

**AUBURN SCHOOL BOARD MEETING**  
**Tuesday, December 14, 2021 6:00 p.m.**  
**Auburn Village School Media Center**

- I. **CALL TO ORDER** – Alan Villeneuve, Board Chair
- II. **PLEDGE OF ALLEGIANCE**
- III. **PROOF OF POSTING** – William Rearick
- IV. **PINKERTON LIAISON** – Mary Lachance
- V. **APPROVAL OF MINUTES**
  - A. Minutes of the Auburn School Board Meeting on November 9, 2021\*  
(action required)
- VI. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VII. **SUPERINTENDENTS UPDATES\***
- VIII. **REPORTS**
  - A. Administrator's Reports\*
  - B. Standing Committees
- IX. **OLD BUSINESS**
  - A. FY 2022/2023 Budget Updates\*-Amy Ransom
- X. **NEW BUSINESS**
  - A. Therapy Dog\*-Lori Collins
  - B. Draft Warrant Articles\*
  - C. Draft 2022/2023 School Calendar\*
- XI. **FINANCIAL**
  - A. Manifest Approval
  - B. Expenditure Report\*
- XII. **PERSONNEL (if necessary)**
  - A. Resignation\*
- XIII. **POLICIES**
  - A. First Reading\* -Policies ECAF Audio and Video Surveillance on School Buses, EEAA Audio and Video Surveillance on School Property, JICD Student Conduct/Discipline, and GBA Equal Opportunity Employment
- XIV. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

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

Enrollments\*

SAU Bus Draft RFP\*

School District Moderator and Clerk

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

**XVII. ADJOURNMENT (action required)**

The next regularly scheduled meeting of the Auburn School Board will be on Tuesday, January 11, 2022 at 6:00 p.m. at the Auburn Village School Media Center.

*\*Materials provided in packet*

Please note: In addition to the items listed on the agenda, the Board may consider other matters not on the posted agenda and they may enter a non-public session or convene in non-meeting session in accordance with RSA 91-A if the need arises.

**AUBURN SCHOOL BOARD MEETING  
NOVEMBER 9, 2021 AT 6:00 P.M.  
AUBURN VILLAGE MEDIA CENTER**

**These minutes have not been approved.**

Alan Villeneuve, Board Chair, called the meeting to order at 6:03 p.m. Those in attendance were members Janice Baker, Jason Tyburski, Adrian Newton and Derek Berger. Also in attendance were Principal, Lori Collins; of Student Services, Deena Jensen; Middle School Grade Leader, Kerry Boles; Technology Director, Keith Lord; Maintenance Director, Scott Dube; Superintendent William (Bill) Rearick; Assistant Superintendent, Marge Polak; and Business Administrator, Amy Ransom.

**PLEDGE OF ALLEGIANCE**

Scott Dube led the attendees in the Pledge of Allegiance.

**PROOF OF POSTING**

Bill Rearick provided proof of posting.

**PINKERTON LIAISON** – Mary Lachance

Mary spoke to the Board on activities happening at Pinkerton which included:

-She Kills Monsters

-Alumni Craft Fair

-Mattress Fund Raiser

Upcoming: Sophomore Semiformal/Hypnotist/Pinkerton's Got Talent

Mary explained block scheduling.

**APPROVAL OF MINUTES**

Motion by Janice Baker, seconded by Derek Berger, to approve the October 12, 2021 Board meeting minutes, and the motion carried unanimously.

**OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**

Resident Kirsten Wright thanked the Board for allowing mask-wearing to be optional as it causes less anxiety and confusion for students.

**SUPERINTENDENT'S UPDATES**

Bill Rearick summarized his report which was in the packet for review. He said the voluntary COVID testing is awaiting the contract from Convenient MD, after which time it will be reviewed by our attorney. Bill said the concern is having enough tests as the state is struggling with demand. Bill said he continues to follow the trends and that two of the 3 indicators have been met. He said that it is quite possible that there may be a need to have a school-wide mask mandate.

Derek Berger asked about Pfizer hosting clinics to which Bill Rearick stated that the Hooksett Board voted to send out a survey asking parents if they would be interested in a voluntary vaccine clinic for those 5-11 years old. He said the Auburn Board could do the same. Derek stated it would be convenient but that the Board should consider any costs attached to it. Marge Polak stated that it would be free and it would be similar to the clinic previously held for teachers and staff and located in Hooksett. After Alan Villeneuve voiced concerns with it being in Hooksett, Marge said she could look into Auburn hosting their own. Considerable discussion ensued. Adrian Newton said she had no problem with gauging interest. Jason Tyburski said motivated parents will go to their pediatrician and was not opposed to sending out a survey. Janice Baker stated she would rather not do it and that there are other venues for vaccines. No vote was taken, but the final consensus of the Board was to not send out a survey.

**REPORTS**

**Reports of Administrators**

Janice Baker asked Marge Polak if there is a need for a grant to develop a Makerspace, to which Marge said there is \$10,000 available to start building a foundation to build on. Derek Berger asked where it integrates into curriculum, to which Marge answered science, math, art and language arts. Alan

Villeneuve asked Lori Collins what it would take to create that kind of space to which Lori stated the original plan was to use the 'fish bowl', but that area is being used for reading instruction. Alan asked Lori to present a timeline before March 2022.

Some discussion ensued relative volleyball referenced in Lori Collins' report. It was the Board's consensus not to install a permanent volleyball netting system at this time.

Jason Tyburski stated that boys placed 2<sup>nd</sup> of 122 and the girls placed 5<sup>th</sup> out of 115 in the Division 3 cross-country state championship.

Janice Baker said many of the topics in Deena Jensen's report should be brought up at the Pinkerton sending town's meeting.

Keith Lord summarized his report, and Alan Villeneuve asked grade 6 teacher Kathy Roggenbuck how technology has been going. Kathy said it is going well and that she is continuing to learn ways to monitor tech usage in her classroom to keep students focused.

Alan Villeneuve stated that there should be a final walkthrough, checking drainage and the grass issue.

Lori Collins requested that the new scoreboard be wireless.

### **Reports of Standing Committees**

Janice Baker reported that the budget committee continues to meet and that they will be reviewing the school budget on November 23.

Derek Berger reported that the Delegate Assembly was held on October 16. He said the New Hampshire School Boards Association has pulled out of the National School Boards Association.

Adrian Newton reported that the PTA will meet next week.

Derek Berger reported that the transportation committee met to discuss the ongoing request for moving a bus stop closer to Juniper/Lovers Lane from Chester Road/Lovers Lane. He said they are not able to accommodate the request.

### **OLD BUSINESS**

#### **Bus Issues**

Bill Rearick reported that he sent two letters to Student Transportation-America (STA) and got a response back from only one of them. Janice Baker suggested that the bus company be asked to repurpose funds saved on salaries to be used to address learning gaps. Bill also said that he wrote a letter to the Education Commissioner on behalf of the Hooksett Board, requesting that he ask the governor have the National Guard help their district deal with the bus driver shortage. Alan Villeneuve asked that a letter be sent to the commissioner on behalf of the Auburn School District as well.

Bill Rearick said Amy Ransom is drafting an RFP which will be before the Board at their next meeting.

Alan Villeneuve asked if the busing issues would be alleviated if no busing was provided to high school, to which Lori Collins said they would not.

Lindsay Murray and Deena Jensen said drivers are doing a great job and that the Supervisor is driving as well.

Resident Kirsten Wright said bus 7 is never late and the driver is never out.

#### **Support Staff Benefits**

Motion by Janice Baker, seconded by Jason Tyburski, to extend benefits to support staff and the motion carried unanimously.

Motion by Derek Berger, seconded by Adrian Newton, to amend the agenda to discuss the 2022/2023 proposed budget, and the motion carried unanimously.

Alan Villeneuve asked Amy Ransom to remove years 2017/2018 and 2018/2019, and to add a column next to the 'actual' column to provide 'difference'. Bill reviewed revised numbers and said Amy Ransom would be updating the Board. Health and dental numbers came in during this meeting and special education tuition numbers are not in yet.

Motion by Janice Baker, seconded by Derek Berger, to approve the 2022/2023 school district budget in the amount of \$16,313,909 with health insurance for support staff and special education tuition lines open and health and dental adjustments to be made, and the motion carried unanimously.

Janice asked for clarification on some items from Amy Ransom and Marge Polak so she could be better prepared for the meeting with the budget committee. Janice suggested that Amy Ransom have regular meetings with department heads to get a more accurate picture of encumbrances. Janice asked for an additional column in the budget for notes.

## **NEW BUSINESS**

### **MOU Health and Technology**

Bill Rearick stated that this was a very productive process, but after considerable discussion on each MOU, the Board felt they weren't ready to sign either.

Motion by Derek Berger, seconded by Adrian Newton, to table the approval of the AEA MOU-Health, and AEA MOU-Technology, and the motion carried unanimously.

### **Washington, DC Trip**

Lori Collins asked the Board if they would approve allowing the Washington, DC field trip. Lori said it is not school-sponsored, but that the Board usually makes their approval. Some discussion ensued.

Motion by Janice Baker, seconded by Jason Tyburski, to allow the awareness of the Washington, DC trip, and the motion carried unanimously.

## **FINANCIAL**

### **Manifest Approvals**

Motion by Janice Baker, seconded by Adrian Newton, to approve the 10/11-10/22 manifest in the amount of \$2,515,552.27, and the motion carried unanimously.

Motion by Janice Baker, seconded by Derek Berger, to approve the 10/25-11/12 manifest in the amount of \$512,437.15, and the motion carried unanimously.

### **Expenditure Report**

The expenditure report was in the packet for review.

Resident Jennifer Aldridge asked if the masking rules could be adjusted now that vaccines are available, to which Alan Villeneuve stated that we can't ask people if they are vaccinated in the traditional way as this vaccine is not required in order to enter school. Alan said the COVID 19 Response Plan would be adjusted as things progress. Ms. Aldridge asked about the testing policy, to which Alan said it is not a policy, but an opportunity for participation for symptomatic kids to be voluntarily tested. Bill Rearick said they are still waiting on the contract from Convenient MD to be sent to our attorneys.

## **POLICIES**

No action was taken on the policies. Each policy will go back to the policy committee for further review.

## **PERSONNEL**

### **Retirements**

Motion by Derek Berger, seconded by Jason Tyburski, to accept the retirements of Jill Kyzer, Wendy Smith, and Eileen McDonald, and the motion carried unanimously.

### **Co-Curricular Nominations**

Motion by Derek Berger, seconded by Jason Tyburski to accept the co-curricular nominations as presented and the motion carried unanimously.

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

No need.

## **INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or/ MISCELLANEOUS INFORMATION**

Enrollments

## **ADJOURNMENT**

Motion by Janice Baker, seconded by Jason Tyburski, to adjourn at 9:00 p.m., and the motion carried unanimously.

The next Auburn School Board Meeting will be Tuesday, December 14, 2021 at 6:00 p.m. at the Auburn Village School Media Center.

Respectfully submitted.

Rebecca SJ McCarthy  
Recording Secretary

**Margaret W. Polak**  
*Assistant Superintendent*

**William J. Rearick**  
*Superintendent of Schools*

**Amy R. Ransom**  
*Business Administrator*

**Auburn School Board Update**

**December 14, 2021**

- On November 12<sup>th</sup>, a clinic was held after school at the Cawley Middle School in Hooksett where SAU employees from Auburn, Candia, and Hooksett received a COVID-19 booster vaccine. The clinic was sponsored by the Manchester Health Department.
- On November 19<sup>th</sup>, I met with the SAU principals. We discussed how the bus driver shortage is impacting instruction at each school. We also reviewed when the COVID-19 testing programs would be coming online in each district. Each principal provided an update on how their teachers are working on addressing their student's learning gaps.
- The voluntary COVID-19 testing program for symptomatic students and staff got underway on November 30<sup>th</sup>.
- On November 12<sup>th</sup>, and 23<sup>rd</sup>. I met with Lori to review the progress she has been making in addressing student's learning gaps. I will continue meeting with Lori on a bi-weekly basis so I can provide support to Lori and her team's efforts in addressing this initiative.
- I held a meet and greet session with teachers on November 29<sup>th</sup>. This was held after school in the Media Center. Last year, I was not able to meet with the staff in person due to COVID-19. The topics that we discussed were all related to how COVID-19 is impacting teaching and learning. Several teachers were concerned that a number of students were missing significant amounts instruction because they have not been in school because of COVID. They were also concerned about those students who arrive late to school each day as a result of the bus driver shortage.
- As of December 9<sup>th</sup> there have been 8 positive cases this month. The 7-Day AntiGen/PCR Positivity Rate has averaged 17.4%, the number Active Cases averaged 35 cases a day and New Cases over the past 14 days averaged 72 cases a day.



**Auburn School Board Meeting  
Assistant Superintendent Report  
12/14/21**

**SAU #15 Curriculum Meetings**

The weekly SAU meetings have continued to take place each Thursday. Recently the group focused on the Dreambox learning platform, use of NHSAS modular assessments, and current grade level use of Seesaw and Schoology.

**South Central Curriculum, Instruction, Assessment Group**

South Central Assistant Superintendents have continued to meet monthly. The November meeting focused on NH DOE updates related to ESSER and Title grants. Full allocations should be reported in the grant Management System at this time. Staff at the DOE is spread thin and grant approvals are taking longer at this time.

School districts shared math programs and training opportunities. Some districts shared experiences and processes when materials being challenged by parents or outside groups.

**Updates**

<b>Wonders Reading</b>	
	<ul style="list-style-type: none"> <li>Lori, Sonia McDaniel, and I met to discuss additional resources to add to the K-2 reading program to address acquisition of foundational reading skills (phonemic awareness and phonics).</li> <li>We have reached out to Bedford and Goffstown school districts to inquire as to their process.</li> </ul>
<b>Math Support</b>	
Ongoing	<ul style="list-style-type: none"> <li>Teachers and administrators took part in a second Dreambox training to address features that can be used to personalize a student's experience, assign targeted skills, monitor progress and provide incentives.</li> <li>Nicole Greene has volunteered to work with a math consultant to create a system to track student progress related to grade level standards. She will then work with grade level teachers to implement this process.</li> <li>Monthly grade level meetings with the Math In Focus consultant have also been finalized through March 2022.</li> </ul>
<b>Classroom Visitations</b>	
	<ul style="list-style-type: none"> <li>Lori and I will be visiting classrooms to see reading and math instruction.</li> <li>Bill, Lori, and I meet biweekly to discuss classroom and intervention practices, challenges, and next steps.</li> </ul>

**COVID Testing**

School nurse, Jennifer Bernier, has been instrumental in setting up and implementing the COVID testing program at AVS. The program began on 11/29/21, and to date, 310 students have signed permission for COVID testing. Although we have written permission, parents are contacted again before any testing is completed.

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# December School Board Report

Deena Jensen, Director of Student Services

VIII.A.

Tuesday, 12.14.2021

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## Special Education News and Updates

### Staffing:

- As of the writing of this report, we still have paraprofessional openings:
  - Elementary School: 1 opening
  - Middle School: 1 opening
- We are not currently utilizing any contracted paraprofessionals. We thought we would be utilizing one starting in November, but the staffing agency reached out to me on 12/6 that her contract with them was being terminated as she has not submitted needed paperwork

### Miscellaneous Updates:

#### Evaluations:

- As of 12/7 the Auburn School District has completed the following assessments:
  - 29 Re-evaluations for special education services (19 at this time last year)
    - 5 of these were due to students moving into the district from private schools or from school district's that had waived testing due to COVID-19
  - 14 New referrals (12 last year at this time)
    - 6 of these are from Early Intervention Services

#### Pinkerton Paraprofessionals:

- Pinkerton has begun billing for paraprofessionals monthly. This helps us to track our expenditures more closely and accurately.
- Sending districts will be collaborating to discuss issues surrounding shared paraprofessionals and billing in the new year.

#### Budget Impacts:

- Due to some unforeseen student movement we are not utilizing all of the out-of-district placements that were budgeted for the 21-22 academic year. This also impacts our transportation budget. I will have a rough amount for you for the January meeting.
-

This month we have been hard at work completing approximately 40 submitted tickets from our spiceworks portal, which are estimated to represent about 40% of the total “tickets” we receive as everyone is still adjusting to the new system.

We have been continuing to address any inaccuracies of our inventory, having already audited the student chromebooks throughout the entire building, and completed an audit of our staff devices as well. We have come across some quality inadequacies amongst our staff devices which we hope to address either from our current stock or with funding from ECF (Emergency Connectivity Fund) should our application for new teacher chromebooks be accepted.

We are also beginning to work on PowerSchool Enrollment Express to allow for online registrations and digital form completion to better streamline that process. This will be ongoing throughout December, and is scheduled to be completed in late January. This setup and system change is a large combined effort across many of our other office staff and admins as well.

I opened up the Technology committee this month giving people a chance to either continue as a member, or become a new addition. I am happy to report we did not lose anyone and were able to add a few more. The list of members is below:

Keith Lord - Tech Director	Crissy Ouellette - Music Teacher
Lori Collins - Principal	Deanna Nee - 7th Grade Teacher
Lindsay Murray - Asst. Principal	Linda Reinelt - STEM Teacher
Kerry Boles - Asst. Principal	Sherri Smith - 2nd Grade Teacher
Andrea O'Neil - Media Center Teacher	Jason Tyburski - School Board
Adam Rankin - 7th Grade Teacher	Aaron Brayall - Parent
Carly Cohen - 5th Grade Teacher	Matthew Krohn - Parent
Cheryl Kaake - K Teacher	

On December 1st we launched a survey to our staff in the building regarding our current technology equipment, software, and practices. I created this survey with the help of my staff as the Technology Committee to help give a voice to the staff when we begin working on the District Technology Plan. This survey will close on December 14th.

Otherwise, we continue to work as quickly and effectively as possible to address technology items as they come up to help the students and teachers of AVS.

**Auburn Village School****Monthly Report – November, 2021****General Maintenance Activities****General Item**

Hot water heating leak was repaired in Rm#131. Additional labeling was also completed for valve locations.

ARBL – met with Bret to review breakdown of Gym/cafeteria for Basketball. Fobs also assigned to several members.

Irrigation system & Cemetery water line was winterized.

Several donated supplies from DHHS & Tower Hill Church disinfecting supplies were picked up by in house staff. Students also completed Thank you cards.

Daily building rounds continue, disinfecting high touch areas, classrooms are also being addressed nightly. Continue to complete classroom disinfecting as required on a case by case basis.

Weekly administration meetings continue in November.

Maintenance staff continue to support facility request as needed, (Student photos, Budget committee mtg, Strategic planning, etc.)

PM's completed = 38 – Work orders completed = 27

**Fire/Life Safety/Security**

Monthly Emergency Management meeting was completed.

Fire panel trouble “com loss” repair was completed with in-house staff.

Fire Drill #4 was completed. Room#201 was found to be very quiet teacher was not aware of the drill. Will obtain pricing for an additional horn/strobe be added.

Quarterly Panic alarm testing was completed. All systems tested normal.

Weekly Fire Pump & Generator testing completed.

The following monthly task were completed, Emergency Lighting, Swing Inspection, fire extinguishers, and Generator ATS load transfer.

### **Construction/Renovation items (Summer Projects)**

Additional softball field fencing has been completed. Have not received any information on an additional walk-through of field areas.

Met with automation vendor Energy Controls of NH, to obtain pricing to combine the current two systems into one. (Waiting on pricing on this & also a site assessment)

# AUBURN SCHOOL DISTRICT 2022-2023 FISCAL YEAR PROPOSED BUDGET

IX.A.

V4 - with Budget Committee Cuts PROGRAM	ACTUAL 2020-21	BUDGET 2021-22			DEFAULT BUDGET 2022-23	BUDGET 2022-23			PROPOSED OPERATING BUDGET 2022-23
		Salary	Non-Salary	Total		Salary	Non-Salary	REQUESTS	
REGULAR EDUCATION	\$ 7,322,963	\$ 2,876,626	\$ 5,336,085	\$ 8,212,710	\$ 8,108,579	\$ 2,912,197	\$ 5,196,382	\$ 29,014	\$ 8,137,593
SPECIAL EDUCATION	2,505,537	650,693	2,380,969	3,031,663	\$ 2,554,107	676,578	1,877,529	9,559	\$ 2,563,666
ATHLETICS/XCURR	45,290	44,300	31,130	75,430	\$ 75,430	44,300	31,130	255	\$ 75,685
GUIDANCE/NURSE	260,593	162,663	140,119	302,782	\$ 316,562	170,749	145,813	2,621	\$ 319,183
PSYCH/SPEECH /OT/PT	418,430	267,834	220,022	487,856	\$ 464,217	276,672	187,545	-	\$ 464,217
PROF SVCS/MEDIA	259,824	179,159	138,198	317,357	\$ 180,791	98,527	82,264	2,684	\$ 183,475
SCHOOL BOARD	54,653	10,650	32,872	43,522	\$ 43,522	10,650	32,872	3,364	\$ 46,886
SAU #15	327,826		348,507	348,507	\$ 382,812		382,812	-	\$ 382,812
SCHOOL ADMIN.	461,495	261,838	230,156	491,994	\$ 591,846	338,988	252,858	17,984	\$ 609,830
PLANT OPERATIONS	528,468	257,378	405,312	662,690	\$ 661,435	256,658	404,777	211,170	\$ 872,606
TRANSPORTATION	780,453		929,335	929,335	\$ 826,185		826,185	19,673	\$ 845,859
SUPPORT SERVICES	230,511	92,007	126,797	218,804	\$ 208,051	92,007	116,044	16,283	\$ 224,334
TRANSFER TO FUNDS	-	-	10,000	10,000	\$ -		-	-	\$ -
DEBT SERVICE	1,177,553		1,174,148	1,174,148	\$ 1,174,085		1,174,085	-	\$ 1,174,085
<b>GENERAL FUND TOTAL</b>	<b>\$ 14,373,593</b>	<b>4,803,147</b>	<b>11,503,649</b>	<b>\$ 16,306,797</b>	<b>15,587,623</b>	<b>4,877,326</b>	<b>10,710,296</b>	<b>312,607</b>	<b>\$ 15,900,230</b>
					\$ (719,174)			1.9%	\$ (406,567)
					-4.41%			Request Incr	-2.49%
					Default Incr				Net Incr
FEDERAL/STATE GRANTS	-	-	-	265,000	265,000		-	-	265,000
FOOD SERVICES	-	-	-	226,367	220,354	80,749	139,605	-	220,354
<b>TOTAL - ALL FUNDS</b>	<b>\$ 14,373,593</b>	<b>\$ 4,803,147</b>	<b>\$ 11,503,649</b>	<b>\$ 16,798,164</b>	<b>\$ 16,072,977</b>	<b>\$ 4,958,075</b>	<b>\$ 10,849,901</b>	<b>\$ 312,607</b>	<b>\$ 16,385,584</b>

There are several studies showing the positive effects that therapy dogs were having on student academic and social growth. A 2019 study published by the [National Institute of Health](#) found that a dog present in the classroom promotes positive mood and provides significant anti-stress effects on the body. An additional study conducted by the [University of California](#) on canine reading programs found that students who participated in one program increased their reading fluency by between 12 percent and 30 percent. Another study done for the [Journal of Research in Childhood Education](#) showed Meta-analytic reviews attest to the effectiveness of social and emotional interventions boosting a host of positive outcomes for students, including enhancing students' engagement in learning and subsequent academic achievement. (Harris, 2020) So, when Wall-E's owners told me she would share her professionally trained therapy dog, I knew this was our opportunity to implement a program. His owners also would love for his skills to be utilized, since their son no longer requires Wall- E's services. He was born and raised to be a therapeutic service dog and comes with all his certifications and paperwork.

He will be utilized in many ways. He would be present mainly in the occupational therapy room at AVS. There he can provide deep pressure inputs for children who are taking self-regulation breaks. He is also a calming presence for children who may be escalated, experiencing anxiety or other social emotional difficulties that impact their ability to learn. He would allow children to pet him or walk him or just lay or hug him. Children who need movement breaks can walk him as it would provide a sense of purpose for them without judgement of needed extra movement throughout the day. He can be brushed, walked, talked to, petted or cuddled to provide social emotional support. Having had Wall- E present in this building before, we know he is innately tuned in to people who are struggling emotionally. He is extremely docile, gentle and loves children.

He can also be a non-judgmental ear for our struggling readers. He can visit the reading room or classrooms as needed. He can be a gentle presence to our struggling learners in order to help them feel comfortable enough to try.





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**Article 01 Election of Officers**

To choose the following school district officer(s):

- a) Two School Board Members 3-year term
- b) One School District Moderator 3-year term
- c) One School District Clerk 3-year term
- d) One School District Treasurer 3-year term

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**Article 02 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 \$16,385,584? Should this article be defeated, the default budget shall be \$16,072,097 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)

AUGUST				
M	T	W	T	F
PD	PD	PD		

August 29 - 31  
 September 1  
 September 5  
 September 30  
 October 10  
 November 1  
 November 8  
 November 11  
 November 23  
 November 24 - 25  
 December 24 - January 1  
 January 16  
 February 27 - March 3  
 March 7  
 March 14  
 April 12  
 April 24 - 28  
 May 29  
 June 20  
 End of Trimesters: 12/2, 3/10, 6/9

Professional Development  
 First Day of School  
 Labor Day  
 Professional Development  
 Columbus Day Observed  
 Parent/Teacher Conferences  
 Voting Day  
 Veteran's Day  
 Early Release  
 Thanksgiving Break  
 Winter Vacation  
 Martin Luther King Jr. Day  
 February Vacation  
 Professional Development  
 Voting Day  
 Parent/Teacher Conferences  
 April Vacation  
 Memorial Day  
 Last Scheduled Day\* Early Release

JANUARY				
M	T	W	T	F
V	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

20

SEPTEMBER				
M	T	W	T	F
			1	2
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	PD

20

FEBRUARY				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
V	V			

18

OCTOBER				
M	T	W	T	F
3	4	5	6	7
H	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

20

MARCH				
M	T	W	T	F
		V	V	V
6	PD	8	9	10
13	Vote	15	16	17
20	21	22	23	24
27	28	29	30	31

18

NOVEMBER				
M	T	W	T	F
	PTC	2	3	4
7	Vote	9	10	H
14	15	16	17	18
21	22	23*	H	H
28	29	30		

17

**H: Holiday**  
**V: Vacation**  
**PD: Professional Development (No School for Students)**  
**PTC: Parent/Teacher Conferences (No School for Students)**

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	PTC	13	14
17	18	19	20	21
V	V	V	V	V

14

DECEMBER				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
V	V	V	V	V

17

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
H	30	31		

22

**School Hours**

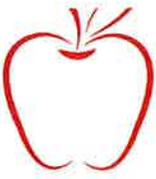
Middle School 7:50 a.m. - 2:30 pm.  
 Elementary School 8:50 a.m. - 3:25 p.m.

\*Early Release Times:  
 Middle School: 12:00 p.m.  
 Elementary School: 1:00 p.m.

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20*			

14

186 Days (180 Teaching)



Auburn Education Association  
11 Eaton Hill Road  
Auburn, NH 03032



December 8, 2021

Dear Members of the Auburn School Board,

We are writing this letter on behalf of the members of the Auburn Education Association with our collective concerns about the draft calendar for the 2022-2023 school year. The draft calendar was sent to us for review and discussion per page 10 of our CBA.

Please consider the following amendments to the draft calendar:

1. **Combine** PTC (currently 11/1) and voting day (currently 11/8) to both on November 8th. This will allow for continuous teaching and less disruptions to curriculum. Parent teacher conferences can be completed remotely if necessary. In addition, this is not a presidential election year.
2. **Combine** March PD day (currently 3/7) and voting day (currently 3/14) to both on March 14th. This will allow for continuous teaching and less disruptions to curriculum.
3. The draft calendar lists 7 PD days. Our contract states:

*The 186 days shall consist of 180 student instructional days and six (6) non-instructional days which may be used for such things as professional development, parent/teacher conferences (minimum of two), in-service activities, and curriculum review and development, as determined by the administration.*

We are proposing to **remove** 8/31 as a PD day and change it to a full school day. We polled our membership and 64% of them were in favor of removing this day.

4. **Change** the Early Release day on 11/23 to a No School day. Our absentee percentage for the 2021-2022 school year was 21% on this day.
5. **Change** 12/23 to an Early Release day.
6. **Our membership feels strongly about having half days/early release for Professional Development** (10/26, 12/7, 2/1, 3/29, and 5/10). This time would be used to discuss student data, meet with cross curricular teams, and Special Education educators to make plans to fill student learning gaps. With all the data we are collecting, we need the time to put plans into place.
7. **Change** Monday, January 2nd to a School Day. This would offset making 11/23 a No School Day.
8. These amendments would change the first day of school for students to August 31st and the last day of school to June 16th.

Thank you for taking the time to read over our concerns and considering our suggestions.

Very Truly Yours,



Melissa Prunier and Kathy Roggenbuck  
AEA Co-Presidents

Enclosed: proposed calendar with AEA suggestions

AUGUST				
M	T	W	T	F
PD	PD	31		

1

August 29 - 30  
 August 31  
 September 5  
 September 30  
 October 10  
 November 8  
 November 11  
 November 23 - 25  
 December 24 - January 1  
 January 16  
 February 27 - March 3  
 March 14  
 April 12  
 April 24 - 28  
 May 29  
 June 16  
 End of Trimesters: 12/2, 3/10, 6/9

Professional Development  
 First Day of School  
 Labor Day  
 Professional Development  
 Columbus Day Observed  
 Voting Day & Parent/Teacher Co  
 Veteran's Day  
 Thanksgiving Break  
 Winter Vacation  
 Martin Luther King Jr. Day  
 February Vacation  
 Voting Day/Professional Develop  
 Parent/Teacher Conferences  
 April Vacation  
 Memorial Day  
 Last Scheduled Day\* Early Release

JANUARY				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
H	17	18	19	20
23	24	25	26	27
30	31			

21

SEPTEMBER				
M	T	W	T	F
			1	2
H	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	PD

20

OCTOBER				
M	T	W	T	F
3	4	5	6	7
H	11	12	13	14
17	18	19	20	21
24	25	ER	27	28
31				

20

FEBRUARY				
M	T	W	T	F
		ER	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
V	V			

18

NOVEMBER				
M	T	W	T	F
	1	2	3	4
7	W/PTC	9	10	H
14	15	16	17	18
21	22	H	H	H
28	29	30		

17

**H: Holiday**  
**V: Vacation**  
**PD: Professional Development (No School for Students)**  
**PTC: Parent/Teacher Conferences (No School for Students)**  
**ER: Early Release Day for Students**

MARCH				
M	T	W	T	F
		V	V	V
6	7	8	9	10
13	W/PTC	15	16	17
20	21	22	23	24
27	28	ER	30	31

19

DECEMBER				
M	T	W	T	F
			1	2
5	6	ER	8	9
12	13	14	15	16
19	20	21	22	ER
V	V	V	V	V

16

APRIL				
M	T	W	T	F
3	4	5	6	7
10	11	PTC	13	14
17	18	19	20	21
V	V	V	V	V

14

MAY				
M	T	W	T	F
1	2	3	4	5
8	9	ER	11	12
15	16	17	18	19
22	23	24	25	26
H	30	31		

22

JUNE				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16*

12

**School Hours**

Middle School 7:50 a.m. - 2:30 pm.  
 Elementary School 8:50 a.m. - 3:25 p.m.

\*Early Release Times:

Middle School: 12:00 p.m.  
 Elementary School: 1:00 p.m.

186 Days (180 Teaching)

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

**XI.B.**

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11110010100 5112	REG ED - TEACHER SALARIES	\$2,716,592.73	\$883,768.46	\$1,641,304.92	\$191,519.35	Lump sum amt placed here for all day-k will make transfer after Jan
11110010100 5114	REG ED - PARAPROFESSIONAL	\$87,973.09	\$29,049.21	\$55,573.97	\$3,349.91	
11110010100 5120	REG ED - SUBSTITUTE SALARIES	\$37,500.00	\$28,356.54	\$3,040.00	\$6,103.46	
11110010100 5122	REG ED - HEALTH INSURANCE BUYOUT	\$25,000.00	\$24,000.00	\$0.00	\$1,000.00	
11110010100 5211	REG ED - HEALTH INSURANCE	\$670,055.92	\$225,201.36	\$353,160.28	\$91,694.28	
11110010100 5212	REG ED - DENTAL INSURANCE	\$15,695.58	\$4,165.90	\$3,409.22	\$8,120.46	
11110010100 5213	REG ED - LIFE INSURANCE	\$3,149.17	\$1,877.26	\$1,271.91	\$0.00	
11110010100 5214	REG ED - DISABILITY INSURANCE	\$7,272.33	\$3,644.72	\$3,627.61	\$0.00	
11110010100 5220	REG ED - FICA	\$195,247.37	\$70,710.02	\$129,451.00	(\$4,913.65)	
11110010100 5232	REG ED - NHRS PROFESSIONAL	\$499,825.32	\$184,309.73	\$340,152.38	(\$24,636.79)	
11110010100 5240	REG ED - TUITION REIMBURSEMENT	\$30,000.00	\$2,709.00	\$2,784.00	\$24,507.00	
11110010100 5241	REG ED - WORKSHOP REIMB PROF	\$12,480.00	\$2,224.18	\$2,637.50	\$7,618.32	
11110010100 5242	REG ED - WORKSHOP REIMB SUPPORT	\$200.00	\$0.00	\$0.00	\$200.00	
11110010100 5250	REG ED - UNEMPLOYMENT INSURANCE	\$4,840.00	\$0.00	\$0.00	\$4,840.00	
11110010100 5260	REG ED - WORKER'S COMPENSATION	\$7,512.24	\$4,151.25	\$0.00	\$3,360.99	
11110010100 5339	REG ED - STUDENT TEAM BUILDING	\$2,600.00	\$5,800.00	\$0.00	(\$3,200.00)	Funding located in 11-1100-10-100 5112
11110010100 5610	REG ED - SUPPLIES	\$34,790.90	\$15,609.98	\$8,611.07	\$10,569.85	
11110010100 5643	REG ED - INFORMATION ACCESS FEES	\$27,958.27	\$15,570.84	\$0.00	\$12,387.43	
11110010100 5737	REG ED - REPLACEMENT FURNITURE & F	\$13,000.00	\$34,165.90	\$2,196.65	(\$23,362.55)	Funding located in 11-1100-10-100 5112
11110010106 5610	FOREIGN LANGUAGE - SUPPLIES	\$362.46	\$0.00	\$0.00	\$362.46	
11110010106 5641	FOREIGN LANGUAGE - TEXTBOOKS	\$143.58	\$0.00	\$95.87	\$47.71	
11110010108 5610	ART - SUPPLIES	\$5,370.73	\$4,973.75	\$275.14	\$121.84	
11110010108 5739	ART - OTHER EQUIPMENT	\$1,923.09	\$0.00	\$0.00	\$1,923.09	
11110010115 5610	LANGUAGE ARTS - SUPPLIES	\$3,039.43	\$2,684.87	\$400.67	(\$46.11)	
11110010115 5643	LANGUAGE ARTS - INFORMATION ACCESS FEES	\$1,950.00	\$1,500.00	\$0.00	\$450.00	
11110010115 5645	LANGUAGE ARTS - PRACTICE BOOKS	\$627.15	\$138.06	\$30.68	\$458.41	
11110010118 5610	HEALTH - SUPPLIES	\$1,104.44	\$687.33	\$168.63	\$248.48	
11110010120 5610	TECH ED - SUPPLIES	\$939.62	\$308.04	\$0.00	\$631.58	
11110010120 5643	TECH ED - INFORMATION ACCESS FEES	\$960.15	\$467.00	\$0.00	\$493.15	
11110010123 5610	MATH - SUPPLIES	\$2,939.12	\$2,156.33	\$73.72	\$709.07	
11110010123 5643	MATH - INFORMATION ACCESS FEES	\$6,039.55	\$220.50	\$0.00	\$5,819.05	
11110010123 5645	MATH - PRACTICE BOOKS	\$21,907.71	\$33,444.65	\$0.00	(\$11,536.94)	Funding located in 11-1100-10-100 5112
11110010124 5610	MUSIC - SUPPLIES	\$2,974.03	\$32.95	\$446.90	\$2,494.18	
11110010124 5739	MUSIC - OTHER EQUIPMENT	\$461.82	\$0.00	\$180.00	\$281.82	
11110010124 5810	MUSIC - DUES & FEES	\$410.50	\$235.00	\$0.00	\$175.50	
11110010125 5610	PHYS ED - SUPPLIES	\$2,161.14	\$1,383.03	\$0.00	\$778.11	
11110010127 5645	READING - PRACTICE BOOKS	\$10,860.88	\$8,276.06	\$7,778.97	(\$5,194.15)	Funding located in 11-1100-10-100 5112
11110010129 5610	SCIENCE - SUPPLIES	\$6,599.55	\$1,919.41	\$559.67	\$4,120.47	
11110010129 5643	SCIENCE - INFORMATION ACCESS FEES	\$3,408.00	\$1,499.00	\$0.00	\$1,909.00	
11110010130 5610	SOCIAL STUDIES - SUPPLIES	\$454.48	\$229.72	\$0.00	\$224.76	
11110010133 5610	TECH INTEGRATION - SUPPLIES	\$859.99	\$1,331.14	\$21.81	(\$492.96)	
11110010133 5643	TECH INTEGRATION - INFORMATION ACCESS FEES	\$702.65	\$0.00	\$0.00	\$702.65	
11110010140 5610	DRAMA - SUPPLIES	\$2,495.50	\$426.00	\$0.00	\$2,069.50	
<b>1100</b>	<b>- Summary</b>	<b>\$4,470,388.49</b>	<b>\$1,597,227.19</b>	<b>\$2,557,252.57</b>	<b>\$315,908.73</b>	

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11110530100 5561	REG ED HIGH SCHOOL - TUITION OTHER LEA'S	\$24,000.00	\$0.00	\$36,750.00	(\$12,750.00)	Additional student not budgeted for
11110530100 5563	REG ED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$3,708,762.00	\$1,621,919.93	\$1,720,392.07	\$366,450.00	Reduction in enrollment from est at budget time
	<b>1105 - Summary</b>	<b>\$3,732,762.00</b>	<b>\$1,621,919.93</b>	<b>\$1,757,142.07</b>	<b>\$353,700.00</b>	
11120010100 5111	SPED - ADMIN/OTHER SALARIES	\$87,675.93	\$40,465.80	\$47,210.13	\$0.00	
11120010100 5112	SPED - TEACHER SALARIES	\$273,660.00	\$84,740.08	\$159,733.92	\$29,186.00	Change in staff
11120010100 5114	SPED - PARAPROFESSIONAL	\$223,225.75	\$64,424.98	\$148,395.62	\$10,405.15	Unfilled para position(s)
11120010100 5115	SPED - SECRETARIAL SALARIES	\$27,861.75	\$9,719.71	\$18,945.29	(\$803.25)	
11120010100 5122	SPED - HEALTH INSURANCE BUYOUT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	Change in election of benefits
11120010100 5211	SPED - HEALTH INSURANCE	\$104,957.28	\$56,526.34	\$70,260.82	(\$21,829.88)	Change in election of benefits
11120010100 5212	SPED - DENTAL INSURANCE	\$2,518.84	\$1,222.58	\$1,223.25	\$73.01	
11120010100 5213	SPED - LIFE INSURANCE	\$700.72	\$433.52	\$267.20	\$0.00	
11120010100 5214	SPED - DISABILITY INSURANCE	\$1,065.94	\$501.52	\$564.42	\$0.00	
11120010100 5220	SPED - FICA	\$47,041.67	\$14,594.32	\$28,509.32	\$3,938.03	
11120010100 5231	SPED - NHRS SUPPORT	\$3,917.36	\$1,396.66	\$2,663.71	(\$143.01)	
11120010100 5232	SPED - NHRS PROFESSIONAL	\$75,952.82	\$27,085.87	\$43,499.64	\$5,367.31	
11120010100 5241	SPED - WORKSHOP REIMB PROF	\$800.00	\$0.00	\$0.00	\$800.00	
11120010100 5250	SPED - UNEMPLOYMENT INSURANCE	\$2,200.00	\$0.00	\$0.00	\$2,200.00	
11120010100 5260	SPED - WORKER'S COMPENSATION	\$1,812.76	\$1,001.73	\$0.00	\$811.03	
11120010100 5330	SPED - OTHER PROF SVCS	\$120,000.00	\$17,539.18	\$130,198.71	(\$27,737.89)	Use of additional contract service providers
11120010100 5335	SPED - TUTORING	\$5,000.00	\$0.00	\$0.00	\$5,000.00	
11120010100 5336	SPED - MEDICAID SERVICE PROVIDER	\$12,963.00	\$0.00	\$0.00	\$12,963.00	
11120010100 5531	SPED - TELEPHONE	\$360.00	\$120.00	\$240.00	\$0.00	
11120010100 5534	SPED - POSTAGE	\$200.00	\$0.00	\$0.00	\$200.00	
11120010100 5564	SPED - TUITION TO PRIVATE SCHOOL	\$10,000.00	\$1,189.36	\$4,620.64	\$4,190.00	
11120010100 5580	SPED - MILEAGE REIMBURSEMENT	\$4,000.00	\$693.40	\$297.92	\$3,008.68	
11120010100 5610	SPED - SUPPLIES	\$1,471.00	\$470.55	\$0.00	\$1,000.45	
11120010100 5645	SPED - PRACTICE BOOKS	\$1,051.00	\$0.00	\$0.00	\$1,051.00	
11120010100 5810	SPED - DUES & FEES	\$875.00	\$930.00	\$0.00	(\$55.00)	
11120020100 5330	SPED MIDDLE - OTHER PROF SVCS	\$0.00	\$4,875.00	\$24,625.00	(\$29,500.00)	Services based on student(s) IEP(s)
11120020100 5564	SPED MIDDLE - TUITION TO PRIVATE SCHOOL	\$93,191.90	\$26,606.58	\$23,516.22	\$43,069.10	Change in placement/student(s) see Sped Director report
11120030100 5320	SPED HIGH SCHOOL - PROFESSIONAL EDUCATIONAL	\$110,000.00	\$2,310.00	\$100,790.00	\$6,900.00	
11120030100 5330	SPED HIGH SCHOOL - OTHER PROF SVCS	\$0.00	\$2,595.00	\$21,502.50	(\$24,097.50)	Services based on student(s) IEP(s)
11120030100 5563	SPED HIGH SCHOOL - TUITION PUBLIC ACADEMIES	\$1,140,335.36	\$454,691.40	\$459,978.60	\$225,665.36	Change in placement/student(s) see Sped Director report
11120030100 5564	SPED HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	\$595,540.68	\$188,211.60	\$238,757.87	\$168,571.21	Change in placement/student(s) see Sped Director report
	<b>1200 - Summary</b>	<b>\$2,950,878.76</b>	<b>\$1,002,345.18</b>	<b>\$1,525,800.78</b>	<b>\$422,732.80</b>	
11123010100 5112	ESY ELEMENTARY - TEACHER SALARIES	\$16,000.00	\$21,035.36	\$2,778.17	(\$7,813.53)	Increase in services provided vs budgeted amount
11123010100 5114	ESY ELEMENTARY - PARAPROFESSIONAL	\$6,000.00	\$6,375.00	\$0.00	(\$375.00)	Increase in services provided vs budgeted amount
11123010100 5115	ESY ELEMENTARY - SECRETARIAL SALARIES	\$1,296.00	\$1,734.00	\$0.00	(\$438.00)	Increase in services provided vs budgeted amount
11123010100 5220	ESY ELEMENTARY - FICA	\$1,782.14	\$2,200.55	\$211.82	(\$630.23)	Increase in services provided vs budgeted amount
11123010100 5231	ESY ELEMENTARY - NHRS SUPPORT	\$1,025.82	\$243.80	\$0.00	\$782.02	
11123010100 5232	ESY ELEMENTARY - NHRS PROFESSIONAL	\$3,363.20	\$3,428.45	\$584.03	(\$649.28)	Increase in services provided vs budgeted amount
11123010100 5330	ESY ELEMENTARY - OTHER PROF SVCS	\$2,835.00	\$3,550.00	\$999.99	(\$1,714.99)	Increase in services provided vs budgeted amount
11123020100 5563	ESY MIDDLE - TUITION PUBLIC ACADEMIES	\$6,969.50	\$3,141.45	\$0.00	\$3,828.05	Service not required
11123030100 5330	ESY HIGH SCHOOL - OTHER PROF SVCS	\$0.00	\$3,475.36	\$0.00	(\$3,475.36)	Increase in services provided vs budgeted amount
11123030100 5564	ESY HIGH SCHOOL - TUITION TO PRIVATE SCHOOL	\$11,937.28	\$18,909.71	\$3,141.45	(\$10,113.88)	Increase in services provided vs budgeted amount
	<b>1230 - Summary</b>	<b>\$51,208.94</b>	<b>\$64,093.68</b>	<b>\$7,715.46</b>	<b>(\$20,600.20)</b>	

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11126010100 5114	ELL - PARAPROFESSIONAL	\$12,473.80	\$10,854.27	\$1,619.53	\$0.00	
11126010100 5220	ELL - FICA	\$954.25	\$830.35	\$123.89	\$0.01	
11126010100 5250	ELL - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00	
11126010100 5260	ELL - WORKER'S COMPENSATION	\$36.92	\$20.40	\$0.00	\$16.52	
	<b>1260 - Summary</b>	<b>\$13,574.97</b>	<b>\$11,705.02</b>	<b>\$1,743.42</b>	<b>\$126.53</b>	
11127010100 5563	ADV LEARNER - TUITION PUBLIC ACADEMIES	\$16,000.00	\$4,563.00	\$4,567.00	\$6,870.00	Less students enrolled in program
	<b>1270 - Summary</b>	<b>\$16,000.00</b>	<b>\$4,563.00</b>	<b>\$4,567.00</b>	<b>\$6,870.00</b>	
11141010100 5117	COCURRICULAR - CO-CURRICULAR SALARIES	\$18,500.00	\$9,650.00	\$8,450.00	\$400.00	
11141010100 5220	COCURRICULAR - FICA	\$1,415.25	\$717.32	\$645.21	\$52.72	
11141010100 5232	COCURRICULAR - NHRS PROFESSIONAL	\$3,888.70	\$1,923.32	\$1,672.00	\$293.38	
11141010100 5610	COCURRICULAR - SUPPLIES	\$920.00	\$791.88	\$27.01	\$101.11	
11141010100 5616	COCURRICULAR - DI SUPPLIES	\$1,850.00	\$325.00	\$1,225.00	\$300.00	
	<b>1410 - Summary</b>	<b>\$26,573.95</b>	<b>\$13,407.52</b>	<b>\$12,019.22</b>	<b>\$1,147.21</b>	
11142010100 5117	ATHLETICS - CO-CURRICULAR SALARIES	\$18,300.00	\$8,150.00	\$10,750.00	(\$600.00)	
11142010100 5220	ATHLETICS - FICA	\$1,399.95	\$623.47	\$822.63	(\$46.15)	
11142010100 5232	ATHLETICS - NHRS PROFESSIONAL	\$3,846.66	\$672.64	\$736.46	\$2,437.56	
11142010100 5330	ATHLETICS - OTHER PROF SVCS	\$7,000.00	\$7,000.00	\$0.00	\$0.00	
11142010100 5610	ATHLETICS - SUPPLIES	\$1,623.73	\$139.99	\$0.00	\$1,483.74	
11142010100 5735	ATHLETICS - REPLACEMENT EQUIPMENT	\$2,197.54	\$1,795.71	\$0.00	\$401.83	
11142010100 5739	ATHLETICS - OTHER EQUIPMENT	\$3,023.35	\$1,158.53	\$2,012.25	(\$147.43)	
11142010100 5810	ATHLETICS - DUES & FEES	\$1,615.00	\$1,200.00	\$415.00	\$0.00	
	<b>1420 - Summary</b>	<b>\$39,006.23</b>	<b>\$20,740.34</b>	<b>\$14,736.34</b>	<b>\$3,529.55</b>	
11143010100 5112	SUMMER SCHOOL - TEACHER SALARIES	\$7,500.00	\$9,500.00	\$0.00	(\$2,000.00)	
11143010100 5220	SUMMER SCHOOL - FICA	\$573.75	\$723.82	\$0.00	(\$150.07)	
11143010100 5232	SUMMER SCHOOL - NHRS PROFESSIONAL	\$1,576.50	\$1,996.90	\$0.00	(\$420.40)	
11143010100 5610	SUMMER SCHOOL - SUPPLIES	\$200.00	\$209.95	\$0.00	(\$9.95)	
	<b>1430 - Summary</b>	<b>\$9,850.25</b>	<b>\$12,430.67</b>	<b>\$0.00</b>	<b>(\$2,580.42)</b>	
11212010100 5112	GUIDANCE - TEACHER SALARIES	\$106,515.00	\$36,995.57	\$69,644.43	(\$125.00)	
11212010100 5211	GUIDANCE - HEALTH INSURANCE	\$38,354.16	\$13,945.58	\$21,559.08	\$2,849.50	
11212010100 5212	GUIDANCE - DENTAL INSURANCE	\$498.52	\$134.71	\$243.21	\$120.60	
11212010100 5213	GUIDANCE - LIFE INSURANCE	\$133.15	\$81.06	\$52.09	\$0.00	
11212010100 5214	GUIDANCE - DISABILITY INSURANCE	\$314.22	\$157.14	\$157.08	\$0.00	
11212010100 5220	GUIDANCE - FICA	\$8,148.40	\$2,678.21	\$5,326.65	\$143.54	
11212010100 5232	GUIDANCE - NHRS PROFESSIONAL	\$22,389.45	\$7,776.44	\$14,639.26	(\$26.25)	
11212010100 5250	GUIDANCE - UNEMPLOYMENT INSURANCE	\$220.00	\$0.00	\$0.00	\$220.00	
11212010100 5260	GUIDANCE - WORKER'S COMPENSATION	\$315.28	\$174.22	\$0.00	\$141.06	
11212010100 5330	GUIDANCE - OTHER PROF SVCS	\$2,500.00	\$0.00	\$0.00	\$2,500.00	
11212010100 5610	GUIDANCE - SUPPLIES	\$250.00	\$0.00	\$0.00	\$250.00	
11212010100 5617	GUIDANCE - ASSESSMENT SUPPLIES	\$11,867.70	\$9,736.85	\$0.00	\$2,130.85	
11212010100 5643	GUIDANCE - INFORMATION ACCESS FEES	\$250.00	\$250.00	\$0.00	\$0.00	
11212010100 5810	GUIDANCE - DUES & FEES	\$229.00	\$100.00	\$0.00	\$129.00	
	<b>2120 - Summary</b>	<b>\$191,984.88</b>	<b>\$72,029.78</b>	<b>\$111,621.80</b>	<b>\$8,333.30</b>	
11213010100 5112	NURSE - TEACHER SALARIES	\$56,148.00	\$19,435.86	\$36,712.14	\$0.00	
11213010100 5120	NURSE - SUBSTITUTE SALARIES	\$0.00	\$500.00	\$0.00	(\$500.00)	
11213010100 5211	NURSE - HEALTH INSURANCE	\$27,286.56	\$10,026.03	\$15,230.14	\$2,030.39	
11213010100 5212	NURSE - DENTAL INSURANCE	\$498.52	\$135.71	\$0.00	\$362.81	

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11213010100 5213	NURSE - LIFE INSURANCE	\$70.19	\$42.78	\$27.41	\$0.00	
11213010100 5214	NURSE - DISABILITY INSURANCE	\$165.64	\$82.80	\$82.84	\$0.00	
11213010100 5220	NURSE - FICA	\$4,295.33	\$1,347.53	\$2,757.96	\$189.84	
11213010100 5232	NURSE - NHRS PROFESSIONAL	\$11,802.31	\$4,085.46	\$7,716.89	(\$0.04)	
11213010100 5240	NURSE - TUITION REIMBURSEMENT	\$1,350.00	\$0.00	\$0.00	\$1,350.00	
11213010100 5250	NURSE - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00	
11213010100 5260	NURSE - WORKER'S COMPENSATION	\$166.20	\$91.84	\$0.00	\$74.36	
11213010100 5330	NURSE - OTHER PROF SVCS	\$3,000.00	\$0.00	\$1,200.00	\$1,800.00	
11213010100 5610	NURSE - SUPPLIES	\$5,354.21	\$25.72	\$717.13	\$4,611.36	
11213010100 5650	NURSE - SOFTWARE	\$550.00	\$530.62	\$0.00	\$19.38	
	<b>2130 - Summary</b>	<b>\$110,796.96</b>	<b>\$36,304.35</b>	<b>\$64,444.51</b>	<b>\$10,048.10</b>	
11214010100 5112	PSYCH SERVICES - TEACHER SALARIES	\$45,478.00	\$15,742.35	\$29,735.65	\$0.00	
11214010100 5213	PSYCH SERVICES - LIFE INSURANCE	\$56.85	\$97.65	\$0.00	(\$40.80)	
11214010100 5214	PSYCH SERVICES - DISABILITY INSURANCE	\$134.16	\$191.08	\$0.00	(\$56.92)	
11214010100 5220	PSYCH SERVICES - FICA	\$3,593.82	\$1,204.29	\$2,274.66	\$114.87	
11214010100 5232	PSYCH SERVICES - NHRS PROFESSIONAL	\$9,559.48	\$3,309.03	\$6,250.14	\$0.31	
11214010100 5337	PSYCH SERVICES - DIAGNOSTIC TESTING	\$3,000.00	\$0.00	\$0.00	\$3,000.00	
11214010100 5610	PSYCH SERVICES - SUPPLIES	\$2,445.00	\$114.00	\$264.90	\$2,066.10	
	<b>2140 - Summary</b>	<b>\$64,267.31</b>	<b>\$20,658.40</b>	<b>\$38,525.35</b>	<b>\$5,083.56</b>	
11215010100 5112	SPEECH SVCS - TEACHER SALARIES	\$146,349.00	\$50,659.20	\$95,689.80	\$0.00	
11215010100 5122	SPEECH SVCS - HEALTH INSURANCE BUYOUT	\$2,500.00	\$0.00	\$0.00	\$2,500.00	
11215010100 5211	SPEECH SVCS - HEALTH INSURANCE	\$20,932.20	\$7,581.08	\$11,797.00	\$1,554.12	
11215010100 5212	SPEECH SVCS - DENTAL INSURANCE	\$498.52	\$269.82	\$341.38	(\$112.68)	
11215010100 5213	SPEECH SVCS - LIFE INSURANCE	\$182.93	\$64.63	\$118.30	\$0.00	
11215010100 5214	SPEECH SVCS - DISABILITY INSURANCE	\$431.73	\$126.33	\$305.40	\$0.00	
11215010100 5220	SPEECH SVCS - FICA	\$11,386.95	\$3,781.13	\$7,297.84	\$307.98	
11215010100 5232	SPEECH SVCS - NHRS PROFESSIONAL	\$30,762.56	\$10,648.61	\$20,113.76	\$0.19	
11215010100 5250	SPEECH SVCS - UNEMPLOYMENT INSURANCE	\$220.00	\$0.00	\$0.00	\$220.00	
11215010100 5260	SPEECH SVCS - WORKER'S COMPENSATION	\$433.20	\$239.39	\$0.00	\$193.81	
11215010100 5330	SPEECH SVCS - OTHER PROF SVCS	\$16,000.00	\$1,153.75	\$7,866.25	\$6,980.00	
11215010100 5610	SPEECH SVCS - SUPPLIES	\$965.00	\$0.00	\$54.95	\$910.05	
11215020100 5330	SPEECH THERAPY - OTHER PROF SVCS	\$0.00	\$330.99	\$872.61	(\$1,203.60)	
11215030100 5330	SPEECH THERAPY - OTHER PROF SVCS	\$0.00	\$1,041.14	\$7,048.20	(\$8,089.34)	
	<b>2150 - Summary</b>	<b>\$230,662.09</b>	<b>\$75,896.07</b>	<b>\$151,505.49</b>	<b>\$3,260.53</b>	
11216010100 5111	THERAPY SVCS - ADMIN/OTHER SALARIES	\$73,506.60	\$25,444.35	\$48,061.65	\$0.60	
11216010100 5211	THERAPY SVCS - HEALTH INSURANCE	\$11,067.60	\$3,803.36	\$6,328.94	\$935.30	
11216010100 5212	THERAPY SVCS - DENTAL INSURANCE	\$498.52	\$134.71	\$243.21	\$120.60	
11216010100 5213	THERAPY SVCS - LIFE INSURANCE	\$91.88	\$38.00	\$53.88	\$0.00	
11216010100 5214	THERAPY SVCS - DISABILITY INSURANCE	\$216.84	\$68.39	\$148.45	\$0.00	
11216010100 5220	THERAPY SVCS - FICA	\$5,661.87	\$1,765.00	\$3,675.66	\$221.21	
11216010100 5232	THERAPY SVCS - NHRS PROFESSIONAL	\$15,556.06	\$5,348.43	\$10,102.74	\$104.89	
11216010100 5250	THERAPY SVCS - UNEMPLOYMENT INSURANCE	\$220.00	\$0.00	\$0.00	\$220.00	
11216010100 5260	THERAPY SVCS - WORKER'S COMPENSATION	\$717.15	\$396.30	\$0.00	\$320.85	
11216010100 5331	THERAPY SVCS - OT CONTRACTED SVCS	\$5,949.10	\$572.00	\$429.00	\$4,948.10	
11216010100 5333	THERAPY SVCS - VISION CONTRACTED SVCS	\$7,000.00	\$0.00	\$0.00	\$7,000.00	
11216010100 5334	THERAPY SVCS - PT CONTRACTED SVCS	\$79,235.09	\$1,012.50	\$5,737.50	\$72,485.09	Amts expensed below in proper grade level

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11216010100 5610	THERAPY SVCS - SUPPLIES	\$965.00	\$137.13	\$747.95	\$79.92	
11216020100 5331	THERAPY SVCS - OT CONTRACTED SVCS	\$0.00	\$675.00	\$2,504.20	(\$3,179.20)	
11216030100 5330	THERAPY SVCS - HS - OTHER PROF SVCS	\$0.00	\$35.75	\$4,988.20	(\$5,023.95)	
11216030100 5331	THERAPY SVCS - HS - OT CONTRACTED SVCS	\$0.00	\$675.00	\$2,989.50	(\$3,664.50)	
11216030100 5334	THERAPY SVCS - HS - PT CONTRACTED SVCS	\$0.00	\$3,555.14	\$24,763.06	(\$28,318.20)	
<b>2160</b>	<b>- Summary</b>	<b>\$200,685.71</b>	<b>\$43,661.06</b>	<b>\$110,773.94</b>	<b>\$46,250.71</b>	
11219010100 5610	OTHER SUPPORT SERVICES - SUPPLIES	\$1,800.00	\$0.00	\$2,366.20	(\$566.20)	
<b>2190</b>	<b>- Summary</b>	<b>\$1,800.00</b>	<b>\$0.00</b>	<b>\$2,366.20</b>	<b>(\$566.20)</b>	
11221010100 5111	STAFF DEVELOPMENT - ADMIN/OTHER SALARIES	\$82,805.64	\$0.00	\$0.00	\$82,805.64	Position moved to function 2410
11221010100 5112	STAFF DEVELOPMENT - TEACHER SALARIES	\$1,200.00	\$0.00	\$0.00	\$1,200.00	Position moved to function 2410
11221010100 5211	STAFF DEVELOPMENT - HEALTH INSURANCE	\$27,286.56	\$2,707.00	\$0.00	\$24,579.56	Position moved to function 2410
11221010100 5212	STAFF DEVELOPMENT - DENTAL INSURANCE	\$498.52	(\$16.29)	\$0.00	\$514.81	Position moved to function 2410
11221010100 5213	STAFF DEVELOPMENT - LIFE INSURANCE	\$103.51	\$0.00	\$103.51	\$0.00	Position moved to function 2410
11221010100 5214	STAFF DEVELOPMENT - DISABILITY INSURANCE	\$244.28	\$75.86	\$168.42	\$0.00	Position moved to function 2410
11221010100 5220	STAFF DEVELOPMENT - FICA	\$6,334.63	\$0.00	\$0.00	\$6,334.63	Position moved to function 2410
11221010100 5232	STAFF DEVELOPMENT - NHRS PROFESSIONAL	\$17,405.75	\$0.00	\$0.00	\$17,405.75	Position moved to function 2410
11221010100 5241	STAFF DEVELOPMENT - WORKSHOP REIMB PROF	\$2,000.00	\$327.00	\$225.00	\$1,448.00	Position moved to function 2410
11221010100 5250	STAFF DEVELOPMENT - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00	Position moved to function 2410
11221010100 5260	STAFF DEVELOPMENT - WORKER'S COMPENSATION	\$245.10	\$135.44	\$0.00	\$109.66	Position moved to function 2410
11221010100 5322	STAFF DEVELOPMENT - ORIENTATION	\$500.00	\$500.00	\$0.00	\$0.00	
11221010100 5641	STAFF DEVELOPMENT - TEXTBOOKS	\$80.00	\$0.00	\$0.00	\$80.00	
<b>2210</b>	<b>- Summary</b>	<b>\$138,813.99</b>	<b>\$3,729.01</b>	<b>\$496.93</b>	<b>\$134,588.05</b>	
11222010100 5111	MEDIA - ADMIN/OTHER SALARIES	\$72,439.51	\$25,775.51	\$47,743.39	(\$1,079.39)	
11222010100 5114	MEDIA - PARAPROFESSIONAL	\$22,713.60	\$7,929.60	\$14,851.20	(\$67.20)	
11222010100 5211	MEDIA - HEALTH INSURANCE	\$39,316.56	\$4,126.19	\$7,017.50	\$28,172.87	Change in election of benefits
11222010100 5212	MEDIA - DENTAL INSURANCE	\$1,023.28	\$361.94	\$42.22	\$619.12	
11222010100 5213	MEDIA - LIFE INSURANCE	\$112.48	\$66.78	\$45.70	\$0.00	
11222010100 5214	MEDIA - DISABILITY INSURANCE	\$212.22	\$107.70	\$104.52	\$0.00	
11222010100 5220	MEDIA - FICA	\$7,279.21	\$2,440.84	\$4,766.87	\$71.50	
11222010100 5232	MEDIA - NHRS PROFESSIONAL	\$15,226.79	\$5,417.98	\$10,035.66	(\$226.85)	
11222010100 5250	MEDIA - UNEMPLOYMENT INSURANCE	\$220.00	\$0.00	\$0.00	\$220.00	
11222010100 5260	MEDIA - WORKER'S COMPENSATION	\$280.17	\$154.82	\$0.00	\$125.35	
11222010100 5430	MEDIA - REPAIRS & MAINT SERVICES	\$1,308.00	\$1,071.19	\$0.00	\$236.81	
11222010100 5610	MEDIA - SUPPLIES	\$1,277.63	\$443.57	\$240.28	\$593.78	
11222010100 5641	MEDIA - TEXTBOOKS	\$5,785.43	\$743.01	\$2,945.15	\$2,097.27	
11222010100 5643	MEDIA - INFORMATION ACCESS FEES	\$9,201.00	\$6,800.00	\$980.00	\$1,421.00	
11222010100 5644	MEDIA - PERIODICALS	\$635.00	\$0.00	\$415.00	\$220.00	
11222010100 5735	MEDIA - REPLACEMENT EQUIPMENT	\$1,362.66	\$109.29	\$0.00	\$1,253.37	
11222010100 5810	MEDIA - DUES & FEES	\$149.00	\$0.00	\$0.00	\$149.00	
<b>2220</b>	<b>- Summary</b>	<b>\$178,542.54</b>	<b>\$55,548.42</b>	<b>\$89,187.49</b>	<b>\$33,806.63</b>	
11231010100 5111	SCHOOL BOARD SERVICES - ADMIN/OTHER SALARIES	\$6,100.00	\$3,050.00	\$2,450.00	\$600.00	
11231010100 5113	SCHOOL BOARD SERVICES - TREASURER SALARY	\$2,300.00	\$1,150.00	\$1,150.00	\$0.00	
11231010100 5115	SCHOOL BOARD SERVICES - SECRETARIAL SALARIES	\$2,250.00	\$600.00	\$0.00	\$1,650.00	
11231010100 5220	SCHOOL BOARD SERVICES - FICA	\$814.73	\$367.23	\$275.41	\$172.09	
11231010100 5231	SCHOOL BOARD SERVICES - NHRS SUPPORT	\$316.35	\$78.75	\$0.00	\$237.60	
11231010100 5332	SCHOOL BOARD SERVICES - AUDIT EXPENSES	\$7,465.50	\$5,025.00	\$2,440.00	\$0.50	

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11231010100 5338	SCHOOL BOARD SERVICES - CRIMINAL RECORD CHECK	\$1,500.00	\$1,000.00	\$0.00	\$500.00	
11231010100 5341	SCHOOL BOARD SERVICES - LEGAL & CONSULTING	\$15,000.00	\$17,186.00	\$0.00	(\$2,186.00)	
11231010100 5342	SCHOOL BOARD SERVICES - DISTRICT MEETING SERVICES	\$750.00	\$0.00	\$250.00	\$500.00	
11231010100 5613	SCHOOL BOARD SERVICES - SCHOOL BOARD SUPPLIES	\$275.00	\$0.00	\$0.00	\$275.00	
11231010100 5614	SCHOOL BOARD SERVICES - DISTRICT MEETING SUPPLIES	\$1,750.00	\$0.00	\$0.00	\$1,750.00	
11231010100 5618	SCHOOL BOARD SERVICES - TREASURER SUPPLIES	\$500.00	\$0.00	\$0.00	\$500.00	
11231010100 5810	SCHOOL BOARD SERVICES - DUES & FEES	\$4,500.00	\$3,917.64	\$0.00	\$582.36	
	<b>2310 - Summary</b>	<b>\$43,521.58</b>	<b>\$32,374.62</b>	<b>\$6,565.41</b>	<b>\$4,581.55</b>	
11232000100 5590	SAU SERVICES - SAU SERVICES	\$348,507.00	\$348,507.00	\$0.00	\$0.00	
	<b>2320 - Summary</b>	<b>\$348,507.00</b>	<b>\$348,507.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11241010100 5111	PRINCIPAL SERVICES - ADMIN/OTHER SALARIES	\$109,648.09	\$83,752.56	\$104,045.53	(\$78,150.00)	Overage due to new AP position funding in 2210
11241010100 5115	PRINCIPAL SERVICES - SECRETARIAL SALARIES	\$65,747.48	\$27,962.14	\$40,802.47	(\$3,017.13)	
11241010100 5118	PRINCIPAL SERVICES - ASSISTANT PRINCIPAL SALAR	\$85,692.55	\$39,550.44	\$46,142.11	\$0.00	
11241010100 5122	PRINCIPAL SERVICES - HEALTH INSURANCE BUYOUT	\$750.00	\$750.00	\$0.00	\$0.00	
11241010100 5211	PRINCIPAL SERVICES - HEALTH INSURANCE	\$58,083.36	\$38,892.33	\$33,621.31	(\$14,430.28)	Overage due to new AP position funding in 2210
11241010100 5212	PRINCIPAL SERVICES - DENTAL INSURANCE	\$1,737.02	\$290.65	\$721.46	\$724.91	
11241010100 5213	PRINCIPAL SERVICES - LIFE INSURANCE	\$314.04	\$178.56	\$135.48	\$0.00	
11241010100 5214	PRINCIPAL SERVICES - DISABILITY INSURANCE	\$687.87	\$338.28	\$349.59	\$0.00	
11241010100 5220	PRINCIPAL SERVICES - FICA	\$20,030.63	\$12,615.82	\$14,560.42	(\$7,145.61)	Overage due to new AP position funding in 2210
11241010100 5231	PRINCIPAL SERVICES - NHRS SUPPORT	\$9,244.10	\$3,994.41	\$5,736.83	(\$487.14)	
11241010100 5232	PRINCIPAL SERVICES - NHRS PROFESSIONAL	\$41,060.60	\$25,918.20	\$31,568.70	(\$16,426.30)	Overage due to new AP position funding in 2210
11241010100 5240	PRINCIPAL SERVICES - TUITION REIMBURSEMENT	\$5,000.00	\$300.00	\$0.00	\$4,700.00	
11241010100 5241	PRINCIPAL SERVICES - WORKSHOP REIMB PROF	\$1,350.00	\$400.00	\$0.00	\$950.00	
11241010100 5244	PRINCIPAL SERVICES - SECRETARIAL WORKSHOP	\$600.00	\$0.00	\$0.00	\$600.00	
11241010100 5250	PRINCIPAL SERVICES - UNEMPLOYMENT INSURANCE	\$440.00	\$0.00	\$0.00	\$440.00	
11241010100 5260	PRINCIPAL SERVICES - WORKER'S COMPENSATION	\$772.82	\$427.06	\$0.00	\$345.76	
11241010100 5430	PRINCIPAL SERVICES - REPAIRS & MAINT SERVICES	\$30,000.00	\$18,609.28	\$8,791.08	\$2,599.64	
11241010100 5442	PRINCIPAL SERVICES - RENTAL OF EQUIPMENT	\$22,524.00	\$6,750.00	\$11,550.00	\$4,224.00	
11241010100 5531	PRINCIPAL SERVICES - TELEPHONE	\$22,320.00	\$10,984.57	\$13,451.43	(\$2,116.00)	Change in service/additional cost
11241010100 5534	PRINCIPAL SERVICES - POSTAGE	\$3,000.00	\$3,000.00	\$0.00	\$0.00	
11241010100 5540	PRINCIPAL SERVICES - ADVERTISING	\$750.00	\$0.00	\$0.00	\$750.00	
11241010100 5550	PRINCIPAL SERVICES - PRINTING	\$1,500.00	\$124.91	\$215.42	\$1,159.67	
11241010100 5580	PRINCIPAL SERVICES - MILEAGE REIMBURSEMENT	\$1,800.00	\$334.04	\$350.00	\$1,115.96	
11241010100 5610	PRINCIPAL SERVICES - SUPPLIES	\$1,800.00	\$863.09	\$260.75	\$676.16	
11241010100 5735	PRINCIPAL SERVICES - REPLACEMENT EQUIPMENT	\$4,400.00	\$0.00	\$4,380.00	\$20.00	
11241010100 5737	PRINCIPAL SERVICES - REPLACEMENT FURNITURE & F	\$1,216.75	\$0.00	\$399.96	\$816.79	
11241010100 5810	PRINCIPAL SERVICES - DUES & FEES	\$1,525.00	\$1,359.00	\$59.00	\$107.00	
	<b>2410 - Summary</b>	<b>\$491,994.31</b>	<b>\$277,395.34</b>	<b>\$317,141.54</b>	<b>(\$102,542.57)</b>	
11260010100 5111	MAINTENANCE - ADMIN/OTHER SALARIES	\$80,681.46	\$37,237.56	\$43,443.90	\$0.00	
11260010100 5116	MAINTENANCE - CUSTODIAL SALARIES	\$176,696.56	\$66,350.20	\$82,823.00	\$27,523.36	Unfilled custodial position
11260010100 5211	MAINTENANCE - HEALTH INSURANCE	\$58,516.08	\$16,194.79	\$27,484.76	\$14,836.53	Unfilled custodial position
11260010100 5212	MAINTENANCE - DENTAL INSURANCE	\$2,615.86	(\$83.97)	\$1,296.77	\$1,403.06	Unfilled custodial position
11260010100 5213	MAINTENANCE - LIFE INSURANCE	\$308.23	\$168.78	\$139.45	\$0.00	
11260010100 5214	MAINTENANCE - DISABILITY INSURANCE	\$759.24	\$264.00	\$495.24	\$0.00	
11260010100 5220	MAINTENANCE - FICA	\$19,688.63	\$7,893.81	\$9,658.48	\$2,136.34	Unfilled custodial position
11260010100 5231	MAINTENANCE - NHRS SUPPORT	\$36,185.97	\$14,144.10	\$17,649.37	\$4,392.50	Unfilled custodial position

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11260010100 5241	MAINTENANCE - WORKSHOP REIMB PROF	\$450.00	\$0.00	\$0.00	\$450.00	
11260010100 5250	MAINTENANCE - UNEMPLOYMENT INSURANCE	\$660.00	\$0.00	\$0.00	\$660.00	Unfilled custodial position
11260010100 5260	MAINTENANCE - WORKER'S COMPENSATION	\$4,489.89	\$2,481.10	\$0.00	\$2,008.79	Unfilled custodial position
11260010100 5360	MAINTENANCE - CONTRACTED SERVICES	\$3,900.00	\$2,235.00	\$0.00	\$1,665.00	
11260010100 5430	MAINTENANCE - REPAIRS & MAINT SERVICES	\$18,710.00	\$4,907.94	\$7,581.06	\$6,221.00	
11260010100 5431	MAINTENANCE - REPAIRS EQUIPMENT	\$560.00	\$0.00	\$0.00	\$560.00	
11260010100 5432	MAINTENANCE - REPAIRS BUILDINGS	\$13,500.00	\$9,299.17	\$980.13	\$3,220.70	
11260010100 5433	MAINTENANCE - REPAIRS GROUNDS	\$6,900.00	\$387.00	\$1,173.00	\$5,340.00	
11260010100 5434	MAINTENANCE - BUILDING IMPROVEMENTS	\$30,000.00	\$11,132.72	\$6,230.00	\$12,637.28	
11260010100 5435	MAINTENANCE - SEC & SAFETY EQUIP REPAIR	\$1,500.00	\$259.00	\$0.00	\$1,241.00	
11260010100 5437	MAINTENANCE - GARBAGE REMOVAL	\$8,975.00	\$2,915.98	\$6,059.02	\$0.00	
11260010100 5438	MAINTENANCE - GROUNDS MAINTENANCE CONTR	\$14,820.00	\$3,660.00	\$3,340.00	\$7,820.00	
11260010100 5439	MAINTENANCE - LIFE SAFETY REPAIRS	\$5,750.00	\$4,787.00	\$185.00	\$778.00	
11260010100 5521	MAINTENANCE - PROPERTY/LIABILITY INS	\$27,093.00	\$20,825.87	\$0.00	\$6,267.13	Premium holiday reduced rate for 21-22
11260010100 5580	MAINTENANCE - MILEAGE REIMBURSEMENT	\$750.00	\$61.60	\$0.00	\$688.40	
11260010100 5610	MAINTENANCE - SUPPLIES	\$18,650.00	\$7,614.12	\$983.00	\$10,052.88	
11260010100 5612	MAINTENANCE - MAINTENANCE SUPPLIES	\$9,000.00	\$2,648.79	\$1,438.43	\$4,912.78	
11260010100 5621	MAINTENANCE - PROPANE	\$56,280.00	\$3,131.40	\$53,148.60	\$0.00	
11260010100 5622	MAINTENANCE - ELECTRICITY	\$63,250.00	\$26,864.14	\$36,385.86	\$0.00	
11260010100 5735	MAINTENANCE - REPLACEMENT EQUIPMENT	\$2,000.00	\$267.00	\$0.00	\$1,733.00	
	<b>2600 - Summary</b>	<b>\$662,689.92</b>	<b>\$245,647.10</b>	<b>\$300,495.07</b>	<b>\$116,547.75</b>	
11270000100 5517	REG ED TRANSPORTATION - ATHLETIC TRANS	\$10,000.00	\$2,169.95	\$7,830.05	\$0.00	
11270000100 5518	REG ED TRANSPORTATION - FIELD TRIP TRANS	\$7,500.00	\$0.00	\$7,500.00	\$0.00	
11270000100 5519	REG ED TRANSPORTATION - TRANSPORTATION	\$491,835.20	\$85,198.22	\$409,636.98	(\$3,000.00)	Amount will be reduced to reflect credits received from STA
11270000161 5519	SPED TRANSPORTATION - TRANSPORTATION	\$420,000.00	\$94,845.43	\$262,073.78	\$63,080.79	Change in placement/student(s) see Sped Director report
	<b>2700 - Summary</b>	<b>\$929,335.20</b>	<b>\$182,213.60</b>	<b>\$687,040.81</b>	<b>\$60,080.79</b>	
11281400000 5330	EVALUATION SERVICES - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>2814 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11283510100 5330	PRE EMPLOYMENT PHYSICALS - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>2835 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11284010100 5111	IT - ADMIN/OTHER SALARIES	\$76,406.98	\$35,261.52	\$41,138.48	\$6.98	
11284010100 5114	IT - PARAPROFESSIONAL	\$0.00	\$3,495.00	\$12,165.00	(\$15,660.00)	Budgeted for contracted service hired an employee
11284010100 5121	IT - STAFFING TIME SALARIES	\$15,600.00	\$0.00	\$0.00	\$15,600.00	Budgeted for contracted service hired an employee
11284010100 5122	IT - HEALTH INSURANCE BUYOUT	\$0.00	\$0.00	\$0.00	\$0.00	
11284010100 5211	IT - HEALTH INSURANCE	\$20,932.20	\$3,700.04	\$6,432.26	\$10,799.90	Change in staff
11284010100 5212	IT - DENTAL INSURANCE	\$498.52	\$209.18	\$245.61	\$43.73	
11284010100 5213	IT - LIFE INSURANCE	\$95.51	\$48.15	\$47.36	\$0.00	
11284010100 5214	IT - DISABILITY INSURANCE	\$225.40	\$93.90	\$131.50	\$0.00	
11284010100 5220	IT - FICA	\$7,038.53	\$2,948.21	\$4,076.78	\$13.54	
11284010100 5231	IT - NHRS SUPPORT	\$10,742.82	\$4,957.80	\$5,784.07	\$0.95	
11284010100 5241	IT - WORKSHOP REIMB PROF	\$750.00	\$0.00	\$0.00	\$750.00	
11284010100 5250	IT - UNEMPLOYMENT INSURANCE	\$110.00	\$0.00	\$0.00	\$110.00	
11284010100 5260	IT - WORKER'S COMPENSATION	\$226.16	\$124.98	\$0.00	\$101.18	
11284010100 5330	IT - OTHER PROF SVCS	\$25,152.50	\$7,720.00	\$6,650.80	\$10,781.70	
11284010100 5431	IT - REPAIRS EQUIPMENT	\$2,300.00	\$1,317.10	\$0.00	\$982.90	
11284010100 5610	IT - SUPPLIES	\$2,750.00	\$2,619.88	\$999.04	(\$868.92)	

Auburn School District  
Expenditure Report as of December 8, 2021  
(unaudited)

Account Number	Description	Original Budget	YTD Expenses	Encumbered	Amount Remaining	Notes
11284010100 5641	IT - TEXTBOOKS	\$0.00	\$0.00	\$0.00	\$0.00	
11284010100 5650	IT - SOFTWARE	\$9,140.00	\$14,403.08	\$9,990.00	(\$15,253.08)	Purchase of additional software/PowerSchool/Aristotle
11284010100 5733	IT - NEW FURNITURE	\$960.00	\$0.00	\$0.00	\$960.00	
11284010100 5734	IT - NEW COMPUTER EQUIP	\$0.00	\$0.00	\$0.00	\$0.00	
11284010100 5738	IT - REPLACE COMPUTERS	\$44,950.00	\$11,939.31	\$31,980.00	\$1,030.69	
11284010100 5810	IT - DUES & FEES	\$925.00	\$0.00	\$0.00	\$925.00	
	<b>2840 - Summary</b>	<b>\$218,803.62</b>	<b>\$88,838.15</b>	<b>\$119,640.90</b>	<b>\$10,324.57</b>	
11290010100 5114	WAGE POOL - PARAPROFESSIONAL	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>2900 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11330010100 5330	USE OF FACILITY - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>3300 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11410010100 5720	SITE ACQUISITION - BUILDINGS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>4100 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11430010100 5330	ARCHITECTURE & ENGINEERIN - OTHER PROF SVCS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>4300 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11511010100 5910	PRINCIPAL OF DEBT - PRINCIPAL OF DEBT	\$670,000.00	\$670,000.00	\$0.00	\$0.00	
	<b>5110 - Summary</b>	<b>\$670,000.00</b>	<b>\$670,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11512010100 5830	DEBT SERVICE - INTEREST	\$504,147.50	\$260,616.25	\$243,531.25	\$0.00	
	<b>5120 - Summary</b>	<b>\$504,147.50</b>	<b>\$260,616.25</b>	<b>\$243,531.25</b>	<b>\$0.00</b>	
11522100100 5930	FOOD SERVICE TRANSFER - FUND TRANSFERS	\$10,000.00	\$0.00	\$0.00	\$10,000.00	Budgeted in case of loss in food service program
	<b>5221 - Summary</b>	<b>\$10,000.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$10,000.00</b>	
11523000000 5930	CAPITAL PROJECTS - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>5230 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
11525200000 5930	TRANSFER FROM EXPENDABLE - FUND TRANSFERS	\$0.00	\$0.00	\$0.00	\$0.00	
	<b>5252 - Summary</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	
	<b>Overall - Total</b>	<b>\$16,306,796.20</b>	<b>\$6,761,851.68</b>	<b>\$8,124,313.55</b>	<b>\$1,420,630.97</b>	

**XIII.A.**

**AUBURN SCHOOL BOARD**

**December 14, 2021**

**Resignation**

**Michelle Widdison**

Reading Specialist

**AUBURN POLICIES    \*\*1st Reading\*\***

**XIII.A.**

				2nd Board Reading Date:	1/6/2021
				1st Board Reading Date:	10/12/2021, 11/9/21,
				Committee Meeting Date:	9/20/2021 & 11/2
<b>POLICY TITLE/CATEGORY</b>	<b>CURRENT CODE</b>	<b>PROPOSED CODE</b>	<b>NHSBA STATUS</b>	<b>SUGGESTED RECOMMENDATIONS</b>	<b>YEAR REVIEWED</b>
Audio & Video Surveillance on School Buses	ECAF			Changes responsibility to insure bus signage from Superintendent to contracted carrier. Striking 3rd paragraph (redundant to remaining language). Language changes. Reviewed by attorney.	2010
Audio & Video Surveillance on School Property	EEAA			Removed references to audio recording other than if part of a student's educational record or school-related activities. Removed reference to buses (addressed in ECAF). Verified with attorney, the ability to record school events.	2017
Equal Opportunity Employment	GBA		Withdrawn/Replaced	Eliminate. Part of NHSBA Fall (2020) Update. Due to the 20019 passage of SB263 pertaining to discrimination in public schools, NHSBA overhauled/consolidated many r elated policies. GBA has been incorporated into revised Policy AC (ASB approved 7/28/20).	2000

**AUBURN SCHOOL DISTRICT**  
**AUDIO AND VIDEO SURVEILLANCE RECORDING ON SCHOOL BUSES**

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

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

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

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

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

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

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

Adopted: April 13, 2010

**Legal References:**  
*RSA 570-A:2(k)(1)*

**AUBURN SCHOOL DISTRICT**  
**VIDEO AND AUDIO SURVEILLANCE RECORDING ON SCHOOL PROPERTY**

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

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

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

In the event a recording from a video ~~or audio surveillance~~ recording device contains evidence of wrongdoing, be it a crime or violation of school conduct policies that could result in discipline, the actual, original recording will be pulled from service and not re-used or recorded over for a period of not less than 3 years following the incident in question. Should the recording be confiscated by prosecutorial authorities as evidence in a crime, the District will take all steps possible to arrange for a certified copy to be retained by the District.

The Principal will notify staff, students, and parents through handbooks or by other means that video ~~and/or audio surveillance~~ recording may occur on District property. A notice will also be posted at the main entrance of all school district buildings ~~and on all buses~~ indicating the use of video ~~and/or audio surveillance~~ recording.

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

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

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

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

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

Adopted: January 8, 2008  
Revised: December 13, 2016  
Revised: January 10, 2017

*Legal References:*  
*20 U.S.C. § 1232g; 34 C.F.R. Part 99,*  
RSA 189:65, RSA 189:68,  
RSA 570-A:2

**AUBURN SCHOOL DISTRICT  
EQUAL OPPORTUNITY EMPLOYMENT**

The District will recruit and consider candidates without regard to age, race, color, religion, country of origin, marital status, and gender.

The District will employ individuals who meet the physical and mental requirements and who have the education, training, and experience established as necessary for the performance of the job without regard to age, race, religion, country of origin, gender (except where gender is a bonafide occupational requirement), sexual preference, and disabling conditions, except for reasons related to ability to perform the requirements of the job.

**X.V.**

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

**DATE: December 1, 2021**

<b>GRADE</b>	<b>SECTION</b>	<b>TOTAL 2021-2022</b>	<b>TOTAL 2020-2021</b>	<b>TOTAL 2019-2020</b>	<b>TOTAL 2018-2019</b>
K	4	70	50	46	64
1	4	61	59	86	71
2	3	62	78	71	75
3	4	83	69	77	62
4	4	76	74	68	72
5	4	77	66	76	55
6	3	73	78	61	74
7	4	75	60	71	81
8	4	56	69	85	67
<b>TOTAL</b>	<b>34</b>	<b>633</b>	<b>603</b>	<b>641</b>	<b>621</b>

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

**DATE: December 1, 2021**

<b>School</b>	<b>Grade 9</b>	<b>Grade 10</b>	<b>Grade 11</b>	<b>Grade 12</b>	<b>TOTAL</b>
<b>Pinkerton Academy</b>	<b>72</b>	<b>73</b>	<b>65</b>	<b>68</b>	<b>278</b>
<b>Londonderry High School</b>	<b>0</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>3</b>
<b>Other District Placements</b>	<b>11</b>	<b>6</b>	<b>3</b>	<b>9</b>	<b>29</b>
<b>TOTAL</b>	<b>83</b>	<b>80</b>	<b>70</b>	<b>77</b>	<b>310</b>

**School Administrative Unit 15**

90 Farmer Rd  
Hooksett, NH 03106  
Phone 603-622-3731  
Fax 603-669-4352

# **Request for Proposals**

## **School Bus Student Transportation Services**

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### **School Administrative Unit 15**

#### **Request for Proposals**

School Administrative Unit 15 (hereafter “SAU 15” or the “SAU”) is soliciting proposals from student transportation contractors (hereafter the “Carrier”) to provide daily home-to-school and school-to-home bus transportation, bussing for school field trips, and transportation for athletics and extracurricular activities, through a contract for services with an initial term of three years and an option for extension of up to 2 additional years.

SAU 15 expects that included in these services will be the provision of vehicles, drivers, fuel, repairs and service, and all necessary inspections and certifications. Additionally, included will be assistance with route planning and service as a point of contact for route and schedule information to school officials, families, and students.

### ***II. Background Information***

**School System**

SAU 15 is a New Hampshire public school system comprised of three K-8 elementary school districts (Auburn, Candia and Hooksett) and a tuition agreement with area high schools. Together these districts serve over 3,300 students enrolled in five elementary schools, eight high schools. The SAU provides transportation for resident students attending three public high schools located in two neighboring towns. The eight schools that will be served by the Carrier are listed here and are included with addresses in the appendices.

Auburn Village School  
Henry W. Moore School (Candia, NH)  
Fred C. Underhill School (Hooksett, NH)  
Hooksett Memorial School  
David R. Cawley Middle School (Hooksett, NH)  
Pinkerton Academy (Derry, NH)  
Central High School (Manchester, NH)  
West High School (Manchester, NH)

**Transportation Coordinator**

The SAU employs a Transportation Coordinator to collaborate with the Carrier in the daily delivery of transportation services. The Transportation Coordinator is responsible for establishing daily bus routes, times, and bus stops (in consultation with the Carrier); approving field trips and extracurricular transportation; reviewing and approving Carrier billing; and serving as a liaison with the Carrier.

The SAU reserves the right, through the Transportation Coordinator, to make changes in bus routes, scheduling, bus stops, and student pick-up lists when such changes are in the best interest of the SAU and our students. Any such changes must be properly authorized by the SAU.

**Current Service**

At the end of the 2022-2023 school year, SAU 15 will be completing a five-year contract with Student Transportation of America, a national school transportation firm with a regional office in Hopkinton, MA and a transit terminal in Auburn, NH.

The approximate number of pupils currently being carried on daily school bus routes, by grade level, includes the following:

Elementary Schools:	2,100
High School:	1,200

In the current 2022-2023 school year, daily routes (AM and PM) require approximately X,XXX live miles per school day. This figure does not include kindergarten runs, field trips, or athletic and extra-curricular transportation.

**Appendices**

The following are enclosed as appendices to this RFP:

- A) RFP quotation forms;
- B) list of school addresses;
- C) list of school daily schedules;

**III. Scope of Request****Separate Contracts**

The SAU will require three (3) separate contracts, one for each member school district, because each district must reserve their individual contracting rights. The allocation of total annual basic contract costs will be the responsibility of the SAU.

**Quotation Format**

Bidders are invited to bid on a cost-per-bus-per-day basis assuming the standard number of days specified herein. The day shall be considered to mean operational hours to pick up students at home, deliver them to school, retrieve them from school and return them home following the school day. The standard unit of measure shall be in hours per day that a bus is in use. An RFP Quotation Form is included in the appendices for the base request as well as alternates.

**Contracted Services**

Services provided under this contract that should be addressed in the response to the RFP will include the following:

- 1) **Regular Home-School-Home Student Transportation** – Average daily routes times for regular routes are:

Middle School / Elementary School – 4 to 4.5 hours

High School / Elementary School – 4 to 4.5 hours

Middle School or High School only – 4 hours

Middle / High combo – 4 hours

Request is for cost per bus per day for single tier and double tier service.

- 2) **Kindergarten Mid-Day Student Transportation** – In the elementary district of Hooksett, transportation is provided at mid-day to return students to their homes and pick up and deliver afternoon students to school. Request is for cost per bus per day for mid-day service.

- 3) **Athletic/Extracurricular Activity/Field Trip Transportation** – Middle school intramural, athletic, and extracurricular activities as well as field trips for all schools are documented as available in the appendices. Request is for cost per mile per bus for trip travel, plus cost per hour per bus for wait time. A minimum charge provision is anticipated.

**4) Late Bus Transportation** – Three late afternoon buses are required to transport students from the CMS to predetermined stops within the six cooperative towns. Late buses depart CMS around 4:00pm and serve students who stay after school for additional instruction or extracurricular activities.

**5) Digital Cameras** – The current contract requires that all buses in the fleet which serves SAU 15 be equipped with digital video and audio recording equipment. The equipment used for recordings is outdated. This equipment needs to be updated. The incremental cost is to be added to the cost-per-bus-per-day. The SAU does not intend to purchase this equipment directly, but expects the technology to be provided with each bus.

Bidders are invited to propose a digital recording solution that would best fit the anticipated needs of SAU 15. The digital recording solution proposed should be equal or superior to the Seon Bus Camera System, in functionality, usability, and reliability.

The solution should include removable digital media for off-bus viewing, four mounted cameras in each bus (with support for more if requested), a user-friendly interface supported by client references, and comprehensive installation and ongoing support.

SAU 15 appreciates the efforts of bidders to consider and propose an appropriate solution for digital recording. The goal of the SAU is to provide enhanced safety for bus drivers and passengers through deterrence, incident observation, and policy enforcement using this technology.

**6) Bus Routing Software** – The current contract does not require the Carrier to use school bus routing software to create and manage its bus routes for SAU 15. The incremental cost is to be added to the cost-per-bus-per-day if the Carrier does not already have bus routing software in use. The SAU does not intend to purchase this software directly, but expects the technology to be used by the Carrier when establishing and maintaining bus routes and stops.

Bidders are invited to propose a school bus routing software that would best fit the anticipated needs of SAU 15. The school bus routing software proposed should be equal or superior to the XXXXXXXXXXXX, in functionality, usability, reliability, and GPS tracking of buses.

SAU 15 appreciates the efforts of bidders to consider and propose an appropriate solution for bus routing software. The goal of the SAU is to provide more efficient bus routing by using this technology.

## IV. Operating Requirements

### Carrier Requirements

1. **School Year** – SAU 15 is scheduled to operate schools **one hundred eighty (180)** days per year. The SAU reserves the right to cancel scheduled school days or open school on a delayed basis with minimal notice because of weather or other emergencies. Should the SAU extend the days of operation beyond **one hundred eighty (180)**, the Carrier shall be required to perform the additional transportation services, and will receive additional compensation based on the daily rate for services.

The school year for purposes of the contract will extend from the first day of school in August or September of each year until the day before the start of the subsequent school year. Services provided to the SAU during the extended year period (summer months) will be at the preceding school year rates.

2. **Exceptions to Schedule** – All buses and drivers must be available on one (1) hours' notice for early closing of one or more schools due to weather or other emergency, and on one (1) days' notice for early closing of school for other activities.
3. **Terminal** – The Carrier shall maintain a maintenance and dispatch terminal sufficient to service the needs of the buses and drivers and this terminal shall be located within the town of Auburn, Candia or Hooksett. The maintenance facility shall comply with all EPA, local, state and federal regulations.

Within 30 calendar days of receiving a written notice of contract award, the Carrier shall provide either evidence of ownership of a transportation terminal, or a letter of intent to lease a facility from the owner for the initial term of the contract with the SAU. Within sixty (60) calendar days of the written notice of contract award, the Carrier shall provide a signed lease for a transportation terminal with the owner for the term of the contract with the SAU. The SAU will consider location changes during the term of the contract so long as the Carrier can guarantee no disruption to service from the change.

4. **Terminal Staffing** – The Carrier must have a qualified manager, a separate assistant manager, a separate dispatcher, and two (2) qualified mechanics who all work full-time at the terminal. None of these may be a regularly scheduled driver. In addition to the full time staff, the carrier must have at least two (2) qualified trainers employed by the location. The trainers may be drivers as well. During the school year, the carrier must have on location two (2) standby drivers during all am and pm runs. This terminal must be opened and operated by either manager, assistant manager, or dispatcher at least from 6:00am to 4:30pm each school day and at least two (2) hours each regular workday the remainder of the year.

5. **Technology Support** – The Carrier shall provide its maintenance and dispatch terminal with the technology infrastructure necessary to communicate with the SAU, produce and maintain route documentation, etc. This support shall include Internet access, email, and contemporary business automation.
6. **Evacuation Drills** – The Carrier agrees to conduct bus evacuation drills for all students twice per school year. Such drills shall be scheduled with each individual school and be conducted at times which will not conflict with regular route operations. The Carrier shall provide all drivers with specific training in bus evacuation procedures. Rear door evacuation drills shall be performed at the elementary level during the September/October schedule each year. Front door evacuation drills shall be performed at the elementary level during the April/May schedule each year. At high school and middle school levels the procedure needs to be discussed.
7. **Driver Training** – The Carrier shall provide quality training in school bus driving, student management and safety for each of its drivers in accordance with state regulations. The Carrier must maintain current, accurate records documenting the training of each driver. Said records shall be available for inspection upon request by the SAU.
8. **Rights Reserved** – The SAU reserves the unilateral right to prohibit a driver whom it determines is unsuitable, for any reason, from providing further services under contract with the SAU. The SAU agrees to consult with the Carrier prior to prohibiting a driver from providing services under contract, and will document that decision to the Carrier in writing. Communication of reasons for this action are not required.
9. **Wages and Benefits** – The Carrier shall provide a wage and benefit package that will be sufficiently competitive to enable the Carrier to meet the terms of the contract for providing services. The package must support the Carrier in attracting and retaining qualified staff. The minimum wage rate paid to a bus driver should be \$20.25 per hour in the first year of the contract for routes. The minimum wage rate paid to a bus driver, driving a charter should be \$18.05 per hour in the first year of the contract.
10. **Bus Aides and Monitors** – The Carrier is responsible for employing aides and/or monitors, when necessary, under the contract. School bus safety specific training, including operation of wheelchair lifts, shall be provided by the Carrier. When necessary, specialized training relative to individual students shall be provided by the SAU. The Carrier shall bill the SAU for actual hourly wages paid to the aide or monitor for such specialized training.
11. **Athletic / Extracurricular / Field Trips** – The Carrier is required to support school athletic, extracurricular activity and field trips every school day of the year as requested. Costs shall be based upon a rate per mile for travel time with a separate rate per hour for bus/driver wait time. Services in this category

provided during the extended year (summertime) shall be invoiced according to the prevailing rates in effect at the end of the preceding school year.

12. **Other Carriers** – SAU 15 reserves the right to contract out transportation services to other carriers in specific instances when there may be unique circumstances in providing transportation, when a lack of available buses or drivers limits the ability of the Carrier to meet SAU 15 requirements or requests for field trips/athletic events, or when a coach bus is requested for a specific trip.

### **Vehicle (Bus) Requirements**

1. **Regular Fleet Needs** – For the base year of the contract, the SAU anticipates requiring a fleet of 33 full size buses expected to be 77 - 83 passenger vehicles without wheel-chair capability. The SAU further requires that similar full size buses with wheel-chair capability be available on thirty (30) days written notice should the need arise. Wheel-chair capability will include forward-facing tie down stations.

The SAU will notify the Carrier not later than May 1<sup>st</sup> of each year regarding the number of buses which the Carrier must provide at the opening of the upcoming school year. Furthermore, on thirty (30) days written notice the SAU may increase or decrease the number of buses required for a school year after the commencement of that year. Charges for increases or decreases in the number of buses under contract will be adjusted based on the cost-per-day-per bus in effect at that time.

2. **Other Fleet Needs** – For the base year of the contract, the Carrier shall provide a minimum of (12) additional full size buses to satisfy the needs for athletic, extracurricular and field trips as described above. At least three buses used for these purposes shall have under-the-floor storage compartments.
3. **Replacement Availability** – The Carrier shall have pre-planned arrangements to provide a replacement bus within 20 minutes if a regular vehicle becomes disabled. 2 Spare buses shall be available on site to support this requirement.
4. **Compliance** – All vehicles provided by the Carrier shall comply in every respect with all state and federal laws, as well as local regulations and ordinances applicable and pertaining to the transportation of pupils in effect at the commencement of the contract period and promulgated during the life of the contract period.
5. **Vehicle Age** – At no time during the term of the contract shall the age of any vehicle, bus chassis, motor or bus body provided hereunder be greater than eight (8) years, based on the expiration of the manufacturer's year of manufacture.

6. **Bus Signage** – All designated route buses must display the route identification number on both driver and passenger sides in the second passenger window from the front.
7. **Radio Communication** – All buses shall be equipped with two-way radio communication equipment having sufficient capacity for communication between each bus and the Carrier’s dispatch terminal. The SAU requires that the Transportation Coordinator and Superintendent’s Office be provided equipment, access and use of the same radio communications. Each bus/driver will have available a cell phone to be used when the bus is out of radio range (i.e. field trips, athletic trips).
8. **Inspection** – All buses must be inspected daily. Daily inspection will include but not be limited to brakes, lights, tires, radiators, oil, gas, and heaters, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Records of such inspections shall be maintained by the Carrier, and made available to the SAU on demand. The SAU reserves the right, at the sole cost of the Carrier, to require inspection and certification of the condition of the buses at any time by the Registry of Motor Vehicles.
9. **Regular Service** – A regular schedule for servicing all vehicles shall be maintained and shall include, but not be limited to oil, grease, tires, battery, brakes, all equipment related to wheelchair accessibility, and all safety appliances and accessories. Records of maintenance activities shall be maintained by the Carrier, and made available to the SAU on demand.
10. **Bus Capacity** – Buses used for daily student transportation on regular routes will be full size 77 passenger buses. An exception to the capacity of a bus may be made by mutual agreement, including the addition of wheel-chair capability to a bus generally sized for 77 passengers. No bus shall transport students in excess of its rated capacity, as set forth by state and federal regulations.
11. **Safety Equipment** – All buses will be required to be equipped with the child checkmate system or comparable equipment and crossing gates.
12. **School Bus Safety Training** – The Carrier will maintain an ongoing school bus safety program that will inform and remind bus drivers of important safety procedures. This safety program should also involve all of the schools served under this contract and recognize National School Bus Safety Week with age appropriate educational programming. The priority of this programming should be on elementary age students. Support for planning and delivery of this programming will be provided by the SAU and the Transportation Coordinator.

### **Driver Requirements**

1. **License** – All bus drivers are required to have a commercial driver’s license, a state school bus certificate, as well as P and S-endorsements, as required by state and federal regulations.

2. **Minimum Age** – All bus drivers shall meet minimum age requirements consistent with state and federal regulations.
3. **Drug Screening, Background Checks** – The Carrier shall maintain drug screening protocols, and conduct criminal record checks on all drivers, and maintain employment records of these activities as required by state and federal regulations. The Carrier must submit a criminal record request with finger prints on a driver prior to the driver beginning employment. The Carrier may, with the expressed written consent of SAU 15, employ an operator on a provisional basis until the results of the criminal record check are received from the State of New Hampshire. The Carrier will be solely responsible for the submission and cost of criminal record checks. No individual who is identified with a felony record may be employed as a bus driver or monitor with the Carrier.
4. **Tobacco Use** – Bus drivers may not use any tobacco products while on the bus or while on SAU 15 property.
5. **Radio Use** – Bus drivers are not permitted to use of AM/FM radios, or play audio devices while students are on board the bus.
6. **Exam** – Bus drivers are to submit certificates of physical examination as required in RSA 200:37.
7. **Driver Information** – The Carrier shall be required to maintain and furnish the following information on each driver to the SAU on request:
  - a. Name of driver
  - b. Residence address
  - c. Telephone number
  - d. Certificate of physical examination
  - e. Record of previous driving experience
  - f. Date and identification number of current commercial driver's license/school bus certificate
  - g. Bus and route assignments
  - h. Evidence of satisfactory references
  - i. Proof of background check through appropriate law enforcement agencies as defined in RSA 189:13-a.
7. **Expectations** –
  - a. All bus drivers shall be of good health, reputable character, and exhibit an ability to work cooperatively with students and members of the public.

- b. All bus drivers will enforce reasonable rules of behavior as required by the SAU and the Carrier. Operators shall report in writing to the SAU, on a form provided by the Carrier, the names and offenses of students who fail to abide by the expected rules of behavior on the bus.
- c. No driver will allow children to leave the bus except at scheduled stops unless authorized by the SAU.
- d. Drivers are to remain on the bus at all times when children are on board except as relieved by an authorized adult.
- e. A driver shall make certain that all children are seated and the aisle is clear before moving the bus at each bus stop.
- f. A driver does not have the authority to refuse transportation to any eligible child, nor does a driver have the authority to remove a child from the bus.
- g. A driver will refer all requests for changes to stop location, additional stops, or any other change to the terminal manager.
- h. Drivers will be required to record student counts, mileage, and time slips for all routes and trips upon request.
- i. Drivers shall not be permitted to carry any person other than a school officer, teacher or chaperone while transporting students without the express consent of the Carrier and the SAU, with exception of Carrier employees such as supervisors or driver trainees.
- j. Drivers shall not permit any person other than authorized law enforcement and emergency personnel (or those identified above) to step aboard the bus while students are present in the vehicle.

## ***V. Contract Terms & Conditions***

1. ***Term*** – The initial term of the contract for services will be three years, commencing with the opening day of the 2023 – 2024 school year. The contract may be extended for up to two years through negotiation of mutually agreeable terms and conditions.
2. ***Non-Appropriation*** – The contract shall include a non-appropriation clause which states, “In the event that sufficient funds are not appropriated for school transportation services in the next succeeding fiscal year, the SAU or any of the seven districts it comprises may terminate this agreement by written notice within thirty (30) days of adoption of the district budget for the fiscal year in question, and the agreement shall be terminated effective immediately.”

3. **Contract Documents** – The contract documents shall consist of the “Request for Proposals – School Bus Transportation Services”, all documents submitted by the Carrier in satisfying this Request, and a signed contractual agreement executed in a form approved by the SAU.
4. **Performance Bond** – Within two weeks of the notice of contract award, and then annually not later than July 1<sup>st</sup>, the Carrier may be asked to furnish to SAU 15 a performance bond or a written guarantee from a bank in the form of a letter of credit securing performance of the obligations of the Carrier. The letter of credit or performance bond shall be in an amount not less than the annual value of services provided, shall be in a form acceptable to the SAU, shall be in effect throughout the duration of the contract, and shall be provided at no additional cost to the SAU.
5. **Payment Terms** – Payment for services under this contract will be paid each year in ten (10) equal monthly payments due and payable on the fifteenth (15<sup>th</sup>) day of each month, except in the months of July and August. If in the opinion of the SAU, the quality of service is unsatisfactory or if any other nonperformance or sub-standard issues arise, payment may be withheld. The amount and withholding period are at the discretion of the SAU.
6. **Termination for Performance** – The contract may be terminated by SAU 15 for unsatisfactory performance. In such case the SAU shall give written notice to the Carrier citing the unsatisfactory performance, giving the carrier ten (10) school days to improve its performance to the satisfaction of the SAU. If the performance of the Carrier does not improve to the satisfaction of the SAU, the SAU may immediately terminate the contract for services with the Carrier.
7. **Termination Options** – In the event of a contractual termination, SAU 15 reserves the right to employ another carrier to complete the terms of this agreement. The original Carrier shall be responsible for any extra or additional expense or damages suffered by the SAU. In that event, the Carrier will be required to indemnify the SAU for any loss the SAU sustains arising out of the lack of performance of this agreement by the Carrier.
8. **Default** – SAU 15 shall have the right to declare the Carrier in default if (a) the Carrier becomes insolvent; (b) the Carrier makes an assignment for the benefit of creditors; (c) a voluntary or involuntary petition of bankruptcy is filed by or against the Carrier; or (d) the Carrier is unable to provide evidence of required insurance coverage as set forth below. If the Carrier is declared in default, or in the event the Carrier forecloses for any reasons, the SAU shall have the right to exercise termination options as set forth above.
9. **Unnecessary Transportation** – SAU 15 shall have the right to terminate the contract for services on thirty (30) days written notice, without further financial obligation, if conditions arise making the transportation of SAU 15 students unnecessary.

10. **Non-Transferable** – The Carrier shall not have the right to transfer or assign the contract to any other person, firm or corporation.
11. **Liability Coverage** – During the term of the contract the Carrier shall maintain general liability coverage in an amount of not less than \$5,000,000, and commercial vehicle liability coverage for bodily injury and property damage in an amount of not less than \$10,000,000 combined single limit, and workers compensation coverage as required by federal and state statute. Certificates of insurance naming SAU 15 and the three districts it comprises as additionally insured entities must be filed with the Business Administrator within two weeks of the award for services, and then not later than July 1<sup>st</sup> of each contract year. The Carrier shall provide not less than 30 days prior notice of insurance cancellation or material change in coverage.
12. **Indemnification** – The Carrier must agree to defend, hold harmless, and indemnify SAU 15 and the seven districts it comprises, their officers, agents and employees against all claims or injuries to any person or firm arising out of the actions of the Carrier, its officers, agents, or employees in fulfilling the terms of its contract with the SAU.

## **VI. Request for Proposal – Terms & Conditions**

1. **Right to Reject** – SAU 15 reserves the right to waive all formalities and reject any and all proposals when it is in the best interest of the SAU to do so.
2. **Eligibility** – To be eligible for an award, a carrier must be deemed “responsible”. A responsible carrier 1) has the ability, capacity and skill to provide the goods or services required; 2) can provide the goods or services within the time frame specified; 3) has a satisfactory record of integrity, reputation, judgment and experience; 4) has sufficient financial resources to provide the goods or services; 5) has an ability to provide future maintenance and support as required; and 6) has developed a positive track record with SAU 15 to the extent the bidder has previously provided goods or services.
3. **Minimum Requirements** – The winning carrier must demonstrate the following minimum requirements:
  - a. Ten (10) years of successful experience transporting a substantial student population of a size comparable to SAU 15.
  - b. Positive references from public school systems currently being served.
  - c. The financial ability to meet the capital requirements of the contract, and successfully deliver the contract over the long term.
  - d. Evidence of ability to meet the insurance requirements as set forth below from an insurance company legally authorized to act within the State of New Hampshire with a Best Rating of at least “A”.

4. **Disqualification** – A carrier may be disqualified from consideration if that vendor has been declared in default or had a contract terminated for cause within the last five (5) years, or the vendor presents an unacceptable claims history from the vendor’s insurance company.
5. **Inherent Acceptance** – The submission of a proposal constitutes the carrier’s acceptance of and agreement to the terms and conditions of this Request for Proposals.
6. **Proposal Evaluation** – Proposals will be evaluated on the basis of the completeness of the proposal for services; ability to meet minimum requirements; the cost of services; the competitiveness of the wage and benefit package for drivers over the term of the contract; and the qualifications of the firm as evidenced by demonstrated experience and references. While price will be a substantial factor in awarding the contract for services, SAU 15 expressly reserves the right to select a proposal that does not represent the lowest cost for services.

## ***VII. Proposal Specifications***

Proposals must include the following information:

1. A general profile of the firm, including the location of the transit terminal from which buses will be housed, dispatched and maintained.
2. Appendix A – “RFP Quotation Form” completed and signed for the base request and the one alternate.
3. An inventory listing of buses to be used in the first year of the contract. This listing shall include for each bus the make of the bus and bus body, year of the bus, capacity, present mileage, and general condition.
4. The terminal manager who will be assigned to this contract and his/her qualifications and experience. A resume may be submitted to provide that information.
5. A statement of the minimum wage scale and benefit package which will be offered to drivers providing services under the contract for each year of the contract.
6. A statement regarding the location of the transit terminal, the availability of the transit terminal to the respondent for lease or purchase, and the impact the location of the terminal will have on operations.
7. A statement regarding the respondent’s training and safety programs for bus drivers.

8. A statement regarding the respondent's recruitment programs to hire and retain bus drivers.
9. Names, addresses, phone numbers, and contacts in other public school systems, particularly those similar in size to SAU 15, for whom similar services have been delivered in the past five years, or are currently being delivered.
10. A statement regarding any past, present or pending litigation with a client.
11. The name, address, telephone number, fax number, and email address of the firm and the contact person for this proposal.
12. Any comments or exceptions to the requirements of this request for proposal.
13. Three copies of the completed proposal signed with an authorized signature.

Respondents may additionally be asked to provide copies of audited financial statements for the most recent three (3) fiscal years, a 5-year loss run history from the respondent's insurance company, and/or a letter from the respondent's insurance broker to the effect that the carrier has not defaulted or had a contract terminated for cause in the last five years.

### ***IX. Further Information***

Questions regarding this Request for Proposals must be directed to Amy Ransom, Business Administrator, in writing at the address listed above, or via email at [aransom@sau15.net](mailto:aransom@sau15.net), not later than Wednesday, October XX, 2022. A final written addendum will be sent to all interested parties not later than Friday, November XX, 2022.

For further information, please contact Amy Ransom, Business Administrator, telephone number (603) 622-3731 ext. 11 email address [aransom@sau15.net](mailto:aransom@sau15.net).

### ***X. Appendices***

The following are enclosed as appendices to this RFP:

Appendix A - RFP Quotation Form	Page 15
Appendix B - School Addresses	Page 16
Appendix C - School Daily Schedules	Page 17

**Appendix A – RFP Quotation Form**

Carrier proposals must include this quotation form, completed for all years of the proposed contract, and signed and dated.

Carrier Name: \_\_\_\_\_

<u>Year 1</u> <u>2023-24</u>	<u>Year 2</u> <u>2024-25</u>	<u>Year 3</u> <u>2025-26</u>	<u>Year 4</u> <u>2026-27</u>	<u>Year 5</u> <u>2027-28</u>
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1) Regular Routes - Cost per Bus per Day

1a) Single Tier \_\_\_\_\_

1b) Double Tier \_\_\_\_\_

2) Kindergarten Mid-Day Routes - Cost per Bus per Day

2) Per Bus per Day \_\_\_\_\_

3) Athletic/Extracurricular Activity/Field Trip Transportation

3a) Cost per Mile - Travel \_\_\_\_\_

3b) Cost per Hour - Wait \_\_\_\_\_

3c) Minimum Charge \_\_\_\_\_

4) Late Bus Routes - Cost per Bus per Day

4) Per Bus per Day \_\_\_\_\_

Digital Cameras - Additional Cost per Bus per Day

DC) Per Bus per Day \_\_\_\_\_

\_\_\_\_\_  
Signature/Title Date:

**Appendix B – School Addresses**

Area High Schools

West High School  
9 Notre Dame Avenue  
Manchester, NH 03102

Central High School  
207 Lowell Street  
Manchester, NH 03104

Pinkerton Academy  
5 Pinkerton Street  
Derry, NH 03038

Elementary District Schools

Auburn Village School  
11 Eaton Hill Road  
Auburn, NH 03032

Henry W. Moore School  
12 Deerfield Road  
Candia, NH 03034

Fred C. Underhill School  
2 Sherwood Drive  
Hooksett, NH 03106

Hooksett Memorial School  
5 Memorial Drive  
Hooksett, NH 03106

David R. Cawley Middle School  
89 Whitehall Road  
Hooksett, NH 03106

**Appendix C – School Daily Schedules**

	<b>Start of School</b>	<b>Dismissal of School</b>	<b>Early Release</b>
<b>High Schools</b>			
West High School (Manchester)	7:30am	2:30pm	12:10pm
Central High School (Manchester)	7:25am	2:10pm	12:00pm
Pinkerton Academy (Derry)	7:25am	2:10pm	12:00pm
<b>Elementary Schools</b>			
Auburn Village School	8:45am	3:15pm	1:00pm
Henry W. Moore School (Candia)	8:35am	3:05pm	1:00pm
Fred C. Underhill School (Hooksett)	8:30am	3:00pm	12:45pm
Hooksett Memorial School (Hooksett)	8:30am	3:00pm	12:55pm
David R. Cawley Middle School (Hooksett)	8:40am	3:10pm	1:00pm