183.30	\$5,316.70	\$0.00	0.00%
2700	11270000100 5519	REG ED TRANSPORTATION - TRANSPORTATION	\$455,553.55	\$455,553.55	\$137,114.37	\$318,439.18	\$0.00	0.00%
2700	11270000161 5519	SPED TRANSPORTATION - TRANSPORTATION	\$330,000.00	\$330,000.00	\$98,037.16	\$257,225.72	(\$25,262.88)	-7.66%
		2700 - Summary	\$803,053.55	\$803,053.55	\$243,362.63	\$584,953.80	(\$25,262.88)	
2814	11281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		2814 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
2835	11283510100 5330	PRE EMPLOYMENT PHYSICALS - OTHER PROF SVC	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	100.00%
		2835 - Summary	\$250.00	\$250.00	\$0.00	\$0.00	\$250.00	
2840	11284010100 5111	IT - ADMIN/OTHER SALARIES	\$72,000.00	\$72,000.00	\$40,044.68	\$33,895.32	(\$1,940.00)	-2.69%
2840	11284010100 5122	IT - HEALTH INSURANCE BUYOUT	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2840	11284010100 5211	IT - HEALTH INSURANCE	\$19,779.36	\$19,779.36	\$8,773.70	\$9,759.81	\$1,245.85	6.30%
2840	11284010100 5212	IT - DENTAL INSURANCE	\$498.52	\$498.52	\$247.71	\$247.25	\$3.56	0.71%
2840	11284010100 5213	IT - LIFE INSURANCE	\$100.80	\$100.80	\$55.25	\$52.75	(\$7.20)	-7.14%
2840	11284010100 5214	IT - DISABILITY INSURANCE	\$183.60	\$183.60	\$107.95	\$104.45	(\$28.80)	-15.69%
2840	11284010100 5220	IT - FICA	\$5,508.00	\$5,508.00	\$2,986.76	\$2,592.23	(\$70.99)	-1.29%
2840	11284010100 5231	IT - NHRS SUPPORT	\$8,042.40	\$8,042.40	\$4,417.14	\$3,786.11	(\$160.85)	-2.00%
2840	11284010100 5241	IT - WORKSHOP REIMB PROF	\$800.00	\$800.00	\$0.00	\$0.00	\$800.00	100.00%
2840	11284010100 5250	IT - UNEMPLOYMENT INSURANCE	\$75.00	\$75.00	\$17.89	\$0.00	\$57.11	76.15%
2840	11284010100 5260	IT - WORKER'S COMPENSATION	\$259.70	\$259.70	\$246.87	\$0.00	\$12.83	4.94%
2840	11284010100 5330	IT - OTHER PROF SVCS	\$20,125.00	\$20,125.00	\$7,455.94	\$1,320.00	\$11,349.06	56.39%
2840	11284010100 5431	IT - REPAIRS EQUIPMENT	\$500.00	\$500.00	\$500.00	\$0.00	\$0.00	0.00%
2840	11284010100 5610	IT - SUPPLIES	\$6,650.00	\$6,650.00	\$977.12	\$0.00	\$5,672.88	85.31%
2840	11284010100 5641	IT - TEXTBOOKS	\$100.00	\$100.00	\$0.00	\$0.00	\$100.00	100.00%
2840	11284010100 5650	IT - SOFTWARE	\$12,302.50	\$12,302.50	\$5,962.24	\$1,919.34	\$4,420.92	35.94%
2840	11284010100 5733	IT - NEW FURNITURE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00%
2840	11284010100 5734	IT - NEW COMPUTER EQUIP	\$1,180.00	\$1,180.00	\$0.00	\$0.00	\$1,180.00	100.00%
2840	11284010100 5738	IT - REPLACE COMPUTERS	\$41,250.00	\$41,250.00	\$26,975.67	\$5,783.73	\$8,490.60	20.58%
2840	11284010100 5810	IT - DUES & FEES	\$600.00	\$600.00	\$0.00	\$0.00	\$600.00	100.00%
		2840 - Summary	\$189,954.88	\$189,954.88	\$98,768.92	\$59,460.99	\$31,724.97	
2900	11290010100 5114	WAGE POOL - PARAPROFESSIONAL	\$29,269.35	\$29,269.35	\$0.00	\$0.00	\$29,269.35	100.00%

**Auburn School District
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Function	Account Number	Description	Original Budget	Revised Budget	YTD Expenses	Encumbered	Amount Remaining	Percent Remaining
		2900 - Summary	\$29,269.35	\$29,269.35	\$0.00	\$0.00	\$29,269.35	
3300	11330010100 5330	USE OF FACILITY - OTHER PROF SVCS	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		3300 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
4100	11410010100 5720	SITE ACQUISITION - BUILDINGS	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		4100 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
4300	11430010100 5330	ARCHITECTURE & ENGINEERIN - OTHER PROF S	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		4300 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
5110	11511010100 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	\$606,000.00	\$606,000.00	\$606,000.00	\$0.00	\$0.00	0.00%
		5110 - Summary	\$606,000.00	\$606,000.00	\$606,000.00	\$0.00	\$0.00	
5120	11512010100 5830	DEBT SERVICE - INTEREST	\$569,325.50	\$569,325.50	\$569,325.50	\$0.00	(\$276,936.25)	-48.64%
		5120 - Summary	\$569,325.50	\$569,325.50	\$569,325.50	\$276,936.25	(\$276,936.25)	
5221	11522100100 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		5221 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
5230	11523000000 5930	CAPITAL PROJECTS - FUND TRANSFERS	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		5230 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
5252	11525200000 5930	TRANSFER FROM EXPENDABLE - FUND TRANSFE	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	100.00%
		5252 - Summary	\$1.00	\$1.00	\$0.00	\$0.00	\$1.00	
		Overall - Total	\$15,336,507.69	\$15,336,507.69	\$7,278,227.75	\$7,440,227.70	\$618,052.24	

Bond Intrest for Project	253,000.00	
Adequacy overage	130,096.00	
Estimated Fund Balance	<u>234,956.24</u>	1.53%

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

XV.

DATE: January 2, 2020

GRADE	SECTION	TOTAL 2019-2020	TOTAL 2018-2019	TOTAL 2017-2018	TOTAL 2016-2017
K	3	46	63	50	51
1	4	86	71	70	56
2	4	70	75	62	73
3	3	77	63	74	63
4	3	69	73	59	69
5	3	76	55	72	79
6	3	61	74	81	64
7	4	71	81	64	80
8	4	85	68	81	80
TOTAL	31	641	623	613	615

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

DATE: January 2, 2020

School	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
Pinkerton Academy	73	81	72	63	289
Londonderry High School	4	0	0	0	4
MST	0	0	0	1	1
Other District Placements	2	5	5	2	14
TOTAL	79	86	77	66	308