

AUBURN SCHOOL BOARD MEETING
Tuesday, October 10, 2023 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, Superintendent of Schools
- IV. APPROVAL OF MINUTES**
 - A. Minutes of the Auburn School Board Meeting on September 12, 2023* (action required)
- V. OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VI. SUPERINTENDENT’S UPDATES***
- VII. REPORTS**
 - A. Reports of Administrators*
 - B. Reports of Sub-Committees
- VIII. OLD BUSINESS**
 - A. Strategic Plan Update-Discussion
 - B. Food Service Salaries-Discussion
- IX. NEW BUSINESS**
 - A. Washington, DC Field Trip Request*
 - B. Change June Board Meeting Date-Discussion
- X. FINANCIAL**
 - A. Expenditure Report*
 - B. Manifest Approvals
- XI. POLICIES**
 - A. Second Reading* BEDA Public Notification of School Board Meetings, CBI Evaluation of the Superintendent, JCA Change of School or Assignment, EEA Student Transportation, JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation, IHBG-R Home Education Instruction/Dual Enrollment, and ILD Non-Educational Questionnaires, Surveys and Research.
 - B. First Reading* GBG Employee Protection, GBGA Staff Health, GCF Professional Staff Hiring, GCR Non-School Employment, JEA Compulsory Attendance Age, ACN (NEW) Nursing Mothers Accommodation, and EHAB Data Governance and Security.
- XII. PERSONNEL**
 - A. Notice of Retirement*
- XIII. INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or MISCELLANEOUS INFORMATION**
 - A. Enrollments*
 - B. Letter to First Student*
 - C. Pinkerton Response Letter*
- XIV. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a)**
- XV. ADJOURNMENT (action required)**

The Auburn Board will meet for a Budget Workshop on Tuesday, November 14, 2023 at 5:00 prior to their regularly scheduled meeting which will begin at 6:00 p.m. at the Auburn Village School Media Center.

The SAU #15 Board will meet on October 25, 2023 at 6:30 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
SEPTEMBER 12, 2023 AT 6:00 P.M.
AUBURN VILLAGE SCHOOL MEDIA CENTER**

These minutes have not been approved.

Alan Villeneuve, Board Chair, called the meeting to order at 6:00 p.m. Those in attendance were members Janice Baker, Adrian Newton, Jason Tyburski, and Derek Berger. Also in attendance was Principal, Lori Collins, Assistant Principal Lindsay Murray, Assistant Principal Jennifer Barnhill, Director of Student Services Tracy Griffenhagen, Math Coordinator Jen Bordis, Technology Director Adam Hollins, Maintenance Director Scott Dube; Superintendent William (Bill) Rearick, Director of Curriculum, Instruction and Assessments Meg Largy, and Business Administrator, Cory Izbicki.

PLEDGE OF ALLEGIANCE

Eighth-grader Benjamin DeVito, led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Bill Rearick provided proof of posting.

APPROVAL OF MINUTES

Motion by Derek Berger, seconded by Adrian Newton, to approve the August 12, 2023 Board meeting minutes, with the following amendment: Under New Business/Lego Robotics Donation, change the word 'accept' to 'approve', and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC INPUT

No participation.

SUPERINTENDENT'S UPDATES

Bill Rearick stated that he met with both the general manager and location manager of First Student as bus performance has not been acceptable, namely bus 4. Bill summarized the conversation and said he informed them that not meeting requirements of the contract is unacceptable and corrections must be made immediately to start times and runs. Considerable discussion ensued. Adrian Newton suggested a 'Google Doc' to be created for parents to give 'real-time' feedback.

REPORTS

Reports of administrators were reviewed.

The PTA has an upcoming meeting and the Auburn Budget Committee will be meeting on October 5.

Motion by Janice Baker, seconded by Derek Berger, to amend the agenda to include discussion on the IBEW, and the motion carried unanimously.

Bill Rearick stated that the district's attorney, Peter Phillips, was contacted by the IBEW to enter into negotiations with an IBEW attorney. After the Board has a chance to discuss this among themselves, all parties will meet at an agreed-upon date.

OLD BUSINESS

Strategic Plan Adoption

Janice Baker stated that she has compiled and organized a rough copy of the Auburn School District's Strategic Plan, and sent it to Board members for their final review.

Motion by Derek Berger, seconded by Janice Baker, to adopt the Strategic Plan, and the motion carried unanimously.

Bill Rearick stated that the plan will be rolled out to staff on September 29. Jen Bordis said the district has partnered with the New Hampshire Learning Initiative for the next three years.

The Board agreed to have the Strategic Plan posted in the Town Crier.

Letter from Pinkerton Academy re: Contract Language

The Board reviewed the acknowledgement letter from Pinkerton Academy stating their receipt of the Board's request to revise contract language.

NEW BUSINESS

Food Service Salary

Bill Rearick asked the Board to consider raising the food service assistants starting salary to \$15.00. Some discussion ensued relative to the food service budget. Janice Baker stated that she does not like the practice of adjusting salaries mid-year and for administration to consider such requests when creating the budget. She said administration should proactively be looking at all budgets. The Board requested administration come back to the Board with multiple options.

Motion by Derek Berger, seconded by Adrian Newton, to increase the food service wages to \$15.00 per hour effective for existing and new staff, and the motion carried unanimously.

Motion by Janice Baker, seconded by Derek Berger to amend the agenda to include discussion on the AEA, and the motion carried unanimously.

Bill Rearick stated that the Board hired a school psychologist who now wants to join the union. Attorney Phillips said the Board could decide to add this position to the collective bargaining agreement (CBA) if it chooses to do so; it is the Board's discretion.

AEA co-president Kathy Roggenbuck stated that up until two years ago, there was no psychologist on the payroll. She said this person holds the same certification as a teacher, not related or allied service, and was the salary was based on the salary schedule in the CBA. Tracy Griffenhagen echoed Ms. Roggenbuck's sentiments and felt this position should be under the protection of the union.

The Board members briefly discussed this and will do so again at a later meeting.

No action was taken.

FINANCIAL

Expenditure Report

The expenditure report was in the packet for review.

Manifest Approvals

Motion by Janice Baker, seconded by Derek Berger, to approve the manifest in the amount of \$832,432.58, and the motion carried unanimously.

POLICIES

Derek Berger summarized the first reading of policies BECA Public Notification of School Board Meetings, CBG Superintendents Development Opportunities, CBI Evaluation of the Superintendent, JCA Change of School or Assignment, JEC Manifest Educational Hardship, JECD Assignment of Kindergarten Pupils to Classes, EEA Student Transportation JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation, IHBG-R Home Education Instruction/Dual Enrollment, and ILD Non-Educational Questionnaires, Surveys and Research. Board members made some changes which will be before them again at their October meeting.

Motion by Janice Baker, seconded by Adrian Newton, to approve the first reading of the policies as presented, and amended and the motion carried unanimously.

Policies CBG and JECD were eliminated. Policy JEC will be eliminated upon the October approval of policy JCA is presented.

PERSONNEL

Co-Curricular and Athletic Nominations

Motion by Derek Berger, seconded by Jason Tyburski, to approve the Co-Curricular nominations as presented.

With Alan Villeneuve abstaining, all others in favor, the motion carried.

Motion by Derek Berger, seconded by Adrian Newton, to approve the athletic nominations as presented, and the motion carried unanimously.

AUDITOR'S REPORT

Some discussion ensued relative to the 2022 audit report. Cory Izbicki stated that the capital project budget was overspent and gained interest. He said any additional funds must be either on the warrant or released to the general fund.

As for the auditor's notation that there is no deputy school district treasurer, Bill Rearick stated that such a position does not exist.

PUBLIC INPUT

Resident Jennifer Aldredge thanked AVS administration for their help reassigning her children's bus stop. She also stated her concern for the safety of students on that particular bus. Bill Rearick said he would address her concerns with the bus company's general and location managers.

ADJOURNMENT

Motion by Derek Berger, seconded by Jason Tyburski, to adjourn the meeting at 8:00 p.m., and the motion carried unanimously.

The next Auburn School Board Meeting will be Tuesday, October 10, 2023, at 6:00 p.m. at the Auburn Village School Media Center.

The SAU Board will meeting on Wednesday, September 27, 2023 at 6:30 p.m. at the David R. Cawley Middle School Cafeteria.

Respectfully submitted.

Rebecca SJ McCarthy
School Board Recording Secretary

New Hampshire School Administrative Unit #15

VI.

90 Farmer Road

Hooksett, New Hampshire 03106-2125

Telephone (603) 622-3731 Fax (603) 669-4352

William J. Rearick

Superintendent of Schools

Meghan Largy

Director of Curriculum, Instruction and Assessment

Cory Izbicki

Business Administrator

Auburn School Board Report

October 10th, 2023

Bus Transportation:

On September 22nd I met with First Student General Manager David Fairweather and Location Manager Shawn Prendable. This meeting was the result of the letter I sent to First Student informing them that Auburn was pursuing the Liquidated Damages clause in the bus contract. To date, First Student has accrued \$3,000 in liquidated damages. Lori is keeping a daily record of whenever a bus is late or when a bus that has been reserved for extracurricular activities is cancelled. According to First Student they have lost 30 drivers that service our region since the last week in August. This has resulted in drivers being unavailable to drive the extracurricular buses. I reaffirmed with Mr. Fairweather and Mr. Prendable that each time they cancel an extracurricular bus we will be taking a credit on their monthly invoice.

The rollout of the bus tracking software has been delayed because First Student will be installing tablets in the buses. The tablets will have an updated GPS system which should better support the tracking software. The tablets should be installed by the second week in October.

School Resource Officer Position

On October 4th, Lori and I met with Chief Pelton and Lt. Chabot at their request to discuss having a School Resource Officer (SRO) position next year at AVS. The Chief stated that he heard the Board was considering an alternative to an SRO and shared his opinion as to why an SRO would be a better alternative for the school and the community.

I reviewed the rationale for why the Board did not include the SRO in the 2023-24 budget which was due to the cost of the position and that the Board was very conscious of minimizing any budget increase. I also explained that the Board had questions regarding who the SRO would be reporting to.

I stated to the Chief that the Board is looking into the viability of an alternative to having an SRO at AVS. I said that the Board has asked Lori and me to identify the responsibilities for the new position. I told the Chief that we would update him once the Board has made final decision.

Strategic Plan

On the Professional Development Day, which was held on September 29th, Lori and her team reviewed the components of the Strategic Plan and how they are related to what teachers are currently doing in their classrooms.

Director of Curriculum, Instruction, and Assessment Report

Strategic Plan

On September 29, I joined Dr. Collins and the administrative team to present staff with an overview of the strategic plan's focus areas, portrait of a learner, goals, initiatives, and timelines. To ensure the plan's sustainability, we've entered a three-year partnership with New Hampshire Learning Initiative (NHLI). NHLI will provide in-person professional development and coaching to help teachers implement student-centered learning strategies during this partnership. Additionally, the plan includes coaching for the leadership team on supporting implementation. Detailed information about this partnership, which is funded through Title II, can be found below. The complete Auburn School District strategic plan is available on the website.

Year	Focus	Activities	Cost
Year One	Introduction to project-based learning. Incorporating 21st century skills, formative assessment practices, and performance assessment into classroom practice. Coaching teachers in designing and implementing project-based learning.	Project-based Learning Training (one day) Project-based Learning Coaching (two days) Leadership Training (Four quarter days)	\$10,620.51
Year Two	Project calibration, iteration, and refinement. Prepare for public exhibitions of project-based learning. Integrate student-centered learning in Professional Learning Communities.	Project-based Learning Training (one day) Project-based Learning Coaching (two days) Leadership Training (Four quarter days)	\$10,620.51
Year Three	Full implementation of student-centered learning practices <ul style="list-style-type: none"> o 21st century skills o Formative assessment practices o Performance assessment o Project-based learning 	Project-based Learning Training (one day) Project-based Learning Coaching (two days) Leadership Training (Four quarter days)	\$10,620.51
Total Cost			\$31,861.53

Competencies and Skills of a Learner

Jennifer Bordis and I will be establishing a committee of teachers to revise our work study practices for the 2024-2025 school year so that they are in alignment with the competencies and skills of a learner as outlined in the strategic plan.

Parent Information Night

On October 3rd, Jennifer Bordis, Math Coordinator, Christina Spain, K-4 Reading Specialist, and Carly Cohen, 5-8 Reading Specialist, hosted a parent information night to provide a basic overview of the instruction and curriculum at Auburn Village School. We plan to host additional parent information sessions throughout the 2023-2024 school year.

Classroom Walkthroughs

On October 10th, I joined Dr. Collins and Jennifer Bordis on classroom walkthroughs.

Professional Development Committee

On September 28th, I met with Cheryl Kaake, Chair of the SAU 15 Professional Development Committee, to discuss roles, responsibilities and needs of the committee. The first committee meeting will take place in November.

Meetings / Training Sessions Attended

- South Central Curriculum, Instruction and Assessment - September 22nd and October 13
- New Hampshire School Law Academy - September 28
- Kidder Law Conference - October 4
- Pinkerton Curriculum Coordinator Meeting - October 5
- State Assessment & Accountability Conference - October 19 and 20
- Best Practices on Social Emotional Learning – October 24 and 25

Respectfully Submitted,

Meg Largy

Meg Largy

Director of Curriculum, Instruction, and Assessment

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A great place to learn, work and grow.





Auburn School District

Principal's Report

October 10, 2023

VII.A.

2023-2024 Enrollment

Grade	Enrollment	Teachers	Av. Class Sizes	
K	63	4	16	Kaake, Moynihan, Ahnen, Duquette
1	70	4	18	Prunier, Podbelski, Mullen, Chiesa
2	84	3	21	Dupont, Nusbaum, Smith, O'Toole
3	69	3	21	Pampel, Russell, Duffy
4	62	4	21	Boucher, Fortier, Royce
5	83	4	19	Vilandre, Strabone, Henderson, Dwyer
6	76	4	19	Roggenbuck, Villeneuve, Joaquin, Winter
7	80	4	20	Wasson, Poulin, Greene, Rankin
8	71	4	18	Paraskevas, Huston, Wheeler, Lavigne
Total	658	34		

UA Team:

Steve Tewksbury-Physical Education

Danika Ashness-Health Teacher

Andrea Johnston-Band Teacher

Melissa West-Art Teacher

Marissa Leary-.5 Art Teacher

Linda Reinelt-STEAM Teacher

Andrea O'Neil-Librarian

Sarah Kaufman-General Music Teacher

Jennifer Bordis - Math Coordinator

Lindsay Murray ES Assistant Principal

Jennifer Barnhill - MS Assistant Principal

Tracy Griffenhagen - Special Education Director

Events at AVS for October

Oct 9-NO SCHOOL/COLUMBUS DAY

Oct 10-School Board Meeting

Oct 11-Griffin Library Garden Club Event/Gym @ 6pm

Oct 14- Town Fundraiser

Oct 17-PTA Meeting

Oct 18-4th grade Field Trip to Stockbridge Theatre

Oct 19-Griffin Library Community Open House/Café @ 6:30pm

Oct 20-AVS Sport Photos

Oct 23 through Oct 28-PTA Theatre

Oct 26-Student Picture Retakes

Nov 1-AHS Induction/Gym, Café @ 5:30pm

Nov 7-NO SCHOOL FOR STUDENTS/Parent, Teacher Conferences

Nov 9-VETERANS Breakfast 9:15-10:30am

Nov 10-NO SCHOOL/VETERANS DAY

Nov 14-School Board Meeting

Nov 14-5th grade Field Trip to McAuliffe Center

Nov 21-PTA Meeting
 Nov 22-Early Release
 Nov 23 and Nov 24-NO SCHOOL/HAPPY THANKSGIVING
 Nov 26-Parks and Rec Tree Lighting (AVS front lot)
 Nov 28-5th grade Field Trip to McAuliffe Center
 Nov 29-Performing Arts Concert (gr 5-8) @ 6:30pm

September 29th Professional Development

All teachers gathered together to learn more about Focus Area 2 of our strategic plan: AVS will foster a learning environment where students are actively involved/active participants. AVS students will learn to be curious and motivated and become life-long learners. We explored the components of project-based learning and worked as grade level teams to identify projects that were part of the current curriculum. We shared these projects and discussed ways in which we could bring them to align more with project-based learning. The lessons that were identified were lessons where students are active learners in the classroom and include activities which allow students to develop mastery of their ability to think critically, problem solve, and to work collaboratively with their peers.

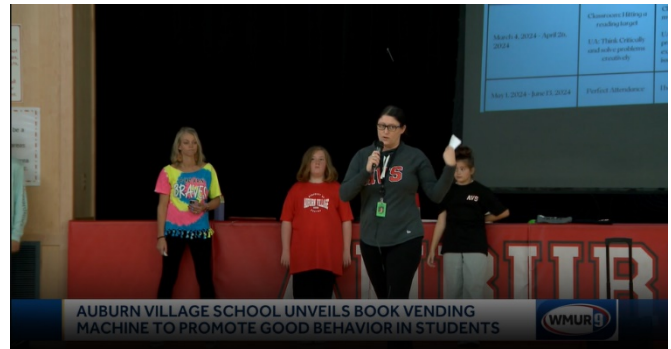
The second part of the day included a presentation by Seacoast Collaborative. The focus of the presentation was to support our school in building and nurturing an environment of inclusive excellence where all students, faculty, and staff can thrive.

Athletics

Let's Go AVS! Fall sports are halfway through already! The Boys' and Girls' soccer teams have been performing well despite a few challenging games. With a few weeks left of the regular season, both teams are aiming to make it to the playoffs! The Cross-Country Team just had their home race on 10/4 hosting Candia and Southside. Their last 3 meets the next few weeks are gearing up to have some good competition and the team is excited to end the season strong. The Volleyball Team has had a great first season winning almost all of their games so far! They are likely headed to playoffs as well! The regular season will be wrapping up for AVS on 10/17 with playoffs to follow. Cross Country will run their States Meet on 10/21 at Coe Brown to wrap up their season.

PTA Vending Machine

Our first Brave Rally of the year unveiled our new book vending machine. Students will be able to earn a token to purchase a book based upon the following criteria and timeframe:



September 28, 2023 - October 31, 2023	Empathize	<ul style="list-style-type: none"> I am always considerate, helpful, and respectful to everyone in the AVS community. I am always able to reflect upon how my actions and behaviors affect others.
November 1, 2023 - December 22, 2023	Persevere	<ul style="list-style-type: none"> I had a "Can Do" attitude to challenging tasks. I kept on working on an assignment without shutting down. (head on desk, tears, etc..) I completed all assignments/tasks with no negative thoughts I was able to ask for help in a positive way without any negative self-talk. I asked for clarification when needed and all tasks were completed without complaint.
January 2, 2024 - February 23, 2024	Take Responsibility	<ul style="list-style-type: none"> I always turn my work in on time. I always plan ahead

		<ul style="list-style-type: none"> • I always keep all materials organized • When I have a responsibility, I always follow through • I am always responsible for telling the truth
March 4, 2024 - April 26, 2024	Classroom: Hitting a reading target UA: Think Critically and solve problems creatively	Classroom: <ul style="list-style-type: none"> • I have met or exceeded the number of books my teacher has set as my goal UA: <ul style="list-style-type: none"> • I have applied existing knowledge to generate new ideas, products or processes • I have created original works as a means of personal or group expression • I can use models and simulations to explore complex systems and issues • Identify trends and forecast possibilities
May 1, 2024 - June 13, 2024	Perfect Attendance	<ul style="list-style-type: none"> • I had perfect attendance for the time period. • I was on time for all my classes

Veterans Day Breakfast

We are pleased to announce that we will be hosting a Veterans Day Breakfast on November 9th at 9:15 am in our school gymnasium. Service members along with their student relative and other guests will be invited to school to have breakfast, enjoy some band music and song to honor their achievements, courage and dedication.

Curriculum Night

On October 3rd from 6-7, we hosted a curriculum night for parents. We discussed how reading and math develop across the grade levels and shared ways to support your child's learning at home. Forty parents attended this event and expressed that they would like additional math nights as well! Thank you to Jenn Bordis and Carly Cohen for presenting a very informative session.



STEAM Room Update

We are off to a great start this year. We have five (5) classroom pets. They started out as caterpillars and this week four (4) hatched out of their chrysalises. The Painted Lady Butterflies will be released over the next few days, while we are experiencing warm fall weather and no rain.



Elementary students (1-4) are working on keyboarding in Typing Club. They can access their account, at home, using Schoology (3-4) or Seesaw (1-2). We have started discussing Digital Citizenship/Internet Safety and the importance of being kind, safe and smart online. A big shout out to the 1st Grade Team and students for all their hard work. Ninety-nine percent of all first graders have memorized their username, password and are able to get online without any help!!!

Fifth graders have been Building and programming their Lego brand SPIKE robots. The EV3s were retired and donated to underserved communities. The SPIKES were purchased using a grant from the NHDOE. We're very proud of how far they've come in just 5 short weeks.

Seventh graders were given the task of using the engineering Design Process to build a theme park ride. They had a budget of \$100 and had to use household items. They are currently learning about different types of circuits. Their final project is; researching a lighthouse, creating a slideshow and building or creating a piece of art of their lighthouse. They will use what they learned about circuits to light-up their Lighthouses.

Scarecrows

A big thank you to the Strabone family for creating another group of scarecrows for Auburn Village this year. Jen has created these for our school for the past 6 years. More evidence of how our staff goes above and beyond for our school community!



Tiger Presentation

On October 4th grades 1-5 attended a Plymouth State University “Tiger” presentation. It was a lively, music-filled program that helps elementary school kids learn how to deal with bullying in school, online and socially. By using children's own words, TIGER Choose Love depicts their real experiences with bullying and intolerance. In addition, it showed them how to move toward more positive social interactions at school and in the community. This program aimed to help students resolve bullying behaviors as well as to guide those who witness bullying and intolerance and don't know what to do.

AUBURN SCHOOL DISTRICT
11 Eaton Hill Road Auburn, NH 03032
Tracy Griffenhagen, Director of Student Services

School Board Report
October 2023

Updated Special Education Population

Auburn Village School PreSchool - Grade 8

89 students

(September 2023 = 92 students)

Pinkerton High School Grades 9 - 12

33 Students

(September 2023 = 33 students)

Out-of-District Pre-School

6 students

(September 2023 = 6 student)

Out-of-District K - 8

3 students

(September 2023 = 2 students)

Out-of-District 9 - 12

6 students

(September 2023 = 5 students)

Special Education Transportation

Out-of-District (Pre-K - 12)

9 student (September 2023 = 8 students)

In-District (9-12)

1 student (September 2023 = 1 student)

In-District (K-8)

6 students (September 2023 = 6 students)

Special Education Initial Evaluations

These are students who were referred to the special education team, who are not currently identified in need of special education services.

Pre-K - 8

Referred: 10 students

In-Process Evaluation: 7 students

(This number includes 4 pre-school students in the evaluation process)

Math Coordinator Board Report

Meeting: October 10, 2023

Academics are up and running at AVS! The first few weeks of school focused on routines and procedures - learning the most efficient ways to do things so that the rest of the year runs smoothly.

In Kindergarten and First Grade, students are working on counting and ordering numbers. In Second through Fifth Grade, the focus is on place value and learning how progressively bigger numbers are made. Math games are sent home monthly for elementary students. The Kindergarten, First and Second Grade teachers are using UFLI Foundations, a phonics program from the University of Florida Literacy Institute that is research based. The students are learning the graphemes (letters or combinations of letters) that match the phonemes (sounds) in words. The program focuses on both encoding and decoding (reading and writing).

In math, the middle school students are working on the Real Number System and how we classify and operate on integers, rational numbers and irrational numbers.

Students took the NWEA testing the week of September 18th to get a baseline of student understanding. Scores for math and reading will be sent home to parents with the progress reports on October 13.

I participated in professional development to become a trainer for OGAP Additive Reasoning (I am already certified as a Multiplicative trainer). This will allow us to hold our own in-house training for teachers next summer on OGAP - the On-Going Assessment Project. This professional development series focuses on building teacher's mathematical knowledge, deepening their understanding of math education research and supporting teachers in using quick assessments to plan next steps in instruction.

On October 3, approximately forty parents and guardians came to learn about our curriculum at our first AVS Curriculum Information Night as part of our Strategic Plan. Carly Cohen, the 5-8 Reading Specialist, and I shared resources with families for supporting their children at home. Feedback was extremely positive and we were thrilled to share ideas for support. A parent night where we teach them how we approach math was suggested and we will be looking into how best to offer that in the future. The resources shared were also sent out to families.



Jennifer Bordis, Math Coordinator

VII.A.

Technology Board Report

Auburn Village School Meeting Date: 10/10/2023

This month the new grant paid replacement projectors were installed in the grade 7/8 classrooms, STEAM room, band room and Reading Specialist room. New whiteboards, projectors and interactive bars with markers replaced the outdated Smartboards and standard projectors previously installed. Chromecasts were also setup in each room to allow wireless projection and screensharing.

I have been working on an IT Disaster Recovery Plan which will act as a guide and detail the process of maintaining or reestablishing vital infrastructure and systems following an unexpected outage, such as a storm or cyber-attack. It should be finished in the upcoming weeks and available in draft form for review by the Technology Committee and admin team.

NWEA testing for all grade levels have been completed without any notable technology problems.

Other IT projects completed this month include:

- A new sync from Powerschool to Schoology that will automatically create parent accounts and associations to their children.
- Streamlined VLAN configuration on switches and further segregated security camera traffic to increase camera performance and reliability. Currently awaiting a quote to run a fiber backbone between downstairs switch closet and MDF (Primary hub) which will increase speeds for all devices connecting to the switches in the downstairs closet (Cameras, wireless access points, computers, etc.).
- Updated network diagrams to show hardware and topography changes

Our technician and I continue to complete help desk tickets and address technology problems in a timely and professional manner.

Auburn Village School

Monthly Report – September 2023

General Maintenance Activities

General Item

Volleyball – Floor inserts have been installed and are working out great.

Softball & Baseball – Fertilizing & Aeration has completed on both fields.

Sewage Lift Station – **(Repairs Complete)** During routine inspection for potential repairs for 24/25 budget. While completing inspection vendor found a cracked 3” discharge line & check valve. Repairs scheduled for September 6th.

Storage Container – Scheduled for pick-up early October.

Work request completed - WO's = 70 PM's = 33

Maintenance staff continue to support all scheduled events as required, Open House, Parent info, Duck Race, etc.

Fire/Life Safety/Security

Health Inspection – Annual inspection completed with the town.

Chemical Inspection – Completed with AFD.

Fire Drill 1 & 2 was completed in September.

Dry system piping system flushing will be scheduled, ASAP. That failed the past Annual inspection. Need to look into any existing prints that may be available, as planking will be needed to access piping.
(On-going)

Fire Systems – Proposals have been received for F/A repairs, waiting on Sprinkler proposal for repairs/recommendations.

Monthly Fire Pump & Weekly Generator testing completed.

The following monthly task were completed, “Annual” fire extinguishers, and Generator ATS load transfer

Project's

Team Space – New door was delivered incorrectly, lock-set holes drilled opposite sides. Replacement door on order.

Scoreboard – **(Have received proposal for electrical trenching for new sign location, waiting on req approval, hope to have complete prior to sign install).** Proposal has been approved – Tentative November/December, possibly early spring?

IX.A.

RECEIVED

SEP 22 2023

SCHOOL ADMINISTRATIVE
UNIT #15

ASD File: IJOA-R

REQUEST FOR EDUCATIONAL FIELD TRIP

At least four weeks before the proposed day of any field trip the teacher shall supply the following information to the principal in duplicate.

Grade 8th Grade School Auburn Village School Date 9/19/23

Trip Washington D.C.

Date of Trip 4/21/24 - 4/24/24 Estimated Miles _____

Departure Time 7am Return by 4/24/24 @ 6:30

Number of Pupils TBD ? Adults Southside Jr High

Teacher Southside Jr. High

Number of Buses See attached information

Number of Chaperones See attached information

Cost to Student: See attached information

Educational Objectives:
Please see packet for all information

Approved: [Signature] Date: 9/22/23
Principal

Approved: [Signature] Date: 9/22/23
Director of Curriculum, Instruction and Assessment

- ☒ Does Require School Board Approval* Date: _____
☐ Does Not Require School Board Approval

See Policy IJOA - "Any overnight or out-of-state field trips"*



Regina Parcel <rparcel@sau15.net>

Value of DC Trip

1 message

Lori Collins <lcollins@sau15.net>

Fri, Sep 22, 2023 at 11:48 AM

To: Becky McCarthy <bmcCarthy@sau15.net>, Regina Parcel <rparcel@sau15.net>

To allow students to visit Washington, DC and learn about the important national monuments and US history.

Dr. Lori Collins
Principal
Auburn Village School
11 Eaton Hill Rd.
Auburn, NH 03032
603-483-2769 x1002

Auburn School District
General Fund
Expenditure Report - September 2023

X.A.

						ENCUMBRANCES			ENCUMBRANCES PLUS		
ACCOUNT		TITLE				BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
11	1100	1	01	00	5108	REG ED MATH COORDINATOR	86,700.00	65,769.22	24,230.78	90,000.00	(3,300.00)
11	1100	1	01	00	5109	REG ED RETIREMENTS	30,000.00	-	30,000.00	30,000.00	-
11	1100	1	01	00	5112	REG ED TEACHER SALARIES	2,558,071.06	2,163,546.88	393,602.37	2,557,149.25	921.81
11	1100	1	01	00	5114	REG ED PARAPROFESSIONAL	111,941.70	92,932.58	10,324.42	103,257.00	8,684.70
11	1100	1	01	00	5120	REG ED SUBSTITUTE SALARIES	90,000.00	44,441.62	8,761.78	53,203.40	36,796.60
11	1100	1	01	00	5122	REG ED HEALTH INSURANCE BUYOUT	33,750.00	-	-	-	33,750.00
11	1100	1	01	00	5211	REG ED HEALTH INSURANCE	635,699.76	449,739.49	190,928.79	640,668.28	(4,968.52)
11	1100	1	01	00	5212	REG ED DENTAL INSURANCE	15,194.27	6,986.34	3,560.29	10,546.63	4,647.64
11	1100	1	01	00	5213	REG ED LIFE INSURANCE	3,453.58	2,728.14	838.74	3,566.88	(113.30)
11	1100	1	01	00	5214	REG ED DISABILITY INSURANCE	7,884.05	5,130.27	1,597.41	6,727.68	1,156.37
11	1100	1	01	00	5220	REG ED FICA	222,650.40	179,967.74	33,760.08	213,727.82	8,922.58
11	1100	1	01	00	5232	REG ED NHRS PROFESSIONAL	519,433.03	432,100.08	87,235.45	519,335.53	97.50
11	1100	1	01	00	5240	REG ED TUITION REIMBURSEMENT	30,000.00	8,875.44	8,875.44	17,750.88	12,249.12
11	1100	1	01	00	5241	REG ED WORKSHOP REIMB PROF	12,480.00	260.00	544.00	804.00	11,676.00
11	1100	1	01	00	5242	REG ED WORKSHOP REIMB SUPPORT	200.00	-	-	-	200.00
11	1100	1	01	00	5250	REG ED UNEMPLOYMENT INSURANCE	1,971.03	-	-	-	1,971.03
11	1100	1	01	00	5260	REG ED WORKER'S COMPENSATION	7,209.94	-	7,757.80	7,757.80	(547.86)
11	1100	1	01	00	5339	REG ED STUDENT TEAM BUILDING	5,800.00	-	4,950.00	4,950.00	850.00
11	1100	1	01	00	5430	REG ED REPAIRS & MAINT SERVICES	-	13,474.72	372.44	13,847.16	(13,847.16)
11	1100	1	01	00	5442	REG ED RENTAL OF EQUIPMENT	-	4,290.18	531.58	4,821.76	(4,821.76)
11	1100	1	01	00	5610	REG ED SUPPLIES	33,698.51	8,612.59	7,454.39	16,066.98	17,631.53
11	1100	1	01	00	5642	REG ED ELECTRONIC INFORMATION	-	-	-	-	-
11	1100	1	01	00	5643	REG ED INFORMATION ACCESS FEES	19,916.66	12,130.00	5,230.84	17,360.84	2,555.82
11	1100	1	01	00	5737	REG ED REPLACEMENT FURNITURE & F	16,334.15	14,640.00	1,560.52	16,200.52	133.63
11	1100	1	01	06	5610	FOREIGN LANGUAGE SUPPLIES	342.87	-	96.00	96.00	246.87
11	1100	1	01	06	5641	FOREIGN LANGUAGE TEXTBOOKS	131.00	-	-	-	131.00
11	1100	1	01	08	5610	ART SUPPLIES	5,538.50	1,274.13	3,818.98	5,093.11	445.39
11	1100	1	01	08	5739	ART OTHER EQUIPMENT	1,749.28	708.71	300.09	1,008.80	740.48
11	1100	1	01	15	5610	LANGUAGE ARTS SUPPLIES	3,093.67	3,399.08	1,305.60	4,704.68	(1,611.01)
11	1100	1	01	15	5641	LANGUAGE ARTS TEXTBOOKS	3,925.00	1,306.80	-	1,306.80	2,618.20
11	1100	1	01	15	5643	LANGUAGE ARTS INFORMATION ACCESS FEES	1,950.00	-	1,080.00	1,080.00	870.00
11	1100	1	01	15	5645	LANGUAGE ARTS PRACTICE BOOKS	1,063.20	1,049.05	-	1,049.05	14.15
11	1100	1	01	18	5610	HEALTH SUPPLIES	1,099.53	61.99	23.96	85.95	1,013.58
11	1100	1	01	20	5610	TECH ED SUPPLIES	1,482.50	1,450.50	-	1,450.50	32.00
11	1100	1	01	20	5643	TECH ED INFORMATION ACCESS FEES	308.00	-	299.00	299.00	9.00
11	1100	1	01	20	5810	TECH ED DUES & FEES	-	-	-	-	-
11	1100	1	01	23	5610	MATH SUPPLIES	2,942.51	1,312.70	1,757.06	3,069.76	(127.25)
11	1100	1	01	23	5641	MATH TEXTBOOKS	-	-	-	-	-
11	1100	1	01	23	5643	MATH INFORMATION ACCESS FEES	6,635.00	-	-	-	6,635.00
11	1100	1	01	23	5645	MATH PRACTICE BOOKS	23,221.24	625.00	20,317.20	20,942.20	2,279.04
11	1100	1	01	24	5442	MUSIC RENTAL OF EQUIPMENT	-	1,733.71	157.61	1,891.32	(1,891.32)
11	1100	1	01	24	5610	MUSIC SUPPLIES	1,815.75	1,389.91	555.09	1,945.00	(129.25)
11	1100	1	01	24	5739	MUSIC OTHER EQUIPMENT	1,469.99	-	-	-	1,469.99
11	1100	1	01	24	5810	MUSIC DUES & FEES	450.00	524.95	100.00	624.95	(174.95)
11	1100	1	01	25	5610	PHYS ED SUPPLIES	2,349.75	-	2,188.93	2,188.93	160.82
11	1100	1	01	27	5610	READING SUPPLIES	-	350.75	4,503.66	4,854.41	(4,854.41)

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ACCOUNT						TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
11	1100	1	01	27	5645	READING PRACTICE BOOKS	10,860.88	434.00	-	434.00	10,426.88
11	1100	1	01	27	5737	READING REPLACEMENT FURNITURE & F	-	-	-	-	-
11	1100	1	01	29	5610	SCIENCE SUPPLIES	6,600.00	400.00	2,275.00	2,675.00	3,925.00
11	1100	1	01	29	5643	SCIENCE INFORMATION ACCESS FEES	5,690.75	-	5,637.75	5,637.75	53.00
11	1100	1	01	30	5610	SOCIAL STUDIES SUPPLIES	511.93	45.77	-	45.77	466.16
11	1100	1	01	33	5610	TECH INTEGRATION SUPPLIES	389.32	-	318.77	318.77	70.55
11	1100	1	01	33	5643	TECH INTEGRATION INFORMATION ACCESS FEES	-	-	-	-	-
11	1100	1	01	40	5610	DRAMA SUPPLIES	2,461.00	-	-	-	2,461.00
1100 Total							4,528,469.81	3,521,692.34	866,851.82	4,388,544.16	139,925.65
11	1105	3	01	00	5561	REG ED HIGH SCHOOL TUITION OTHER LEA'S	15,408.00	15,408.00	-	15,408.00	-
11	1105	3	01	00	5563	REG ED HIGH SCHOOL TUITION PUBLIC ACADEMIES	3,636,288.00	3,528,432.00	-	3,528,432.00	107,856.00
11	1105	3	01	00	5564	REG ED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	-	9,300.00	4,650.00	13,950.00	(13,950.00)
1105 Total							3,651,696.00	3,553,140.00	4,650.00	3,557,790.00	93,906.00
11	1200	1	01	00	5111	SPED ADMIN/OTHER SALARIES	98,940.00	73,011.17	26,898.83	99,910.00	(970.00)
11	1200	1	01	00	5112	SPED TEACHER SALARIES	230,232.00	250,658.72	45,674.28	296,333.00	(66,101.00)
11	1200	1	01	00	5114	SPED PARAPROFESSIONAL	330,019.31	205,524.99	22,273.51	227,798.50	102,220.81
11	1200	1	01	00	5115	SPED SECRETARIAL SALARIES	43,469.81	40,716.00	7,268.23	47,984.23	(4,514.42)
11	1200	1	01	00	5122	SPED HEALTH INSURANCE BUYOUT	-	-	-	-	-
11	1200	1	01	00	5211	SPED HEALTH INSURANCE	235,384.32	171,226.67	66,330.77	237,557.44	(2,173.12)
11	1200	1	01	00	5212	SPED DENTAL INSURANCE	3,188.63	1,330.59	531.14	1,861.73	1,326.90
11	1200	1	01	00	5213	SPED LIFE INSURANCE	858.94	743.01	210.15	953.16	(94.22)
11	1200	1	01	00	5214	SPED DISABILITY INSURANCE	1,121.99	842.07	330.69	1,172.76	(50.77)
11	1200	1	01	00	5220	SPED FICA	42,859.23	43,422.88	7,146.17	50,569.05	(7,709.82)
11	1200	1	01	00	5231	SPED NHRS SUPPORT	5,881.47	5,508.87	981.01	6,489.88	(608.41)
11	1200	1	01	00	5232	SPED NHRS PROFESSIONAL	45,217.56	63,568.54	14,253.37	77,821.91	(32,604.35)
11	1200	1	01	00	5240	SPED TUITION REIMBURSEMENT	-	-	-	-	-
11	1200	1	01	00	5241	SPED WORKSHOP REIMB PROF	3,200.00	555.00	555.00	1,110.00	2,090.00
11	1200	1	01	00	5250	SPED UNEMPLOYMENT INSURANCE	881.57	-	-	-	881.57
11	1200	1	01	00	5260	SPED WORKER'S COMPENSATION	1,633.40	-	1,757.52	1,757.52	(124.12)
11	1200	1	01	00	5330	SPED OTHER PROF SVCS	175,910.00	136,319.15	64,699.00	201,018.15	(25,108.15)
11	1200	1	01	00	5335	SPED TUTORING	-	-	-	-	-
11	1200	1	01	00	5336	SPED MEDICAID SERVICE PROVIDER	10,000.00	-	-	-	10,000.00
11	1200	1	01	00	5430	SPED REPAIRS & MAINT SERVICES	-	190.32	-	190.32	(190.32)
11	1200	1	01	00	5442	SPED RENTAL OF EQUIPMENT	-	385.44	35.04	420.48	(420.48)
11	1200	1	01	00	5531	SPED TELEPHONE	360.00	720.00	-	720.00	(360.00)
11	1200	1	01	00	5534	SPED POSTAGE	200.00	-	38.35	38.35	161.65
11	1200	1	01	00	5564	SPED TUITION TO PRIVATE SCHOOL	55,000.00	62,632.00	-	62,632.00	(7,632.00)
11	1200	1	01	00	5580	SPED MILEAGE REIMBURSEMENT	4,000.00	-	43.23	43.23	3,956.77
11	1200	1	01	00	5610	SPED SUPPLIES	1,500.00	1,653.75	52.76	1,706.51	(206.51)
11	1200	1	01	00	5641	SPED TEXTBOOKS	-	-	-	-	-
11	1200	1	01	00	5643	SPED INFORMATION ACCESS FEES	1,728.00	-	-	-	1,728.00
11	1200	1	01	00	5645	SPED PRACTICE BOOKS	2,000.00	1,659.89	340.11	2,000.00	-
11	1200	1	01	00	5650	SPED SOFTWARE	-	-	4,636.80	4,636.80	(4,636.80)
11	1200	1	01	00	5733	SPED NEW FURNITURE	1,822.65	-	-	-	1,822.65
11	1200	1	01	00	5739	SPED OTHER EQUIPMENT	896.00	-	-	-	896.00
11	1200	1	01	00	5810	SPED DUES & FEES	995.00	-	-	-	995.00

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ACCOUNT						TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
11	1200	2	01	00	5330	SPED MIDDLE OTHER PROF SVCS	-	2,960.00	240.00	3,200.00	(3,200.00)
11	1200	2	01	00	5564	SPED MIDDLE TUITION TO PRIVATE SCHOOL	58,556.00	29,922.30	33,494.55	63,416.85	(4,860.85)
11	1200	3	01	00	5320	SPED HIGH SCHOOL PROFESSIONAL EDUCATIONAL	60,087.44	60,087.00	-	60,087.00	0.44
11	1200	3	01	00	5330	SPED HIGH SCHOOL OTHER PROF SVCS	-	-	-	-	-
11	1200	3	01	00	5563	SPED HIGH SCHOOL TUITION PUBLIC ACADEMIES	933,084.00	927,196.48	5,887.52	933,084.00	-
11	1200	3	01	00	5564	SPED HIGH SCHOOL TUITION TO PRIVATE SCHOOL	301,475.00	120,149.80	114,460.92	234,610.72	66,864.28
1200 Total						SPECIAL EDUCATION	2,650,502.32	2,200,984.64	418,138.95	2,619,123.59	31,378.73
11	1230	1	01	00	5112	ESY ELEMENTARY TEACHER SALARIES	22,000.00	100.00	15,600.00	15,700.00	6,300.00
11	1230	1	01	00	5114	ESY ELEMENTARY PARAPROFESSIONAL	6,000.00	7,813.75	5,728.25	13,542.00	(7,542.00)
11	1230	1	01	00	5115	ESY ELEMENTARY SECRETARIAL SALARIES	-	-	-	-	-
11	1230	1	01	00	5220	ESY ELEMENTARY FICA	2,142.00	605.49	1,631.62	2,237.11	(95.11)
11	1230	1	01	00	5231	ESY ELEMENTARY NHRS SUPPORT	811.80	-	-	-	811.80
11	1230	1	01	00	5232	ESY ELEMENTARY NHRS PROFESSIONAL	4,329.60	19.99	2,356.80	2,376.79	1,952.81
11	1230	1	01	00	5330	ESY ELEMENTARY OTHER PROF SVCS	5,500.00	3,088.00	5,580.00	8,668.00	(3,168.00)
11	1230	1	01	00	5563	ESY ELEMENTARY TUITION PUBLIC ACADEMIES	19,600.00	1,950.00	18,480.00	20,430.00	(830.00)
11	1230	2	01	00	5330	ESY MIDDLE OTHER PROF SVCS	-	-	-	-	-
11	1230	2	01	00	5563	ESY MIDDLE TUITION PUBLIC ACADEMIES	3,298.00	-	-	-	3,298.00
11	1230	3	01	00	5320	ESY HIGH SCHOOL PROFESSIONAL EDUCATIONAL	-	-	-	-	-
11	1230	3	01	00	5330	ESY HIGH SCHOOL OTHER PROF SVCS	2,000.00	-	2,000.00	2,000.00	-
11	1230	3	01	00	5564	ESY HIGH SCHOOL TUITION TO PRIVATE SCHOOL	9,500.00	4,559.52	4,559.52	9,119.04	380.96
1230 Total						EXTENDED SCHOOL YEAR	75,181.40	18,136.75	55,936.19	74,072.94	1,108.46
11	1260	1	01	00	5112	ELL TEACHER SALARIES	-	-	-	-	-
11	1260	1	01	00	5114	ELL PARAPROFESSIONAL	33,929.54	33,018.05	1,930.88	34,948.93	(1,019.39)
11	1260	1	01	00	5220	ELL FICA	2,595.61	2,525.83	147.72	2,673.55	(77.94)
11	1260	1	01	00	5232	ELL NHRS PROFESSIONAL	-	-	-	-	-
11	1260	1	01	00	5250	ELL UNEMPLOYMENT INSURANCE	40.07	-	-	-	40.07
11	1260	1	01	00	5260	ELL WORKER'S COMPENSATION	33.66	-	36.22	36.22	(2.56)
11	1260	1	01	00	5330	ELL OTHER PROF SVCS	-	10,000.00	-	10,000.00	(10,000.00)
1260 Total						ELL	36,598.88	45,543.88	2,114.82	47,658.70	(11,059.82)
11	1270	1	01	00	5561	ADV LEARNER TUITION OTHER LEA'S	-	-	-	-	-
11	1270	1	01	00	5563	ADV LEARNER TUITION PUBLIC ACADEMIES	12,000.00	14,378.00	-	14,378.00	(2,378.00)
1270 Total						ADV LEARNER	12,000.00	14,378.00	-	14,378.00	(2,378.00)
11	1410	1	01	00	5117	COCURRICULAR CO-CURRICULAR SALARIES	22,000.00	23,714.48	-	23,714.48	(1,714.48)
11	1410	1	01	00	5220	COCURRICULAR FICA	1,683.00	1,809.03	-	1,809.03	(126.03)
11	1410	1	01	00	5232	COCURRICULAR NHRS PROFESSIONAL	4,328.76	3,684.39	-	3,684.39	644.37
11	1410	1	01	00	5610	COCURRICULAR SUPPLIES	920.00	-	705.00	705.00	215.00
11	1410	1	01	00	5616	COCURRICULAR DI SUPPLIES	1,850.00	-	-	-	1,850.00
1410 Total						COCURRICULAR	30,781.76	29,207.90	705.00	29,912.90	868.86
11	1420	1	01	00	5117	ATHLETICS CO-CURRICULAR SALARIES	20,500.00	6,385.23	2,688.54	9,073.77	11,426.23
11	1420	1	01	00	5220	ATHLETICS FICA	1,568.25	488.12	201.61	689.73	878.52
11	1420	1	01	00	5232	ATHLETICS NHRS PROFESSIONAL	4,033.52	462.23	352.01	814.24	3,219.28
11	1420	1	01	00	5330	ATHLETICS OTHER PROF SVCS	7,000.00	-	8,615.00	8,615.00	(1,615.00)
11	1420	1	01	00	5610	ATHLETICS SUPPLIES	1,622.34	383.88	1,201.98	1,585.86	36.48
11	1420	1	01	00	5735	ATHLETICS REPLACEMENT EQUIPMENT	2,197.30	-	-	-	2,197.30
11	1420	1	01	00	5739	ATHLETICS OTHER EQUIPMENT	3,022.75	-	-	-	3,022.75
11	1420	1	01	00	5810	ATHLETICS DUES & FEES	1,615.00	-	-	-	1,615.00

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1420 Total	ATHLETICS	41,559.16	7,719.46	13,059.14	20,778.60	20,780.56
11 1430 1 01 00 5112	SUMMER SCHOOL TEACHER SALARIES	7,500.00	200.00	6,925.00	7,125.00	375.00
11 1430 1 01 00 5114	SUMMER SCHOOL PARAPROFESSIONAL	-	-	-	-	-
11 1430 1 01 00 5220	SUMMER SCHOOL FICA	573.75	15.35	529.77	545.12	28.63
11 1430 1 01 00 5232	SUMMER SCHOOL NHRS PROFESSIONAL	1,476.00	39.41	1,139.12	1,178.53	297.47
11 1430 1 01 00 5610	SUMMER SCHOOL SUPPLIES	200.00	-	183.15	183.15	16.85
1430 Total	SUMMER SCHOOL	9,749.75	254.76	8,777.04	9,031.80	717.95
11 2120 1 01 00 5112	GUIDANCE TEACHER SALARIES	111,808.00	100,777.76	18,323.24	119,101.00	(7,293.00)
11 2120 1 01 00 5122	GUIDANCE HEALTH INSURANCE BUYOUT	-	-	-	-	-
11 2120 1 01 00 5211	GUIDANCE HEALTH INSURANCE	41,988.48	29,375.20	11,631.10	41,006.30	982.18
11 2120 1 01 00 5212	GUIDANCE DENTAL INSURANCE	1,022.01	368.34	70.56	438.90	583.11
11 2120 1 01 00 5213	GUIDANCE LIFE INSURANCE	139.76	127.17	42.39	169.56	(29.80)
11 2120 1 01 00 5214	GUIDANCE DISABILITY INSURANCE	329.83	247.32	82.44	329.76	0.07
11 2120 1 01 00 5220	GUIDANCE FICA	8,553.31	7,707.96	1,315.09	9,023.05	(469.74)
11 2120 1 01 00 5232	GUIDANCE NHRS PROFESSIONAL	21,959.09	19,792.75	3,598.68	23,391.43	(1,432.34)
11 2120 1 01 00 5250	GUIDANCE UNEMPLOYMENT INSURANCE	80.14	-	-	-	80.14
11 2120 1 01 00 5260	GUIDANCE WORKER'S COMPENSATION	295.83	-	318.31	318.31	(22.48)
11 2120 1 01 00 5330	GUIDANCE OTHER PROF SVCS	2,500.00	-	-	-	2,500.00
11 2120 1 01 00 5610	GUIDANCE SUPPLIES	250.00	-	-	-	250.00
11 2120 1 01 00 5617	GUIDANCE ASSESSMENT SUPPLIES	12,360.20	-	8,802.00	8,802.00	3,558.20
11 2120 1 01 00 5643	GUIDANCE INFORMATION ACCESS FEES	450.00	-	500.00	500.00	(50.00)
11 2120 1 01 00 5810	GUIDANCE DUES & FEES	358.00	-	100.00	100.00	258.00
2120 Total	GUIDANCE	202,094.65	158,396.50	44,783.81	203,180.31	(1,085.66)
11 2130 1 01 00 5112	NURSE TEACHER SALARIES	72,100.00	61,007.68	11,092.32	72,100.00	-
11 2130 1 01 00 5120	NURSE SUBSTITUTE SALARIES	3,000.00	-	30.90	30.90	2,969.10
11 2130 1 01 00 5211	NURSE HEALTH INSURANCE	29,872.08	20,696.54	8,457.99	29,154.53	717.55
11 2130 1 01 00 5212	NURSE DENTAL INSURANCE	524.76	131.84	180.03	311.87	212.89
11 2130 1 01 00 5213	NURSE LIFE INSURANCE	73.68	78.75	26.25	105.00	(31.32)
11 2130 1 01 00 5214	NURSE DISABILITY INSURANCE	173.88	154.89	51.63	206.52	(32.64)
11 2130 1 01 00 5220	NURSE FICA	5,745.15	4,599.74	762.77	5,362.51	382.64
11 2130 1 01 00 5232	NURSE NHRS PROFESSIONAL	14,160.44	11,981.91	2,178.52	14,160.43	0.01
11 2130 1 01 00 5240	NURSE TUITION REIMBURSEMENT	1,350.00	-	-	-	1,350.00
11 2130 1 01 00 5241	NURSE WORKSHOP REIMB PROF	-	-	-	-	-
11 2130 1 01 00 5250	NURSE UNEMPLOYMENT INSURANCE	40.07	-	-	-	40.07
11 2130 1 01 00 5260	NURSE WORKER'S COMPENSATION	155.94	-	167.79	167.79	(11.85)
11 2130 1 01 00 5330	NURSE OTHER PROF SVCS	3,000.00	1,382.00	-	1,382.00	1,618.00
11 2130 1 01 00 5610	NURSE SUPPLIES	4,944.83	11.52	577.63	589.15	4,355.68
11 2130 1 01 00 5650	NURSE SOFTWARE	565.50	-	-	-	565.50
11 2130 1 01 00 5735	NURSE REPLACEMENT EQUIPMENT	-	-	-	-	-
11 2130 1 01 00 5737	NURSE REPLACEMENT FURNITURE & F	-	-	-	-	-
11 2130 3 01 00 5330	NURSE SVCS HIGH SCHOOL OTHER PROF SVCS	-	-	-	-	-
2130 Total	HEALTH SERVICES	135,706.33	100,044.87	23,525.83	123,570.70	12,135.63
11 2140 1 01 00 5112	PSYCH SERVICES TEACHER SALARIES	47,732.00	64,438.00	11,716.00	76,154.00	(28,422.00)
11 2140 1 01 00 5122	PSYCH SERVICES HEALTH INSURANCE BUYOUT	1,500.00	-	-	-	1,500.00
11 2140 1 01 00 5211	PSYCH SERVICES HEALTH INSURANCE	-	20,696.54	2,737.30	23,433.84	(23,433.84)
11 2140 1 01 00 5212	PSYCH SERVICES DENTAL INSURANCE	-	131.84	92.88	224.72	(224.72)

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								OUTSTANDING			YTD EXPENDITURES	AVAILABLE BALANCE
11	2140	1	01	00	5213	PSYCH SERVICES LIFE INSURANCE	59.67	72.00	-	-	72.00	(12.33)
11	2140	1	01	00	5214	PSYCH SERVICES DISABILITY INSURANCE	282.96	140.88	-	-	140.88	142.08
11	2140	1	01	00	5220	PSYCH SERVICES FICA	3,766.25	4,862.16	797.90	-	5,660.06	(1,893.81)
11	2140	1	01	00	5232	PSYCH SERVICES NHRS PROFESSIONAL	9,669.16	12,655.62	2,301.04	-	14,956.66	(5,287.50)
11	2140	1	01	00	5250	PSYCH SERVICES UNEMPLOYMENT INSURANCE	38.85	-	-	-	-	38.85
11	2140	1	01	00	5260	PSYCH SERVICES WORKER'S COMPENSATION	126.29	-	135.88	-	135.88	(9.59)
11	2140	1	01	00	5330	PSYCH SERVICES OTHER PROF SVCS	-	-	-	-	-	-
11	2140	1	01	00	5337	PSYCH SERVICES DIAGNOSTIC TESTING	5,000.00	-	1,125.00	-	1,125.00	3,875.00
11	2140	1	01	00	5610	PSYCH SERVICES SUPPLIES	-	-	-	-	-	-
2140 Total		PSYCH SERVICES					68,175.18	102,997.04	18,906.00	-	121,903.04	(53,727.86)
11	2150	1	01	00	5112	SPEECH SVCS TEACHER SALARIES	151,332.00	131,890.84	23,980.16	-	155,871.00	(4,539.00)
11	2150	1	01	00	5122	SPEECH SVCS HEALTH INSURANCE BUYOUT	2,500.00	-	-	-	-	2,500.00
11	2150	1	01	00	5211	SPEECH SVCS HEALTH INSURANCE	22,915.80	16,090.97	6,295.58	-	22,386.55	529.25
11	2150	1	01	00	5212	SPEECH SVCS DENTAL INSURANCE	1,022.01	638.98	186.34	-	825.32	196.69
11	2150	1	01	00	5213	SPEECH SVCS LIFE INSURANCE	189.17	171.09	57.03	-	228.12	(38.95)
11	2150	1	01	00	5214	SPEECH SVCS DISABILITY INSURANCE	446.43	334.80	111.60	-	446.40	0.03
11	2150	1	01	00	5220	SPEECH SVCS FICA	11,768.15	10,059.38	1,781.28	-	11,840.66	(72.51)
11	2150	1	01	00	5232	SPEECH SVCS NHRS PROFESSIONAL	30,212.60	25,903.36	4,709.68	-	30,613.04	(400.44)
11	2150	1	01	00	5250	SPEECH SVCS UNEMPLOYMENT INSURANCE	78.84	-	-	-	-	78.84
11	2150	1	01	00	5260	SPEECH SVCS WORKER'S COMPENSATION	400.39	-	430.81	-	430.81	(30.42)
11	2150	1	01	00	5330	SPEECH SVCS OTHER PROF SVCS	28,340.00	17,706.16	2,243.84	-	19,950.00	8,390.00
11	2150	1	01	00	5610	SPEECH SVCS SUPPLIES	300.00	-	-	-	-	300.00
11	2150	2	01	00	5330	SPEECH SVCS - MIDDLE OTHER PROF SVCS	-	3,292.23	489.77	-	3,782.00	(3,782.00)
11	2150	3	01	00	5330	SPEECH SVCS - HIGH OTHER PROF SVCS	1,800.00	-	-	-	-	1,800.00
2150 Total		SPEECH SERVICES					251,305.39	206,087.81	40,286.09	-	246,373.90	4,931.49
11	2160	1	01	00	5111	THERAPY SVCS ADMIN/OTHER SALARIES	75,108.00	-	-	-	-	75,108.00
11	2160	1	01	00	5211	THERAPY SVCS HEALTH INSURANCE	12,116.40	9,733.00	2,118.77	-	11,851.77	264.63
11	2160	1	01	00	5212	THERAPY SVCS DENTAL INSURANCE	498.52	367.33	71.57	-	438.90	59.62
11	2160	1	01	00	5213	THERAPY SVCS LIFE INSURANCE	93.89	-	-	-	-	93.89
11	2160	1	01	00	5214	THERAPY SVCS DISABILITY INSURANCE	221.57	220.08	-	-	220.08	1.49
11	2160	1	01	00	5220	THERAPY SVCS FICA	5,745.76	-	-	-	-	5,745.76
11	2160	1	01	00	5232	THERAPY SVCS NHRS PROFESSIONAL	14,751.21	-	-	-	-	14,751.21
11	2160	1	01	00	5250	THERAPY SVCS UNEMPLOYMENT INSURANCE	40.07	-	-	-	-	40.07
11	2160	1	01	00	5260	THERAPY SVCS WORKER'S COMPENSATION	197.40	-	212.40	-	212.40	(15.00)
11	2160	1	01	00	5331	THERAPY SVCS OT CONTRACTED SVCS	6,270.00	11,908.50	4,900.00	-	16,808.50	(10,538.50)
11	2160	1	01	00	5333	THERAPY SVCS VISION CONTRACTED SVCS	2,205.00	-	-	-	-	2,205.00
11	2160	1	01	00	5334	THERAPY SVCS PT CONTRACTED SVCS	10,800.00	5,670.00	1,680.00	-	7,350.00	3,450.00
11	2160	1	01	00	5610	THERAPY SVCS SUPPLIES	1,200.00	-	-	-	-	1,200.00
11	2160	2	01	00	5330	THERAPY SVCS - MIDDLE OTHER PROF SVCS	-	-	-	-	-	-
11	2160	2	01	00	5331	THERAPY SVCS - MIDDLE OT CONTRACTED SVCS	1,500.00	-	-	-	-	1,500.00
11	2160	2	01	00	5333	THERAPY SVCS - MIDDLE VISION CONTRACTED SVCS	-	-	-	-	-	-
11	2160	2	01	00	5334	THERAPY SVCS - MIDDLE PT CONTRACTED SVCS	-	-	-	-	-	-
11	2160	3	01	00	5330	THERAPY SVCS - HS OTHER PROF SVCS	-	-	-	-	-	-
11	2160	3	01	00	5331	THERAPY SVCS - HS OT CONTRACTED SVCS	5,250.00	-	-	-	-	5,250.00
11	2160	3	01	00	5333	THERAPY SVCS - HS VISION CONTRACTED SVCS	2,205.00	-	-	-	-	2,205.00
11	2160	3	01	00	5334	THERAPY SVCS - HS PT CONTRACTED SVCS	1,200.00	-	-	-	-	1,200.00

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2160 Total						THERAPY SERVICES	139,402.82	27,898.91	8,982.74	36,881.65	102,521.17
11	2210	1	01	00	5111	STAFF DEVELOPMENT ADMIN/OTHER SALARIES	-	-	-	-	-
11	2210	1	01	00	5112	STAFF DEVELOPMENT TEACHER SALARIES	1,200.00	-	27,478.73	27,478.73	(26,278.73)
11	2210	1	01	00	5211	STAFF DEVELOPMENT HEALTH INSURANCE	-	-	-	-	-
11	2210	1	01	00	5212	STAFF DEVELOPMENT DENTAL INSURANCE	-	-	-	-	-
11	2210	1	01	00	5213	STAFF DEVELOPMENT LIFE INSURANCE	-	-	-	-	-
11	2210	1	01	00	5214	STAFF DEVELOPMENT DISABILITY INSURANCE	-	-	-	-	-
11	2210	1	01	00	5220	STAFF DEVELOPMENT FICA	91.80	-	1,986.31	1,986.31	(1,894.51)
11	2210	1	01	00	5232	STAFF DEVELOPMENT NHRS PROFESSIONAL	236.16	-	5,347.05	5,347.05	(5,110.89)
11	2210	1	01	00	5241	STAFF DEVELOPMENT WORKSHOP REIMB PROF	4,598.69	-	-	-	4,598.69
11	2210	1	01	00	5250	STAFF DEVELOPMENT UNEMPLOYMENT INSURANCE	-	-	-	-	-
11	2210	1	01	00	5260	STAFF DEVELOPMENT WORKER'S COMPENSATION	-	-	-	-	-
11	2210	1	01	00	5322	STAFF DEVELOPMENT ORIENTATION	500.00	-	500.00	500.00	-
11	2210	1	01	00	5330	STAFF DEVELOPMENT OTHER PROF SVCS	-	-	-	-	-
11	2210	1	01	00	5641	STAFF DEVELOPMENT TEXTBOOKS	80.00	-	-	-	80.00
2210 Total						STAFF DEVELOPMENT	6,706.65	-	35,312.09	35,312.09	(28,605.44)
11	2220	1	01	00	5111	MEDIA ADMIN/OTHER SALARIES	74,613.28	66,421.88	12,076.72	78,498.60	(3,885.32)
11	2220	1	01	00	5114	MEDIA PARAPROFESSIONAL	26,783.12	25,313.86	3,306.96	28,620.82	(1,837.70)
11	2220	1	01	00	5211	MEDIA HEALTH INSURANCE	35,032.20	26,035.97	9,516.35	35,552.32	(520.12)
11	2220	1	01	00	5212	MEDIA DENTAL INSURANCE	1,048.25	393.57	71.57	465.14	583.11
11	2220	1	01	00	5213	MEDIA LIFE INSURANCE	115.20	103.59	34.53	138.12	(22.92)
11	2220	1	01	00	5214	MEDIA DISABILITY INSURANCE	218.63	168.66	56.22	224.88	(6.25)
11	2220	1	01	00	5220	MEDIA FICA	7,717.00	6,988.99	1,122.97	8,111.96	(394.96)
11	2220	1	01	00	5232	MEDIA NHRS PROFESSIONAL	14,654.05	13,045.26	2,371.88	15,417.14	(763.09)
11	2220	1	01	00	5241	MEDIA WORKSHOP REIMB PROF	-	-	-	-	-
11	2220	1	01	00	5250	MEDIA UNEMPLOYMENT INSURANCE	80.14	-	-	-	80.14
11	2220	1	01	00	5260	MEDIA WORKER'S COMPENSATION	257.03	-	276.56	276.56	(19.53)
11	2220	1	01	00	5430	MEDIA REPAIRS & MAINT SERVICES	1,136.22	500.00	2,696.21	3,196.21	(2,059.99)
11	2220	1	01	00	5442	MEDIA RENTAL OF EQUIPMENT	-	1,068.50	238.70	1,307.20	(1,307.20)
11	2220	1	01	00	5610	MEDIA SUPPLIES	1,273.52	99.78	503.94	603.72	669.80
11	2220	1	01	00	5641	MEDIA TEXTBOOKS	5,785.43	-	415.57	415.57	5,369.86
11	2220	1	01	00	5642	MEDIA ELECTRONIC INFORMATION	-	-	-	-	-
11	2220	1	01	00	5643	MEDIA INFORMATION ACCESS FEES	9,289.13	-	6,320.00	6,320.00	2,969.13
11	2220	1	01	00	5644	MEDIA PERIODICALS	669.49	-	184.95	184.95	484.54
11	2220	1	01	00	5735	MEDIA REPLACEMENT EQUIPMENT	1,362.66	-	69.94	69.94	1,292.72
11	2220	1	01	00	5810	MEDIA DUES & FEES	149.00	-	-	-	149.00
2220 Total						MEDIA SERVICES	180,184.35	140,140.06	39,263.07	179,403.13	781.22
11	2310	1	01	00	5111	SCHOOL BOARD SERVICES ADMIN/OTHER SALARIES	9,100.00	4,550.00	4,550.00	9,100.00	-
11	2310	1	01	00	5113	SCHOOL BOARD SERVICES TREASURER SALARY	2,300.00	1,150.00	1,150.00	2,300.00	-
11	2310	1	01	00	5115	SCHOOL BOARD SERVICES SECRETARIAL SALARIES	2,250.00	-	300.00	300.00	1,950.00
11	2310	1	01	00	5220	SCHOOL BOARD SERVICES FICA	1,044.23	436.06	459.02	895.08	149.15
11	2310	1	01	00	5231	SCHOOL BOARD SERVICES NHRS SUPPORT	304.43	-	40.60	40.60	263.83
11	2310	1	01	00	5330	SCHOOL BOARD SERVICES OTHER PROF SVCS	-	-	-	-	-
11	2310	1	01	00	5332	SCHOOL BOARD SERVICES AUDIT EXPENSES	7,600.00	-	6,000.00	6,000.00	1,600.00
11	2310	1	01	00	5338	SCHOOL BOARD SERVICES CRIMINAL RECORD CHECK	1,500.00	546.50	501.75	1,048.25	451.75
11	2310	1	01	00	5341	SCHOOL BOARD SERVICES LEGAL & CONSULTING	20,000.00	7,088.00	2,912.00	10,000.00	10,000.00

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						ENCUMBRANCES			ENCUMBRANCES PLUS		
ACCOUNT		TITLE				BUDGET	OUTSTANDING	YEAR TO DATE EXP	YTD EXPENDITURES	AVAILABLE BALANCE	
11	2310	1	01	00	5342	SCHOOL BOARD SERVICES DISTRICT MEETING SERVICES	750.00	600.00	-	600.00	150.00
11	2310	1	01	00	5613	SCHOOL BOARD SERVICES SCHOOL BOARD SUPPLIES	275.00	-	-	-	275.00
11	2310	1	01	00	5614	SCHOOL BOARD SERVICES DISTRICT MEETING SUPPLIES	1,750.00	1,000.00	-	1,000.00	750.00
11	2310	1	01	00	5618	SCHOOL BOARD SERVICES TREASURER SUPPLIES	500.00	-	-	-	500.00
11	2310	1	01	00	5810	SCHOOL BOARD SERVICES DUES & FEES	-	3,779.31	1,949.61	5,728.92	(5,728.92)
2310 Total SCHOOL BOARD SERVICES						47,373.66	19,149.87	17,862.98	37,012.85	10,360.81	
11	2320	0	01	00	5590	SAU SERVICES SAU SERVICES	413,738.00	209,222.00	209,222.00	418,444.00	(4,706.00)
2320 Total SAU SERVICES						413,738.00	209,222.00	209,222.00	418,444.00	(4,706.00)	
11	2410	1	01	00	5111	PRINCIPAL SERVICES ADMIN/OTHER SALARIES	119,850.00	88,441.33	32,583.67	121,025.00	(1,175.00)
11	2410	1	01	00	5115	PRINCIPAL SERVICES SECRETARIAL SALARIES	81,457.33	66,456.75	20,324.94	86,781.69	(5,324.36)
11	2410	1	01	00	5118	PRINCIPAL SERVICES ASSISTANT PRINCIPAL SALAR	187,170.00	143,234.45	52,770.55	196,005.00	(8,835.00)
11	2410	1	01	00	5122	PRINCIPAL SERVICES HEALTH INSURANCE BUYOUT	750.00	-	-	-	750.00
11	2410	1	01	00	5211	PRINCIPAL SERVICES HEALTH INSURANCE	77,020.68	48,344.66	26,109.77	74,454.43	2,566.25
11	2410	1	01	00	5212	PRINCIPAL SERVICES DENTAL INSURANCE	2,857.32	797.94	391.73	1,189.67	1,667.65
11	2410	1	01	00	5213	PRINCIPAL SERVICES LIFE INSURANCE	424.42	331.26	120.42	451.68	(27.26)
11	2410	1	01	00	5214	PRINCIPAL SERVICES DISABILITY INSURANCE	948.40	592.20	226.44	818.64	129.76
11	2410	1	01	00	5220	PRINCIPAL SERVICES FICA	29,718.51	22,760.13	7,680.11	30,440.24	(721.73)
11	2410	1	01	00	5231	PRINCIPAL SERVICES NHRS SUPPORT	6,197.91	8,991.60	2,728.99	11,720.59	(5,522.68)
11	2410	1	01	00	5232	PRINCIPAL SERVICES NHRS PROFESSIONAL	60,298.73	45,501.91	16,763.60	62,265.51	(1,966.78)
11	2410	1	01	00	5240	PRINCIPAL SERVICES TUITION REIMBURSEMENT	5,000.00	-	2,654.00	2,654.00	2,346.00
11	2410	1	01	00	5241	PRINCIPAL SERVICES WORKSHOP REIMB PROF	1,350.00	-	-	-	1,350.00
11	2410	1	01	00	5244	PRINCIPAL SERVICES SECRETARIAL WORKSHOP	600.00	-	190.00	190.00	410.00
11	2410	1	01	00	5250	PRINCIPAL SERVICES UNEMPLOYMENT INSURANCE	200.36	-	-	-	200.36
11	2410	1	01	00	5260	PRINCIPAL SERVICES WORKER'S COMPENSATION	925.90	-	996.26	996.26	(70.36)
11	2410	1	01	00	5430	PRINCIPAL SERVICES REPAIRS & MAINT SERVICES	31,474.02	1,500.84	11,500.06	13,000.90	18,473.12
11	2410	1	01	00	5442	PRINCIPAL SERVICES RENTAL OF EQUIPMENT	22,524.00	8,289.17	1,874.47	10,163.64	12,360.36
11	2410	1	01	00	5531	PRINCIPAL SERVICES TELEPHONE	22,320.00	18,273.01	6,070.99	24,344.00	(2,024.00)
11	2410	1	01	00	5534	PRINCIPAL SERVICES POSTAGE	3,000.00	-	30.54	30.54	2,969.46
11	2410	1	01	00	5540	PRINCIPAL SERVICES ADVERTISING	750.00	-	15.40	15.40	734.60
11	2410	1	01	00	5550	PRINCIPAL SERVICES PRINTING	500.00	-	-	-	500.00
11	2410	1	01	00	5580	PRINCIPAL SERVICES MILEAGE REIMBURSEMENT	800.00	-	119.21	119.21	680.79
11	2410	1	01	00	5610	PRINCIPAL SERVICES SUPPLIES	1,800.00	-	851.20	851.20	948.80
11	2410	1	01	00	5735	PRINCIPAL SERVICES REPLACEMENT EQUIPMENT	4,400.00	-	-	-	4,400.00
11	2410	1	01	00	5737	PRINCIPAL SERVICES REPLACEMENT FURNITURE & F	1,208.86	-	-	-	1,208.86
11	2410	1	01	00	5810	PRINCIPAL SERVICES DUES & FEES	1,525.00	-	1,680.00	1,680.00	(155.00)
2410 Total PRINCIPAL SERVICES						665,071.44	453,515.25	185,682.35	639,197.60	25,873.84	
11	2600	1	01	00	5111	MAINTENANCE ADMIN/OTHER SALARIES	89,250.00	65,860.55	24,264.45	90,125.00	(875.00)
11	2600	1	01	00	5116	MAINTENANCE CUSTODIAL SALARIES	175,976.64	110,205.29	39,396.92	149,602.21	26,374.43
11	2600	1	01	00	5211	MAINTENANCE HEALTH INSURANCE	47,148.60	34,653.88	11,963.02	46,616.90	531.70
11	2600	1	01	00	5212	MAINTENANCE DENTAL INSURANCE	1,789.50	2,041.82	371.28	2,413.10	(623.60)
11	2600	1	01	00	5213	MAINTENANCE LIFE INSURANCE	303.29	205.92	68.64	274.56	28.73
11	2600	1	01	00	5214	MAINTENANCE DISABILITY INSURANCE	761.89	434.79	144.93	579.72	182.17
11	2600	1	01	00	5220	MAINTENANCE FICA	20,559.07	13,461.03	4,730.24	18,191.27	2,367.80
11	2600	1	01	00	5231	MAINTENANCE NHRS SUPPORT	36,361.36	20,802.18	7,427.50	28,229.68	8,131.68
11	2600	1	01	00	5232	MAINTENANCE NHRS PROFESSIONAL	-	-	-	-	-
11	2600	1	01	00	5241	MAINTENANCE WORKSHOP REIMB PROF	450.00	-	-	-	450.00

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11 2600 1 01 00 5250	MAINTENANCE UNEMPLOYMENT INSURANCE	240.43	-	-	-	240.43
11 2600 1 01 00 5260	MAINTENANCE WORKER'S COMPENSATION	3,979.76	-	4,282.17	4,282.17	(302.41)
11 2600 1 01 00 5360	MAINTENANCE CONTRACTED SERVICES	3,900.00	8,020.00	17,560.00	25,580.00	(21,680.00)
11 2600 1 01 00 5430	MAINTENANCE REPAIRS & MAINT SERVICES	19,650.00	10,154.00	836.00	10,990.00	8,660.00
11 2600 1 01 00 5431	MAINTENANCE REPAIRS EQUIPMENT	560.00	-	740.00	740.00	(180.00)
11 2600 1 01 00 5432	MAINTENANCE REPAIRS BUILDINGS	14,850.00	3,220.05	18,250.50	21,470.55	(6,620.55)
11 2600 1 01 00 5433	MAINTENANCE REPAIRS GROUNDS	12,675.00	2,293.80	147.64	2,441.44	10,233.56
11 2600 1 01 00 5434	MAINTENANCE BUILDING IMPROVEMENTS	-	4,275.00	17,578.00	21,853.00	(21,853.00)
11 2600 1 01 00 5435	MAINTENANCE SEC & SAFETY EQUIP REPAIR	1,875.00	-	258.00	258.00	1,617.00
11 2600 1 01 00 5437	MAINTENANCE GARBAGE REMOVAL	11,220.00	7,141.37	4,204.63	11,346.00	(126.00)
11 2600 1 01 00 5438	MAINTENANCE GROUNDS MAINTENANCE CONTR	14,820.00	8,445.00	5,905.00	14,350.00	470.00
11 2600 1 01 00 5439	MAINTENANCE LIFE SAFETY REPAIRS	5,750.00	-	5,769.95	5,769.95	(19.95)
11 2600 1 01 00 5521	MAINTENANCE PROPERTY/LIABILITY INS	32,750.00	-	32,750.00	32,750.00	-
11 2600 1 01 00 5531	MAINTENANCE TELEPHONE	-	1,260.00	180.00	1,440.00	(1,440.00)
11 2600 1 01 00 5580	MAINTENANCE MILEAGE REIMBURSEMENT	750.00	-	72.05	72.05	677.95
11 2600 1 01 00 5610	MAINTENANCE SUPPLIES	20,515.00	-	2,846.99	2,846.99	17,668.01
11 2600 1 01 00 5612	MAINTENANCE MAINTENANCE SUPPLIES	9,000.00	137.65	2,992.12	3,129.77	5,870.23
11 2600 1 01 00 5621	MAINTENANCE PROPANE	55,000.00	38,500.00	-	38,500.00	16,500.00
11 2600 1 01 00 5622	MAINTENANCE ELECTRICITY	125,000.00	-	21,015.95	21,015.95	103,984.05
11 2600 1 01 00 5731	MAINTENANCE NEW EQUIPMENT	1,100.00	-	-	-	1,100.00
11 2600 1 01 00 5735	MAINTENANCE REPLACEMENT EQUIPMENT	1,500.00	-	1,134.62	1,134.62	365.38
2600 Total	MAINTENANCE	707,735.54	331,112.33	224,890.60	556,002.93	151,732.61
11 2700 0 01 00 5517	REG ED TRANSPORTATION ATHLETIC TRANS	15,000.00	-	-	-	15,000.00
11 2700 0 01 00 5518	REG ED TRANSPORTATION FIELD TRIP TRANS	7,500.00	-	-	-	7,500.00
11 2700 0 01 00 5519	REG ED TRANSPORTATION TRANSPORTATION	789,998.40	-	-	-	789,998.40
11 2700 0 01 61 5519	SPED TRANSPORTATION TRANSPORTATION	400,000.00	286,266.94	75,365.69	361,632.63	38,367.37
2700 Total	TRANSPORTATION	1,212,498.40	286,266.94	75,365.69	361,632.63	850,865.77
11 2840 1 01 00 5111	IT ADMIN/OTHER SALARIES	91,800.00	67,742.34	24,957.66	92,700.00	(900.00)
11 2840 1 01 00 5114	IT PARAPROFESSIONAL	16,000.00	14,987.00	5,913.00	20,900.00	(4,900.00)
11 2840 1 01 00 5121	IT STAFFING TIME SALARIES	-	-	-	-	-
11 2840 1 01 00 5122	IT HEALTH INSURANCE BUYOUT	-	-	-	-	-
11 2840 1 01 00 5211	IT HEALTH INSURANCE	12,116.40	16,546.88	5,839.67	22,386.55	(10,270.15)
11 2840 1 01 00 5212	IT DENTAL INSURANCE	524.76	365.47	73.43	438.90	85.86
11 2840 1 01 00 5213	IT LIFE INSURANCE	97.41	101.25	33.75	135.00	(37.59)
11 2840 1 01 00 5214	IT DISABILITY INSURANCE	229.89	199.17	66.39	265.56	(35.67)
11 2840 1 01 00 5220	IT FICA	8,246.70	6,304.57	2,270.41	8,574.98	(328.28)
11 2840 1 01 00 5231	IT NHRS SUPPORT	12,420.54	9,165.54	3,376.80	12,542.34	(121.80)
11 2840 1 01 00 5241	IT WORKSHOP REIMB PROF	750.00	-	-	-	750.00
11 2840 1 01 00 5250	IT UNEMPLOYMENT INSURANCE	40.07	-	-	-	40.07
11 2840 1 01 00 5260	IT WORKER'S COMPENSATION	547.66	-	589.28	589.28	(41.62)
11 2840 1 01 00 5330	IT OTHER PROF SVCS	29,523.66	2,040.00	13,230.70	15,270.70	14,252.96
11 2840 1 01 00 5431	IT REPAIRS EQUIPMENT	2,600.00	-	43.16	43.16	2,556.84
11 2840 1 01 00 5531	IT TELEPHONE	-	660.00	60.00	720.00	(720.00)
11 2840 1 01 00 5610	IT SUPPLIES	3,250.00	-	1,281.43	1,281.43	1,968.57
11 2840 1 01 00 5641	IT TEXTBOOKS	-	-	-	-	-
11 2840 1 01 00 5643	IT INFORMATION ACCESS FEES	-	-	-	-	-

Auburn School District
General Fund
Expenditure Report - September 2023

ACCOUNT						TITLE	BUDGET	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	ENCUMBRANCES PLUS YTD EXPENDITURES	AVAILABLE BALANCE
11	2840	1	01	00	5650	IT SOFTWARE	28,923.00	4,078.00	19,875.13	23,953.13	4,969.87
11	2840	1	01	00	5733	IT NEW FURNITURE	75.00	-	-	-	75.00
11	2840	1	01	00	5734	IT NEW COMPUTER EQUIP	4,242.44	1,891.80	3,562.43	5,454.23	(1,211.79)
11	2840	1	01	00	5738	IT REPLACE COMPUTERS	59,400.00	-	53,577.42	53,577.42	5,822.58
11	2840	1	01	00	5810	IT DUES & FEES	970.00	-	340.00	340.00	630.00
2840 Total						INFORMATION TECH	271,757.53	124,082.02	135,090.66	259,172.68	12,584.85
11	5110	1	01	00	5910	PRINCIPAL OF DEBT PRINCIPAL OF DEBT	745,000.00	745,000.00	745,250.00	1,490,250.00	(745,250.00)
5110 Total							745,000.00	745,000.00	745,250.00	1,490,250.00	(745,250.00)
11	5120	1	01	00	5830	DEBT SERVICE INTEREST	432,110.00	432,110.00	225,553.75	657,663.75	(225,553.75)
5120 Total							432,110.00	432,110.00	225,553.75	657,663.75	(225,553.75)
Grand Total							16,515,399.02	12,727,081.33	3,400,210.62	16,127,291.95	388,107.07

AUBURN POLICIES SECOND READING/ADOPTION		
2nd Reading Date: October 10, 2023 1st Reading Date: September 12, 2023 Committee Mtg: September 8, 2023		
POLICY TITLE/CATEGORY	CURRENT CODE	Board Changes
Public Notification of School Board Meetings	BEDA	Old. Update with practice.
Evaluation of the Superintendent	CBI	Old. Review. Some language changes.
Change of School or Assignment	JCA	Changes in RSA 193:3 impacting change of school assignment/manifest educational hardship.
Manifest Educational Hardship	JEC	Eliminate JEC if JCA changes are adopted. Changes in law regarding Manifest Educational Hardship.
Student Transportation	EEA	Dated information. Provide transportation for Kindergarteners. Updated language provided by Attorney Graham.
Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation	JLCJA	New-Required by Law
Home Education Instruction/Dual Enrollment	IHBG-R	Board request to review. Language changes to work in conjunction with ASB Policy IHBG (approved 8/22/23)
Non-Educational Questionnaires, Surveys, and Research	ILD	Changed language of bullet #2

**AUBURN SCHOOL DISTRICT
PUBLIC NOTIFICATION OF SCHOOL BOARD MEETINGS**

All School Board meetings are open to the public. Except in a case of emergency, the Board will announce at least 24 hours in advance through two public postings ~~and, when possible, through the newspapers,~~ **with the** date, time, and place of all regular and special meetings.

Adopted: October 12, 1999

Statutory Reference:
RSA 91-A:2

**AUBURN SCHOOL DISTRICT
EVALUATION OF THE SUPERINTENDENT**

Through evaluation of the Superintendent, the Board will strive to accomplish the following:

1. Clarify for the Superintendent his/her role in the school system as seen by the Board.
2. Clarify for all board members the role of the Superintendent ~~in the light of~~ **per** his/her job description and the immediate priorities among his/her responsibilities as agreed upon by the Board and the Superintendent.
3. Develop ~~harmonious~~ **an effective** working relationships between the Board and Superintendent.
4. Provide effective administrative leadership for the school system.

The Board will provide the Superintendent with periodic opportunities to discuss Superintendent-Board relationships, and will inform him/her, at least annually, of its assessment of his/her performance **in conjunction with the SAU #15 Superintendent's evaluation process.**

Adopted: December 14, 1999

AUBURN SCHOOL DISTRICT
CHANGE OF SCHOOL OR ASSIGNMENT POLICY

In circumstances where the best interests of a pupil warrant a change of school or assignment, the Superintendent is authorized to re-assign a pupil from the public school to which he/she is currently assigned to another public school, or to approve a request from another Superintendent to accept a transfer of a pupil from a school district that is not part of the SAU, under the following conditions and procedure:

CONDITIONS AND PROCEDURES FOR RE-ASSIGNMENT

1. ~~The parent(s) or legal guardian(s) (or superintendent of another SAU) shall make a written request to the Superintendent or consents to the recommendation of the Superintendent for a change of school assignment. In the request, the parent(s)/legal guardian(s) shall state why the best interests of the pupil warrant a reassignment.~~

2. ~~The Superintendent shall fully consider this written request, shall meet with the parent(s) or legal guardian(s), if necessary, and shall make a decision concerning the reassignment request.~~

3. ~~The Superintendent's decision shall be based on the best interests of the pupil, as determined by the Superintendent. The Superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.~~

4. ~~If the Superintendent determines that the best interest of the pupil warrants a reassignment, he/she will present the matter to the school board. The board must vote to approve the reassignment before the reassignment can occur. Upon school board approval, the Superintendent may reassign the pupil to: (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the Superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.~~

5. ~~The Superintendent will issue a written decision to the parent/guardian.~~

6. ~~The total reassignments or transfers made under this policy in any one school year shall not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater unless the school board votes to exceed this limit.~~

7. ~~Reassignments made under this policy which exceed the percentages provided in #6 above, must have the prior written approval of the School Board.~~

~~COUNT OF RE-ASSIGNED PUPILS. TUITION PAYMENT AND RATE, AND TRANSPORTATION~~

~~Pupils reassigned under this policy shall be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district shall forward any tuition payment due to the District to which said pupil was assigned.~~

~~The Superintendents involved in the reassignment of a pupil shall jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the superintendent of the receiving district for good cause shown, or pursuant to any applicable policy(ies) of the receiving district, presuming said action is not contrary to law.~~

~~The cost of transportation for any pupil reassigned under this policy shall be the sole responsibility of the parent/legal guardian.~~

~~ROLE OF DEPARTMENT OF EDUCATION~~

~~The Superintendent of the pupil's resident SAU shall notify the Department of Education within thirty (30) days of any reassignment made under this policy.~~

~~MANIFEST EDUCATIONAL HARDSHIP CHANGE OF ASSIGNMENT~~

~~When a parent(s)/legal guardian(s) believe that an initial assignment has been made which will result in a manifest educational hardship to the pupil, said parent(s)/legal guardian(s) may seek a change of assignment in accordance with RSA 193:3 Policy JEC, Manifest Educational Hardship.~~

~~SPECIAL EDUCATION PLACEMENTS~~

~~A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.~~

Resident students of the Auburn School District shall be assigned to a public school within of the District by the Superintendent or designee. The Board recognizes that in unusual and extraordinary circumstances, parents or guardians may wish to request a change of assignment to another public school, public academy, or approved private school within the District or to a public school, public academy, or approved private school in another district. When the parents or guardians believe that the student's assignment is not in the student's best interests or will result in a manifest educational hardship to the student, the District will consider requests for reassignment in accordance with this Policy and the most restrictive provisions of law.

A. Best Interest Reassignment – Determination by Superintendent.

Consistent with RSA 193:3, I, and subject to the provisions below, the Superintendent is authorized to reassign a student residing in the District to another public school, public academy, or approved private school within the District or to a public school, public academy, or an approved private school in another district.

The authorization granted Superintendent to make reassignments under this Policy applies only after application is made by the parent or guardian of the student or with the parents' or guardian's consent, and upon a finding by the Superintendent that reassignment is in the student's best interests due to the student's academic, physical, personal, or social needs.

This Policy, however, does not limit the Superintendent's authority to make other in-District assignments consistent with applicable Board policies and administrative rules.

1. Procedure:

- a. In order to initiate consideration of a reassignment based upon the child's best interests, the parent/guardian shall submit to the Superintendent a written request stating why and/or how the student's best interests warrant reassignment. In order to facilitate a determination, the application may also include any additional information described in Section 1(d) below. The written request should be mailed or delivered to the SAU office, or emailed to the Superintendent at the email address provided on the District's website.
- b. Upon receipt of the request, the Superintendent shall schedule a meeting (the "reassignment meeting") with the parent or guardian, to be held within ten (10) days of receiving the request.
- c. Prior to or at the reassignment meeting, the parent or guardian shall make a specific request that the student be re-assigned to another public school, public academy, or approved private school within the District or to a public school, public academy, or an approved private school in another district.
- d. At the reassignment meeting, the parent or guardian may present documents, witnesses, or other relevant evidence supporting the parent's belief that reassignment is in the best interest of the student.
- e. The Superintendent may present such information as he or she deems appropriate.
- f. In determining whether reassignment is in the student's best interest the Superintendent shall consider the student's academic, physical, personal, or social needs.

2. Finding Reassignment is or is not in the Student's Best Interest.

- a. Within five (5) school days of the reassignment meeting, the Superintendent shall deliver to the parent/guardian a written determination as to whether or not reassignment is in the child's best interest. Delivery of the written determination should be done in a manner to produce evidence of the delivery (e.g., hand delivery, email, fax, certified or registered mail).
- b. If the Superintendent finds it is in the best of the interest of the student to change the student's school or assignment, the Superintendent shall initiate:
 - i. A change of assignment within the student's current assigned school;
 - ii. The student's transfer to another public school, public academy, or approved private school within the District; or
 - iii. The student's transfer to a public school, public academy, or approved private school in another district.
- c. If the Superintendent does not find that it is in the best interest of the student to change the student's school or assignment, the parent or guardian may request a manifest educational hardship hearing before the School Board as provided in Section B of this Policy.

3. Reassignment Based on Best Interest.

- a. If a student is reassigned as a result of a best interest determination, the Superintendent shall work with the Superintendent of the receiving district/school to determine whether the district/school to which the student

is to be assigned will accept the student and to establish a tuition rate for such student.

- b. The Superintendent's reassignment of a student based on a finding that it is in the student's best interest is not binding on the receiving district or school. Students who are reassigned must be accepted for attendance at the school/district to which they are reassigned and their continued attendance will be determined by the receiving school/district.
- c. Any reassignment to a public school or public academy in another district as a result of a best interest determination will be conditioned on the Superintendent and the Superintendent/Administrator of the receiving district/school reaching an agreement on the tuition to be charged to the student's resident district. For a reassignment to an approved private school, the private school may charge tuition to the parent or enter an agreement for payment of tuition with the District.
- d. Pursuant to RSA 193:3, I (g), if the Superintendent has made a finding that it is in the best interest of the student to be reassigned, tuition has been established, and the student is accepted, then the School Board shall approve the tuition payment.
- e. Transportation for a student reassigned under this Section A (best interest) shall be the responsibility of the parent or legal guardian.
- f. Unless otherwise stated by the Superintendent, all reassignments based on best interest shall be limited to ~~one (1) the~~ school year **ending June 30**.

4. Other In-District Assignments. Nothing in this Policy is intended to limit authority otherwise extended to the Superintendent to make assignments or reassignments to District Schools or schools with which the District contracts according to the policies, regulations, and ordinary practices of the District.

B. Manifest Educational Hardship – Determination by School Board and Appeal to State Board.

If, after following the procedure outlined in Section A of this Policy, the Superintendent found that it was not in the best interest of the student to be reassigned as requested by the student's parent or guardian, then the parent or guardian may request a manifest educational hardship hearing before the School Board within thirty (30) days of receipt of the Superintendent's written decision denying the best interest reassignment.

1. "Manifest Educational Hardship" Defined. As provided in RSA 193:3, II (a), "manifest educational hardship" means that a student has a documented hardship in the student's current educational placement; and that such hardship has a detrimental or negative impact on the student's academic achievement or growth, physical safety, or social and emotional well-being. Such hardship must be so severe, pervasive, or persistent that it interferes with or limits the ability of the student to receive an education.
2. Procedure for Determination of Manifest Educational Hardship.
 - a. The Superintendent shall duly notify the School Board that the parent or guardian has requested a manifest educational hardship hearing, and the School Board shall schedule a hearing to be held no more than fifteen (15) days after the request has been received by the Superintendent. The Board shall provide at least two (2) full days notice of the hearing. The Board will conduct the hearing in non-public session,

unless the parent or guardian requests the hearing be held in public session, under RSA 91-A:3, II(c).

- b. Prior to or at such hearing, the parent or guardian shall provide to the Superintendent a specific request in writing to be reassigned to a particular school and the reasons for the request. The Superintendent shall provide such request to the School Board at the hearing. Although not required, the parent or guardian may include the written request and reasons as part of the original hearing request.
- c. At such hearing, the parent or guardian may present documents, witnesses, or other relevant evidence supporting the parent's or guardian's belief that the student is experiencing a manifest educational hardship. The Superintendent may present such information as he or she may deem appropriate to assist the School Board in reaching its decision. The parties (or their appointed designee) shall have the right to examine all evidence and witnesses. The formal rules of evidence shall not apply. The Board shall record the hearing.
- d. **The parent or guardian shall have the burden of establishing a manifest educational hardship by clear and convincing evidence**, which means that the evidence is highly and substantially more likely to be true than untrue, and the Board must be convinced that the existence of a manifest educational hardship is highly probable.
- e. The Board will render its decision in writing within seven (7) days after the hearing, and will forward its written decision to the parents or guardians via means producing proof of delivery (e.g., hand deliver, email, fax, or certified or registered mail). The decision will conform to the requirements of NH Dept. of Education Rule Ed. 320.

3. Finding of Manifest Educational Hardship.

- a. If the School Board finds that the student has a manifest educational hardship, the School Board shall grant the parent's or guardian's request to re-assign the student to another public school or public academy in the District or to a public school or public academy in another district, or to an approved private school.
- b. The School Board's reassignment of a student based on a finding of manifest educational hardship is not binding on the receiving district or school. Students who are reassigned must be accepted for attendance at the school/district to which they are reassigned and their continued attendance will be determined by the receiving school/district.
- c. If the student is assigned to a public school or public academy in another district because of a manifest educational hardship, tuition shall be determined according to RSA 193:4.
- d. If a student is assigned to an approved private school because of manifest educational hardship determination and the school agrees to enroll the student, it may charge tuition to the parent or guardian or may enter into an agreement for payment of tuition with the District.
- e. Unless otherwise stated by the School Board, all manifest educational hardship reassignments shall be limited to ~~one (1)~~ the school year **ending June 30**.

4. Finding that Manifest Educational Hardship was not Established – Appeal to the New Hampshire State Board of Education. If the School Board finds that the parent or

guardian has not met their burden of proof, the parent or guardian may appeal the School Board's decision to the New Hampshire State Board of Education ("SBOE"), within thirty (30) days of receipt of the Board's written decision in accordance with NH Dept. of Ed. Rule Ed. 204.01 (g).

- C. Admission Requirements.** Students reassigned under this Policy shall meet the admission requirements of the school to which the student is to be reassigned.
- D. Statutory Reassignment Limit.** The total reassignments or transfers made under this Policy in any one school year will not exceed one (1) percent of the average daily membership in residence of the District, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the School Board votes to exceed this limit.
- E. Count of Reassigned Pupils.** Students reassigned under this Policy will be counted in the average daily membership in residence of the student's resident school district.
- F. Notice to the Department of Education.** The Superintendent will notify the Department of Education within thirty (30) days of any reassignment made under this Policy.
- G. Special Education Placements.** Students with disabilities as defined in RSA 186-C:2 shall be accorded a due process review and shall be assigned pursuant to rules adopted under RSA 186-C:16.

Legal References:

RSA 193:3, III, Change of School Assignment, RSA 193:14-a, Change of School Assignment; Duties of State Board of Education, N.H. Dept. of Education Administrative Rule Ed. 320

Adopted: May 13, 2008
Revised: October 11, 2011
Revised: January 12, 2016
Revised: February 14, 2017
Reviewed: January 15, 2019

AUBURN SCHOOL DISTRICT STUDENT TRANSPORTATION SERVICES

The Auburn School District shall provide transportation for pupils to schools in the school district consistent with provisions of RSA 189:6, 189:9, 189.9a provided they live one mile or more from the school.

Per RSA 193:12, students who are deemed legal residents of the school district pursuant to a divorce decree or parenting plan developed under RSA 461-A will not necessarily be provided transportation. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances. The Superintendent or designee's decision will be final.

The following policies shall apply:

General Operating Policy

Bus routes shall be established by the Superintendent and/or designee, subject to review by the School Board. Routes will be developed annually and posted. Pupils who attend charter public schools within the district and pupils who attend private schools shall be entitled to the same transportation privileges within the District as are provided for pupils in public school.

Pupils who attend charter public schools or approved public schools in the district will be provided transportation in accordance with RSA 189:9 and RSA 194-B:2,V.

Bus stops shall be established under the direction of the Superintendent and/or designee. A bus stop so established will be designated as authorized when the School Board has approved its designation as such. Drivers may not load or unload pupils at other than authorized **unauthorized bus stops. Transportation will be provided to kindergarten students if there is sufficient space available on the bus, will utilize existing bus stops, and will be one-way (morning or afternoon session).**

Student Conduct on School Buses

The bus driver will have responsibility to maintain orderly behavior of students on school buses and will report misconduct to the student's Principal in writing. Video cameras may be used on buses to support the bus driver's reports of unacceptable conduct. The school Principal will have the authority delegated by the Superintendent and/or designee to suspend the riding privileges of students who are disciplinary problems on the bus by failing to conform to the rules and regulations promulgated by the School Board. Parents of children whose pattern of behavior and conduct on school buses endangers the health, safety and welfare of other riders will be notified that their children face the loss of school bus riding privileges in accordance with the student discipline code. Suspensions in excess of twenty consecutive days must be ratified by the Board (RSA 189:9a).

Resolution of Conflicts

A parent who wishes to request a change or exemption from any of the student transportation policies shall direct that request to either the school Principal or the ~~manager of the transportation provider~~ **Superintendent or his/her designee**.

Matters of student conduct should be referred to the Principal while routing and scheduling should be directed to the ~~transportation provider~~ **Superintendent or his/her designee**. Should the parent not be satisfied with the results, an appeal can be made to the ~~Office of the Superintendent of Schools~~ **School Board's Transportation Committee**. If the individual remains dissatisfied, the individual may request an appeal to the Auburn School Board through the Superintendent ~~of Schools~~.

Adopted: September 13, 1995
Adopted: April 11, 2000
Revised: May 8, 2007
Revised: April 8, 2008
Revised: December 13, 2016
Revised: January 10, 2017

Legal References:

*RSA 189.6, RSA 189.8,
RSA 189.9, RSA 189-9a,
RSA 193:12, RSA 194-B:2 V*

NEW-REQUIRED (Language from NHSBA)

**AUBURN SCHOOL DISTRICT
EMERGENCY PLAN FOR SPORTS RELATED INJURIES**

For responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
- b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
- c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
- d. Identify the activity location, address, or venue for the purpose of directing emergency personnel;
- e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
- f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; and
- g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.

Dissemination of Sports Injury Emergency Action Plan.

The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

Additional Written Protocols and Procedures Required.

The Superintendent or his/her designee shall develop written procedures and protocols as described below:

Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;

Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:

- a. injury or illness related to or involving any head, face, or cervical spine;
- b. cardiac injury or diagnosis;
- c. exertional heat stroke;
- d. sickle cell trait;
- e. asthma;
- f. allergies; or

g. diabetes

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

Student Return to Play - Procedures governing a student's to return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy JLCJ, and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

Annual Review and Update. The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan. The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan.

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

AUBURN SCHOOL DISTRICT
HOME EDUCATION INSTRUCTION/~~DUAL ENROLLMENT~~

The Board acknowledges the right of every parent to choose to home educate their child(ren) in compliance with RSA 193-A or to send them to a nonpublic school. Recognition of a home education program will be limited to students ages **6 5** to 18 years.

I. Participation in Classes/Activities

All requests by a home educated or nonpublic student for participation in an educational program or co-/extra-curricular activity shall be made in writing by the parent/guardian, in duplicate to the Principal of the appropriate school and to the Superintendent. After consulting with the Principal, who shall consult with appropriate staff, the Superintendent and/or designee shall, in writing, grant or deny the request.

A request by a home educated or nonpublic student for the following related services of physical therapy, occupational therapy, speech therapy, counseling, psychological, guidance, etc., and/or other special education services shall ~~go through the appropriate process and procedure as defined by New Hampshire Standards for the Education of Students with Disabilities~~ **be administered per Auburn School Board Policy IHBG.**

Resident home-educated or nonpublic students may enroll in specific classes or activities provided the following conditions are met:

A. General Participation

1. There is space available in the class/activity.
2. The admission of the student will not have an adverse **affect effect** on the class/activity.
3. There are no extra costs incurred by the district.
4. The class/activity is deemed to be developmentally and academically appropriate.
5. Prerequisite class/activity requirements are met.
6. Transportation, other than regularly scheduled school bus services, is provided by the parent/guardian.
7. No substantial administrative or staff burden is created.
8. There are no other factors impacting why the request should be granted or denied.

B. Participation in Regular Class

1. Reasonable notification of desire to participate is received by the Superintendent and school Principal in advance of the first class meeting. Requests will be processed on a first come first served basis.

2. Attendance is regular, behavior is appropriate, and the parent/guardian and student demonstrate a willingness to follow the district's/school's rules and regulations.
3. The student completes all assignments and tests as are required of other students in the class.
4. Credit/grade is granted only after the successful completion of the class.

**C. Participation in ~~Co-Curricular~~ Other Activities
(Field trips, assemblies, science fairs, etc.)**

1. Prior written permission has been given by the parent/guardian.
2. Prior written permission has been given by the Principal.
3. The student has agreed to abide by the same code of conduct as the regularly enrolled students participating in the activity.
4. The parent/guardian accepts responsibility for transportation to and from the school and/or activity.
5. Requests for participation in activities which are purely social, such as school dances, will be determined in accordance with the school's guest policies or practices.

**D. Participation in Extra-Curricular Activities
(~~Band, chorus,~~ School clubs, intramural sports, etc.)**

1. The student meets the same academic, physical examination, age and eligibility requirements and standards as regularly enrolled students (documentation of such must be provided when requested by the Principal).
2. The transfer student from a home education program meets the same eligibility requirements as enrolled transfer students.
3. The student maintains the same code of behavior as required of other regularly enrolled school participants.
4. The student must follow the team's traveling procedures.
5. The student may not be enrolled in another school.

II. Use of Facilities and Equipment

Students may use school facilities and equipment on the same basis as regularly enrolled students provided the following conditions are met:

- A. The use does not disrupt regular student, staff, or special program use.
- B. The use has been approved by the Principal prior to use.

- C. The use will not create additional expense to the school district.
- D. The use is directly related to the home instruction educational program.
- E. The use does not involve removing furniture or equipment from the school premises.

III. Use of School Texts and Library Books/Materials

Students may be permitted to use school texts and library books/materials provided the following conditions are met:

- A. Sufficient copies are available.
- B. The text is appropriate to the student's age and grade.
- C. The text is signed out to the student and/or parent/guardian for a period of no longer than one year. A mandatory security deposit for replacement text is required.
- D. Library books are signed out according to the library loan policy.
- E. The student and/or parent/guardian agrees to pay the school district for all lost, damaged and/or non-returned texts and/or library books. The district may require a security deposit.

IV. Eighth Grade Diploma Eligibility

Home educated or nonpublic students are not eligible to receive a school diploma.

V. Evaluation

Students being home educated may participate in **the evaluation process per Auburn School District Policy IHBG.** ~~regularly scheduled, standardized testing program administered by the district or annual evaluation services provided the following conditions are met:~~

- ~~A. The parent/guardian notifies the Principal as to the intention to participate at least 30 days in advance of the testing dates.~~
- ~~B. The student attends the scheduled testing sessions/dates.~~
- ~~C. The parent/guardian complies with state standards for home school annual evaluations.~~

Adopted: January 11, 1995
Adopted: November 14, 2000
Revised: November 10, 2009

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

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

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

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

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

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

School District Approval

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

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

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

Parental Notification

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

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

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

Miscellaneous Provisions

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

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

Adopted: December 8, 2015

Revised: March 13, 2018

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, **RSA 186:11, IX-d**

Policy-First Reading - Auburn			
		2nd Board Reading Date:	
		1st Board Reading Date:	
		Committee Meeting Date:	
CURRENT CODE	POLICY TITLE/CATEGORY	COMMITTEE RECOMMENDATIONS	
	Non-Resident Student Enrollment for Children of Staff	NEW. Board Request	
GBG	Employee Protection	Old/Reviewed	2000
GBGA	Staff Health	Old/Reviewed	2000
GCF	Professional Staff Hiring	Old/Reviewed	2000
GCR	NonSchool Employment	Old/Reviewed. Language changes	2000
JEA	Compulsory Attendance Age	Old/Reviewed	2000
ACN	NEW Nursing Mothers Accomodation	New Required by Law	NEW
EHAB	Data Governance and Security	The Board previously reduced this policy to one sentence. Changes in law resulted in review by Adam Hollins who suggested readopting original language and adding new statutes.	Fall Updates
JKAA	Use of Restraints	Reviewed by Committee-sent to Drummond Woodsum for suggested policy language	Fall Updates

XI.B.

11/14/2023

10/10/2023

10/2/2023

Last reviewed

NEW

AUBURN SCHOOL DISTRICT
NON-RESIDENT STUDENT ENROLLMENT
FOR CHILDREN OF STAFF MEMBERS POLICY

For purposes of this Policy, non-resident staff is defined as staff who do not reside in Auburn. If space is available (Grades K-8), non-resident staff may apply for their children to attend Auburn schools in grades K-8 only without paying tuition, subject to the following requirements:

1. Non-resident staff must submit a request to the Auburn School Board prior to the start of the school year (no later than July 15). Mid-year transfers of non-resident students will not be permitted.
2. Non-resident staff must contact their school district of residence to notify them of the request to have their child enrolled in Auburn Schools if granted permission from the Auburn School Board.
3. The School Board shall only approve attendance for one school year at a time. The non-resident parent must reapply to the Auburn School Board each year prior to the start of each school year (no later than July 15), if they seek to re-enroll their child in Auburn for another school year.
4. Non-resident staff must be employed by the Auburn School District throughout the time that their children are enrolled in Auburn schools. The student's tuition free attendance in Auburn schools shall terminate as soon as their parent, for any reason, is no longer employed by the Auburn School District. If, however, the student remains enrolled in the school after their parent is no longer employed, the parent will be responsible to pay Auburn for the pro-rated tuition costs for the period of time the student remains enrolled in Auburn.
5. Parents are responsible for all transportation.
6. For special education students with a legal residence in New Hampshire, the district of residence shall be responsible for all special education costs as provided in RSA 193:3, IV and RSA 186-C:13, IV. Parents will notify the student's district of residence immediately upon applying for acceptance at Auburn School District, and the district of residence shall acknowledge its responsibility to pay special education costs before the student is enrolled in Auburn.
7. For special education students whose legal residence is not in New Hampshire, the district of residence shall agree, in writing, to reimburse Auburn School District for all special education costs before the student is enrolled in Auburn. It is the responsibility of the parents to obtain this agreement from the student's district of residence.
8. The student will be subject to the same rules and discipline process as other students attending Auburn schools. If discipline becomes detrimental to the education of others, the students' re-enrollment may not be granted at the discretion of the Board.

**AUBURN SCHOOL DISTRICT
EMPLOYEE PROTECTION**

The School Board will indemnify and hold harmless district employees against claims that may be entered against them as a result of carrying out their assigned responsibilities, as provided under RSA 31:105 and 31:106. To protect the district's financial resources, as well, the Board will provide for liability coverage for all personnel through policies structured to maintain the statutory immunities as provided in RSA 31:107; professional liability insurance as needed, worker's compensation, and unemployment compensation coverages.

Worker's Compensation

All employees of the District are covered by worker's compensation insurance paid for and provided by the Board. This insurance coverage is provided for employees in accordance with the provisions of the insurance carrier.

Unemployment Compensation

All employees of the district are covered by unemployment compensation insurance paid for and provided by the Board. This insurance coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits afforded are for wage loss due to temporary unemployment through no fault of the individual, for those who meet eligibility requirements as provided for in state law. District employees with reasonable assurance of employment after a regularly scheduled vacation break are ineligible for benefits during such breaks.

**AUBURN SCHOOL DISTRICT
STAFF HEALTH**

I. Medical Examination of School Personnel

All school personnel shall be required to have a pre-employment medical examination by a licensed physician. Any person who objects to all or part of any medical examination because of religious beliefs shall be exempt from said examination, except that no such exemption shall be granted if state or local authorities determine that such exemption would constitute a hazard to the health of persons exposed to the unexamined individual.

II. Additional Examinations

The Superintendent may request a medical examination for any employee if at any time he/she has reason to believe that the employee's physical or mental health may be inimical to the welfare of pupils or other employees. The cost of such examination will be borne by the district.

III. Responsibility

The Superintendent and/or his/her designee is instructed to take such action as is required to implement this policy and to supervise the necessary recordkeeping to substantiate test results.

Adopted: December 14, 1971
Revised: November 9, 1976
Revised: September 14, 1989
Revised: August 23, 2000
Proposed Revision: January 12, 1994
Adopted: June 13, 2000

Statutory References:
RSA 200:20
RSA 200:36
RSA 200:37

**AUBURN SCHOOL DISTRICT
PROFESSIONAL STAFF HIRING**

In accordance with RSA 189:39, the Superintendent shall nominate teachers to the School Board for the coming year no later than April 15th of the preceding contractual year.

Adopted: November 14, 2000

Statutory References:
RSA 189:39
RSA 189:14 (a & b)

AUBURN SCHOOL DISTRICT
NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF MEMBERS

When a person is hired on a regular, full-time basis, the Board considers that it has given him/her full-time employment. It expects employees to give the responsibilities of their positions in the district precedence ~~over any type of outside part-time work.~~

Outside work done by a staff member is of concern to the Board insofar as it may interfere with the position for which the Board has hired that individual to perform. ~~As such, an employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the responsibilities of the position; nor will~~ aAn employee may not use any district facilities, equipment, or materials in performing outside work.

**AUBURN SCHOOL DISTRICT
COMPULSORY ATTENDANCE AGE**

Compulsory attendance shall be required of all children in accordance with RSA 193:1.

Adopted: November 14, 2000

Statutory Reference:
RSA 193:1

**AUBURN SCHOOL DISTRICT
NURSING MOTHERS ACCOMMODATION**

A. Statement of Purpose

The District provides a supportive environment as to time and place for employees (collectively “nursing mothers”). Subject to the terms and exceptions set forth in this policy, the District will accommodate the needs of nursing mothers by providing reasonable times and suitable spaces for nursing mothers to nurse during school and work hours for one year after the birth of the child. Nursing for purposes of this policy will include expression of milk by manual or mechanical means.

No nursing mother will be discriminated against for nursing or nursing related activities as provided in this policy, and reasonable efforts will be made to assist nursing mothers in meeting their infant feeding goals while at work or school.

B. Accommodation Notice and Plans

A nursing or expectant mother should contact the building principal or employee’s supervisor at least two weeks before the need for nursing accommodations arises. The District will endeavor to meet the break and space needs of each nursing mother. However, when ordinary accommodations (as discussed below) will create undue hardship to the operations of the school/workplace, the District will work with the nursing mother to determine whether other acceptable accommodations may be made. Such other accommodations could include such items as a change in work/class assignments, or schedules. When acceptable accommodations are unattainable, the building principal or other administrator working with the nursing mother should consult with the District’s Human Rights/Non-Discrimination Officer or Superintendent.

A nursing accommodation plan should be revisited upon the nursing mother’s request, or at least every three months, with adjustments made to the accommodations for breaks as nursing needs change.

C. Reasonable Time to Express Milk during the School Day

Absent undue hardship or other accommodations as established under Section B, above, a nursing mother will have a minimum of three opportunities (“nursing period”) during a work or school day, at agreed upon intervals (which should include flexibility as appropriate and practicable) for the purpose of nursing or to address other needs relating to nursing. An employee can use usual break and meal periods if she chooses.

A nursing mother who is an hourly employee will be paid during nursing periods. Nursing mothers shall not be required to “make up” time relating to the use of

unpaid nursing periods.

D. Suitable Private Areas for Nursing

Nursing mothers will be provided with a private place, other than a bathroom, in each school district building in which a nursing mother spends her working or school day. The nursing area:

1. May be temporary or permanent.
2. Shall be shielded from view and free from intrusion by other persons, including without limitation other staff or students;
3. Shall be within a reasonable walk to the nursing mothers work-station or classroom unless otherwise agreed by the nursing mother;
4. Have at a minimum an electrical outlet and a chair if feasible;
5. Have a sink with running water if feasible, or be in proximity to one;
6. Have a refrigerator for breast milk storage if feasible, or be in proximity to one; and
7. Shall be cleaned regularly by District staff assigned to that duty.

E. Nursing Mother Responsibilities.

Nursing mothers will:

1. Provide at least two weeks advance notice of the need for nursing accommodations, preferably prior to their return to school following the birth of the child. This will allow school administrators the opportunity to establish a location and work out scheduling issues.
2. Maintain the nursing area by wiping down surfaces with antibacterial wipes so the area is clean for the next user.
3. Provide their own supplies as is necessary.

F. Prohibited conduct.

Any intentional act which violates a nursing mother's privacy, aims to frustrate a nursing mother's intentions to use the nursing facilities, or constitutes harassment on account of a nursing mother's needs or breastfeeding status is prohibited, and shall be treated as violation of the applicable code of conduct, with possible disciplinary consequences and may constitute sexual harassment and reported to the Title IX Coordinator.

G. Dissemination of policy.

This policy shall be printed or summarized in applicable employee handbook. For employees, if the handbook is not provided at the time of hire, then the District will provide a copy of this policy at the time of hire.

DATA GOVERNANCE AND SECURITY

~~The district will develop a Data Governance Plan that should be reviewed and approved on an annual basis at the June meeting of the Auburn School Board.~~

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

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

A. Definitions

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

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

Cybersecurity Incident – an occurrence that actually or potentially jeopardizes the confidentiality, integrity, or availability of an information system or the information processes, stores, or transmits, if that constitutes a violation or imminent threat of violation of security policies, security procedures, or acceptable use policies.

B. Data and Privacy Governance Plan - Administrative Procedures

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

The Data Governance Plan shall include:

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

2. Policies and Administrative Procedures. The Superintendent, in consultation with the District's Information Security Officer (ISO), is directed to review, modify and recommend (policies) create (administrative procedures), where necessary, relative to collecting, securing, and correctly disposing of District data (including, but not limited to Confidential and Critical Data/Information, and as otherwise necessary to

implement this policy and the Data Governance Plan. Such policies and/or procedures will may or may not be included in the annual Data Governance Plan.

C. Information Security Officer

The Technology Director is hereby designated as the District's Information Security Officer (ISO) and reports directly to the Superintendent or designee. The ISO is responsible for implementing and enforcing the District's security policies and administrative procedures applicable to digital and other electronic data, and suggesting changes to these policies, the Data Governance Plan, and procedures to better protect the confidentiality and security of District data. The ISO will work with the both District and building level administrators and Data managers (paragraph E, below) to advocate for resources, including training, to best secure the District's data.

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

D. Responsibility and Data Stewardship

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

E. Data Managers

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

F. Confidential and Critical Information

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

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

The Superintendent and/or the ISO shall immediately report any known or suspected cybersecurity incidents within the District's information systems, or within an information system of any vendor of the District, to the New Hampshire Cyber Integration Center of the Department of Information Technology. The Superintendent and/or the ISO shall disclose all known information and interactions. The ISO or designee will investigate immediately and take any action necessary to secure the information, issue all required legal notices and prevent future incidents. When necessary, the Superintendent, ISO, or designee is authorized to secure resources to assist the District in promptly and appropriately addressing a security breach.

As a part of this investigation, the ISO or designee will promptly determine the likelihood that any information part of a cybersecurity incident has been or will be misused. If the determination is that the misuse of information has occurred or is reasonably likely to occur, or if a determination cannot be made, the ISO will notify the affected individuals as soon as possible.

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

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

G. Using Online Services and Applications

District staff members are encouraged to research and utilize online services or applications to engage students and further the District's education mission. District employees, however, are prohibited from installing or using applications, programs or other software, or online system/website, that either stores, collects or shares confidential or critical data/information, until the ISO approves the vendor and the software or service used. Before approving the use or purchase of any such software or online service, the ISO or designee shall verify that it meets the requirements of the law, Board policy, and the Data Governance Plan, and that it appropriately protects confidential and critical data/information. This prior approval is also required whether or not the software or online service is obtained or used without charge.

Notwithstanding the prohibition on the use of applications, etc. that store, collect or share personally identifiable information concerning a student ("PII"), students participating in career exploration or career technical education may, with written parental consent, register for technology platforms and services to be used as part of the student's approved program of study, even if said platforms and services require the collection, storage and sharing of the student's PII. Use of these platforms and services is subject to the conditions set forth in B.1(f), above, and related provisions of the Data Governance Plan. The written parental consent forms shall be retained as student records.

H. Training

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

I. Data Retention and Deletion

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

J. Consequences

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

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

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

Adopted: June 11, 2019

Reviewed: June 13, 2023

Legal References:

15 U.S.C. §§ 6501-6506 * Children's Online Privacy Protection Act (COPPA)

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

20 U.S.C. § 1232h * Protection of Pupil Rights Amendment (PPRA)

20 U.S.C. § 1400-1417 * Individuals with Disabilities Education Act (IDEA)

20 U.S.C. § 7926 * Elementary and Secondary Education Act (ESSA)

RSA 189:65 * Definitions

RSA 186:66 * Student Information Protection and Privacy

RSA 189:67 * Limits on Disclosure of Information

RSA 189:68 * Student Privacy

RSA 189:68-a * Student Online Personal Information

RSA 31:103-b Cybersecurity

RSA 359-C:19-21 * Right to Privacy/Notice of Security Breach

XII.A.

AUBURN SCHOOL BOARD

October 10, 2023

Notice of Retirement

**Bonnie Boucher
Teacher**

XIII.

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

DATE: October 2, 2023

GRADE	SECTION	TOTAL 2023-2024	TOTAL 2022-2023	TOTAL 2021-2022	TOTAL 2020-2021
K	4	62	62	69	51
1	4	70	83	62	59
2	4	84	64	62	74
3	3	69	63	83	71
4	3	62	86	74	75
5	4	83	76	76	68
6	4	76	77	71	79
7	4	80	73	75	60
8	4	71	73	56	69
TOTAL	34	657	657	628	606

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

DATE: October 2, 2023

School	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
Pinkerton Academy	73	53	61	68	255
Memorial High School	0	0	0	1	1
Private	3	8	10	5	26
TOTALS by Grade	76	61	71	74	282
Special Education Placements	0	2	2	0	4
GRAND TOTAL					286

New Hampshire School Administrative Unit #15

90 Farmer Road

Hooksett, New Hampshire 03106-2125

Telephone (603) 622-3731 Fax (603) 669-4352

William J. Rearick

Superintendent of Schools

Meghan Largy

Director of Curriculum, Instruction and Assessment

Cory Izbicki

Business Administrator

September 18, 2023

David Fairweather
First Student, Inc.
51 Lowell Road
Salem, NH 03079

Dear Mr. Fairweather,

This letter is to request that you attend a meeting at the SAU offices on September 22, 2023 at 10:00 a.m. to discuss the Auburn School Districts' possible assessment of liquidated damages for your company's non-performance of its transportation obligations as outlined in Section 4 of the District's March 14, 2023 contract for transportation. At the meeting the district will consider any mitigating circumstances for your companies instances non-performance on dates listed below.

The district is considering assessing liquidated damages of \$150 for each incident detailed on the attached document. After the meeting the District will notify you within 7 days of determining whether to assess liquidated damages and it will give you 30 days after that notice to respond to the assessment in accordance with the terms of the district's agreement.

Sincerely,



William J. Rearick
Superintendent of School

Auburn Village School
Bus Issues 2023/2024

8/30/2023		Bus#	Issue	Liquidated Damages
AM	Middle	3	25 minutes late to school	\$150
AM	Middle	5	25 minutes late to school	\$150
AM	Elementary	1	20 minutes late to school	\$150
AM	Elementary	3	20 minutes late to school	\$150
PM	Elementary	3	40 minutes late	\$150
PM	Elementary	4	40 minutes late	\$150
9/6/2023				
PM	Elementary	4	90 minutes late	\$150
9/7/2023				
AM	Middle	4	25 minutes late	\$150
PM	Middle	4	50 minutes late	\$150
9/8/2023				
PM	Elementary	4	38 minutes late	\$150
9/11/2023				
PM	Elementary	4	30 minutes late	\$150
9/14/2023	Day 11		Ridership numbers not provided	\$150
9/15/2023	Day 12		Ridership numbers not provided	\$150
				\$1,950



September 29, 2023

Mr. William J. Rearick
 Superintendent of Schools
 New Hampshire School Administrative Unit #15
 90 Farmer Road
 Hooksett, New Hampshire 03106-2125

Re: Agreement Between Auburn School District and Pinkerton Academy

Dear Superintendent Rearick,

I write in response to your letter addressed to me, which Pinkerton Academy (“Pinkerton” or the “Academy”) received on August 29, 2023.

With respect to the Auburn School District’s (the “District”) request for language changes to the parties’ Agreement, Pinkerton will address each specific request below. However, as a general comment I note that the proposed changes, some of which would materially alter the nature of the parties’ Agreement and relationship, were presented to us without any context or rationale for the requests. As you know from our correspondence regarding the Candia School District’s recent proposed language changes, the absence of such information necessarily limits the Academy’s ability to evaluate the District’s proposals. It is always helpful for the District to provide its rationale behind each proposed change, along with supporting data and other information.

Responses to the District’s Proposed Language Changes

1. Page 1: The District proposes to change the language “the Academy is willing to receive the pupils” to “the Academy agrees to receive all Auburn students”.

Response: This proposed change would be a deviation from similar language in the Academy’s agreements with other sending districts. Further, as you know, the Academy already receives all high school students from the District who want to attend the Academy. The Academy is not clear on why this change is being proposed.

2. Section 6: Add the language to the end of the Section: “The Board of Trustees will provide one guidance counselor (school counselor) for every 300 students.

Response: The Academy has carefully considered this request. The Academy provides School Counseling Services to all of its students, including those from the District. The Academy is not inclined to agree to contractually set a numeric ratio of school counselors to students for a number of reasons, including the inconsistency it would create with other sending district agreements and the administrative work that would be required to ensure compliance with such a numeric requirement. However, the Academy currently targets the American School Counselor Association's recommended ratio for school counselors to students, which the Academy believes is serving all of its students well. In addition, it should be noted that the Academy has a current school counseling “goal” of exceeding the national school counseling caseload recommendation by striving for a ratio of 1 school counselor for every 250 students.

3. Section 10: Add the language: “To accommodate the timelines of the sending schools’ public review process, the Academy will provide its tuition rate, or its best estimate of an expected tuition rate or its best estimate of an expected tuition or range of rates no later than November 15th.” And delete the language: “Said estimate will be incorporated into the District’s annual budget. Further said, the estimate shall be based upon the total costs estimated pursuant to the following paragraph 11, divided by the estimated number of students entering the Academy.”

Response: Under Section 10 of the current Agreement, the Academy is required to make a good faith effort annually to supply the District with a written tuition estimate for the succeeding school year. Although no deadline is set for the Academy to make that estimate, the Academy traditionally has provided the estimate by December 1 and, to the best of its knowledge, Pinkerton has always complied with this December 1 target date. Although Pinkerton does not have the District’s rationale for this proposed change, it does not see the need to move that date up by two weeks to November 15.

Pinkerton works as expeditiously as possible to get the annual tuition estimate to the sending districts, but it sometimes needs that time in late November to complete the process. Pinkerton understands that the District has its own process and timeline that it must follow with respect to budgeting and has always endeavored to work collaboratively with all sending districts in that regard. Further, the Academy does not understand why the District is proposing to eliminate the language that the estimate will be incorporated into the District’s annual budget and stating how the estimate is calculated. The District has provided no reasoning for deleting this language. Pinkerton is therefore not inclined to agree to this language change.

However, and only related to the annual budget review process, Pinkerton may be willing to reconsider timing for providing certain budgetary information. That is, if the District’s budget process changes in such a way that further review and possible adjustments should be considered.

4. Section 13(B): Change March 30 to March 31 and add the following language to the end of the section: “The renewal of the contract for an additional 5 years will occur only if negotiations are successful.”

Response: The Academy has carefully considered this request. The Academy is unclear what the District is referring to when it says renewal will occur “only if negotiations are successful.” The Agreement does not provide for negotiations in Section 13 or otherwise. The Academy does not know what “negotiations” means in this context nor how to measure if any such negotiations “are successful.” Pinkerton is therefore not inclined to agree to this language change. However, if the District wishes to clarify its intent with respect to this proposed language change, the Academy will consider any such clarification.

5. New Section 13(C): Add the following language as new Section 13(C): “The Board of Trustees will notify the Auburn School Board that changes to the contract can be made. Notification will occur three months prior to the March 31st deadline.”

Response: The Academy has carefully considered this request. The Academy is unclear what the District is referring to when it says the Trustees will notify the District “that changes to the contract can be made.” The District does not identify what types of changes it is envisioning. Further, the Agreement already contains a procedure in Section 14 (“Contract Language Change”) for addressing proposed language changes by either party. This provision allows the parties to revisit the contract language every 5 years and to change the language if both parties agree. The Academy believes this provision works as intended and has served the parties well. Pinkerton is therefore not inclined to agree to this language change. However, if the District wishes to clarify its intent with respect to this proposed language change, the Academy will consider any such clarification.

6. Section 14: Add the following language to the end of Section 14: “The Board of Trustees will notify the Auburn School Board that changes to the contract can be made. Notification will occur three months prior to the June 30 deadline.”

Response: The Academy has carefully considered this request. Again, because the District has not provided any context or reasoning for its proposed change, it is difficult for the Academy to ascertain why the District is making this request. The Academy notes that the District made requested language changes as provided for in the Agreement without formal notice from the Academy. This is consistent with the Academy’s experience with other sending districts. The Academy is therefore not inclined to agree to a language change that adds a notification requirement. However, if the District wishes to clarify why it feels a notice requirement is necessary, the Academy will consider any such clarification.

7. New proposed Section 20 relating to Career Guidance Services. (School Counseling Services)

Response: The Academy has carefully considered this request. Based on that review, it appears the information is already available to the District's LEA who has data access on all students in special education/section 504. Annual Reports and regular meeting presentations also share the explanation and descriptions of programs that are designed to target students on an individual basis.

As always, Pinkerton Academy personnel are available to assist in locating and evaluating student information that is provided in various documents to each district.

8. New proposed Section 21 relating to the provision of an Annual Report.

Response: The Academy has also carefully considered this request. Based on that review, it appears the information is already provided through Annual Reports of the previous academic year that is shared with the districts in the fall.

For example, these Annual Reports include the top 10 of each class, number of students on the honor roll, student council, National Honor Society, National Technical Honor Society, World Language, Math, and Science Honor Societies. Also included are students who are in theater guild, all state, jazz state, and CTSO competitions. College matriculation and graduation data percentages by district are also provided. Each semester and after year end, the District is provided with the academic information on each of its students which includes course achievements, absenteeism, and standardized test scores. Trends in standardized test scores, educational trends, and goals, are presented in the Annual Report and by members of administration at sending town meetings as well as meetings with district administrators. While Pinkerton is not inclined to agree to the District's new proposed Section 21 related to the Annual Report, the Academy may, upon request, be willing to provide additional information beyond what is already provided.

9. New proposed Section 22 relating to Auburn School Board Representation on Academy Board of Trustees Subcommittees.

Response: The Academy has carefully considered this request. Without the benefit of an explanation from the District as to why it seeks to add this language to the Agreement, the Academy is not clear as to the reasoning for the proposed change. However, Pinkerton notes its more than 200-year history as an independent school with excellent governance standards and fiscal responsibility. Moreover, this provision would be inconsistent with the Academy's agreements with other sending districts. Therefore, the Academy is not inclined to agree to this proposed addition. However, if there is a specific reason behind the District's request for this additional section, Pinkerton will take that reasoning under consideration.

10. New proposed Section 23 relating to Auburn Resident Trustee Visits to Four (4) Auburn School Board Meetings Annually.

Response: The Academy has carefully considered this request. The District states that the purpose of the meeting would be to “provide updates on the status of various initiatives by the Board of Trustees.” Pinkerton starts by noting that it recognizes that communication and dialogue between the Academy and the sending districts are important. Under the terms of the Agreement, there are three (3) meetings between the Board of Trustees and sending district representatives each year, at which updates on Board initiatives (among many other matters) are discussed. Auburn School Board members are of course welcome to attend and, based on the Academy’s experience, do in fact attend these meetings. Further, the addition of this provision would be inconsistent with the agreements of the other sending districts. While the Academy is always open to exploring ways to improve communication and dialogue, it is not inclined to add the proposed language to the parties’ Agreement.

Pinkerton Academy recognizes, acknowledges, and values the mutually beneficial relationship it has with Auburn, and expects that it will continue well into the future.

Respectfully,



Dr. William A. Nevius
President, Board of Trustees
Pinkerton Academy

cc: Dr. Timothy Powers, Pinkerton Academy Head of School
Mr. Alan Villeneuve, School Board Chair
Office of the Pinkerton Academy Board of Trustees