

**Hinsdale School Board Meeting
December 11, 2024
SAU Conference Room
6:00 PM**

This meeting is being held in person and via Zoom.

Zoom Link:

<https://us06web.zoom.us/j/83981747011?pwd=iqWf1UHUF4vLrz3pPiwQ8MRs49AaIq.1>

Meeting ID: 839 8174 7011

In an effort to maximize our meeting time and make efficient our work on behalf of our students, Hinsdale School Board members have subscribed to the following meeting norms:

1. We will be respectful to all speakers.
2. We listen to understand and not to respond.
3. We will be fully present at the meeting by becoming familiar with materials before we arrive.
4. We will be attentive to how our physical and verbal expressions affect others.
5. Each of us is responsible for respectfully airing disagreements with each other in a timely manner rather than sharing them with others.
6. We will be responsible for examining all points of view before a consensus is accepted.

1. Call to Order A. Anderson

2. Review of the Manifests A. Anderson

3. Minutes A. Anderson

1. Motion to accept the public and non-public minutes of November 13, 2024.
2. Motion to accept the public and non-public minutes of November 19, 2024.
3. Motion to accept the public minutes of November 25, 2024.

4. Citizens' Comments A. Anderson

Citizen will state his or her name and then direct your comment to the Chair. If needed, the Chair will ask for Board or Administrative response. The Chair will respond at the next scheduled board meeting if required.

5. Student Board Member Items K. Howe

6. Superintendent's Report D. Ryan

1. Superintendent's Report – D. Ryan
2. Business Administrator's Report - J. Fortson
3. Director of Academics and Career Readiness' Report - K. Thompson
4. Principals' Reports - A. Roth (HMHS); Dr. Bremner (HES)

5. IT Director's Report - J. Therieau
6. Director of Student Services' Report – P. Wallace
7. Facilities Director's Report – N. Boudreau

7. New Board Business

A. Anderson

1. Budget Development Update
2. Social Media Protocol
3. Schedule Public Forum (if needed)
4. Overnight Field Trip Request
5. Social Studies Program Review Proposal
6. Policies – First Readings:
 - a. BBBF - Student Board Members
 - b. DAF – Administration of Federal Grant Funds
 - c. EBCA – Crisis Prevention & Emergency Response Plans
 - d. EBCH – Chemical Safety & Chemical Hygiene Plan
 - e. EH – Public Use of School Records
 - f. EH-F(1) – Public Access to School District Records – Request for Waiver
 - g. EH-F(2) – Public Access to School District Records – Financial Affidavit
 - h. EH-R(1) – Public Access to School District Records – Procedures for Public Access
 - i. GBGBA – Use of Automated External Defibrillator
 - j. IC – School Year
 - k. ICA – School Calendar
 - l. IGE – Parental Objections to Specific Course Material
 - m. IHAM – Health Education & Exemption from Instruction
 - n. IKF – HS Graduation
 - o. JJIB – Interscholastic Athletics
 - p. JLCEA – Use of Automated External Defibrillator
 - q. JLCJA – Sports Injuries
 - r. JLF – Reporting Child Abuse or Neglect
 - s. JLF-F(1) - Child Abuse and/or Neglect Reporting Form
 - t. JLP – Parental Notification of and Involvement in Student Welfare
 - u. KFD – Use and Location of Automated External Defibrillators

A. Anderson

Other Business

7. Any other business to be conducted by the Board

8. Committee Reports

A. Anderson

Vision Statement

Supporting students by providing personalized learning and creating connections with the greater community.

Mission Statement

The Hinsdale School District works collaboratively with the community to create a safe learning environment that supports opportunities for personalized learning for all students. Our students will be lifelong learners that will be prepared to succeed in an ever-changing and diverse world.

1. Budget Committee Representative (A. Anderson, K. Hemlow = alternate)
2. Community Connections (A. Anderson, K. Hemlow)
3. Facilities Maintenance/Emergency (W. Dingman, Jr.)
4. HASP Advisory Board (K. Gardner, K. Hemlow)
5. Legislation/NHSBA (A. Anderson)
6. Personnel Committee (A. Anderson, W. Dingman, Jr.)
7. Policy Committee (K. Gardner)
8. Selectboard Representative (W. Dingman, Jr., M. Sprague = alternate)
9. Strategic Plan Steering Committee (A. Anderson, K. Hemlow)
10. Tuition Exploratory Committee (K. Gardner, K. Hemlow)
11. Wellness (K. Hemlow, M. Sprague)

9. Citizens' Comments

A. Anderson

Citizen will state his or her name and then direct your comment to the Chair. If needed, the Chair will ask for Board or Administrative response. The Chair will respond at the next scheduled board meeting if required.

10. Non-public RSA 91 A:3 II (a)(b)(c)(d)(e)(i)(k)(l)(m) (as needed)

A. Anderson

11. Adjournment

A. Anderson

Vision Statement

Supporting students by providing personalized learning and creating connections with the greater community.

Mission Statement

The Hinsdale School District works collaboratively with the community to create a safe learning environment that supports opportunities for personalized learning for all students. Our students will be lifelong learners that will be prepared to succeed in an ever-changing and diverse world.

MINUTES

**Hinsdale School Board Meeting
SAU Conference Room
November 13, 2024
6:00 PM**

Zoom Link:

<https://us06web.zoom.us/j/83981747011?pwd=iqWf1UHUF4vLrz3pPiwQ8MRs49AaIq.1>

Meeting ID: 839 8174 7011

Board Members Present: April Anderson, Kendra Gardner, Kaylah Hemlow, Marc Sprague, and Kaylee Howe

Board Member Excused: Wayne Dingman, Jr.

Administration Present: Nathan Boudreau, Facilities Director; Dr. Molly Bremner, HES Principal; Jane Fortson, Business Administrator; Anna Roth, HMHS Principal; Dr. David Ryan, Superintendent; and Justin Therieau, Director of Technology

Administration Excused: Karen Thompson, Director of Academics and Career Readiness

Minutes Recorded by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 6:01 pm.

A. Anderson reviewed the guidelines for holding the Zoom meeting.

Review of the Manifests:

Postponed to next week's meeting.

Minutes:

1. Public minutes of October 9, 2024.
2. Public minutes of November 4, 2024.
3. Public minutes of November 5, 2024.

M. Sprague MOVED to approve the group of minutes as written above. K. Gardner SECONDED. 3-0-1, MOTION PASSED.

Citizen's Comments:

A. Anderson opened Citizen's Comments for 30 minutes.

There were no comments from the citizens attending in the room, and there were no citizens attending via Zoom at this time.

A. Anderson shared a letter from a parent who was not able to attend. Alex Duso submitted feedback regarding:

- Special Education reports at the Board meetings.
- Fall sports communication issues.

The Board discussed the feedback and they would like reports from the Director of Student Services at the monthly meetings going forward.

Student Presentation:

Dr. Bremner shared a PowerPoint photography presentation regarding the First Grade Community Helper Project: *Career Day*.

Superintendent's Report:

Dr. Ryan reviewed his report with the Board. Highlighted:

- Winchester High School Selection Update
- AP Rural Network Update
- Campus Safety & Security Task Force. Guest Speaker, Richard Kane, is coming on Nov. 19th.
- College Board Interest in Leadership Seminar

Student Board Member Items:

K. Howe shared a photography presentation from her ELO with the Brattleboro Reformer.

Provided student feedback/concerns regarding:

- Student parking lot
- Concerns that the AM Advisory activities are too personal. A. Roth will be requesting additional feedback.

Business Administrator's Report:

J. Fortson reviewed her report with the Board. She is focusing on HFT negotiations, the annual audit, and budget planning. Noted that all employee reimbursements are going through ACH.

Academics and Career Readiness Report:

K. Thompson was not present. Dr. Ryan shared regarding the Leadership Seminar class activities. Two students each received \$2,500 scholarships at *Bring Back the Trades*.

Principals' Reports:

A. Roth reviewed her HMHS report with the Board. Highlighted recent activities and upcoming events. Presented PowerPoint slides with student achievement data.

Dr. Bremner reviewed her HES report with the Board. Highlighted recent activities and upcoming events. Presented PowerPoint slides with student achievement data.

The Board thanked the Principals for their presentations on the student achievement data and requested copies of the presentations.

Technology Report:

J. Therieau reviewed his report with the Board. Offered a drop-in session for tech support during parent-teacher conferences.

Facilities Report:

N. Boudreau reviewed his report with the Board. Working to make the school comfortable during the warmer days. M. Sprague thanked the custodial staff for bringing recyclables to the transfer station. Will be bringing trash to the transfer station for a trial period. The town office appreciated the custodial team's work on election day.

Board Budget Development:

Scheduled a work session for Tuesday, Nov. 19th, 6:00 PM to review the updates with administration.

Calendar for Budget Development:

Will also review this on Nov. 19th.

SAU 92 Manual – Final Reading:

The following motions were made:

K. Gardner MOVED to accept the updated SAU 92 Manual. M. Sprague SECONDED. 4-0-0-MOTION PASSED.

Other Business:

Discussed issues with obtaining sub coverage. After discussion, the following motions were made:

K. Gardner MOVED to increase the daily sub pay rate to \$125.00, effective 11/18/2024. M. Sprague SECONDED. 4-0-0-MOTION PASSED.

The Board asked about the status of the MOU for the SRO. The town has not returned the edited MOU.

A. Roth shared that a doctoral student from Antioch would like to collect data from HMHS regarding dual enrollment from now through the end of January 2025.

After discussion, the following motions were made:

K. Hemlow MOVED to approve the research proposal. M. Sprague SECONDED. 4-0-0-MOTION PASSED.

N. Boudreau, K. Howe, and J. Therieau were excused at 7:48 pm.

Committee Reports:

1. **Budget Committee** – Meeting 11/20th. Scheduled a Board meeting with the Budget Committee on 12/4th at either 5 or 6pm.
2. **Community Connections** – Please continue to send information to post.
3. **Facilities Maintenance/Emergency** – Next meeting is 12/13th.
4. **HASP Advisory Board** – Meeting 12/11th.
5. **Legislation/NHSBA** – A. Anderson attended the Delegate Assembly on 10/19th.
6. **Personnel Committee** – Meeting 11/19th. Negotiations meeting 11/21st.
7. **Policy Committee** – Meeting 11/18th to review the NHSBA Fall Policy Updates.
8. **Selectboard** – No update.
9. **Strategic Planning Steering Committee** – Meeting 11/18th.
10. **Tuition Exploratory Committee** – No update.
11. **Wellness** – Meeting 2/12th.

Citizens' Comments:

There were no comments.

Non-public:

K. Hemlow MOVED to go into a nonpublic session according to RSA 91 A:3 II (a)(c) at 8:00 pm. K. Gardner SECONDED. Roll Call: A. Anderson – yes, K. Gardner – yes, K. Hemlow - yes, and M. Sprague – yes. VOTE: 4-0-0, MOTION PASSED.

K. Hemlow MOVED to reconvene the public session at 8:10 pm. M. Sprague SECONDED. Roll Call: A. Anderson – yes, K. Gardner – yes, K. Hemlow - yes, and M. Sprague – yes. VOTE: 4-0-0, MOTION PASSED.

K. Hemlow MOVED to adjourn the meeting at 8:11 pm. M. Sprague SECONDED. VOTE: 4-0-0, MOTION PASSED.

I attest that this is a true copy of the minutes:

Maria A. Webb

approved on _____

**Hinsdale School Board Work Session
SAU Conference Room
November 19, 2024
6:00 PM**

Board Members Present: April Anderson, Wayne Dingman, Jr., Kendra Gardner, and Kaylah Hemlow

Board Member Excused: Marc Sprague

Administration Present: Nathan Boudreau, Facilities Director; Jane Fortson, Business Administrator; Anna Roth, HMHS Principal; Dr. David Ryan, Superintendent; Karen Thompson, Director of Academics and Career Readiness; and Patty Wallace, Director of Student Services

Administration Excused: Dr. Molly Bremner, HES Principal; and Justin Therieau, Director of Technology

Minutes Recorded by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 6:00 pm.

Review of the Manifests:

The Board signed the manifests. There were no questions.

Citizen's Comments:

A. Anderson opened Citizen's Comments for 30 minutes. There were no citizens present.

Non-public:

W. Dingman, Jr. MOVED to go into a nonpublic session according to RSA 91 A:3 II (a)(c) at 6:05 pm. K. Gardner SECONDED. Roll Call: A. Anderson – yes, W. Dingman, Jr. – yes, K. Gardner – yes, and K. Hemlow - yes. VOTE: 4-0-0, MOTION PASSED.

W. Dingman, Jr. MOVED to reconvene the public session at 6:58 pm. K. Hemlow SECONDED. Roll Call: A. Anderson – yes, W. Dingman, Jr. – yes, K. Gardner – yes, and K. Hemlow - yes. VOTE: 4-0-0, MOTION PASSED.

Board Budget Review with Administration:

The Board discussed possible further reductions to the budget, such as heating oil.

The Board requested more information on the costs of athletics supplies.

The Board thanked the administration for the work they have put into the budget.

Scheduled a Board meeting with Dr. Ryan and J. Fortson for Monday, November 25th at 4:30 PM.

W. Dingman, Jr. MOVED to adjourn the meeting at 7:36 pm. K. Hemlow SECONDED. VOTE: 4-0-0, MOTION PASSED.

I attest that this is a true copy of the minutes:

_____ approved on _____
Maria A. Webb

Hinsdale School Board Work Session
SAU Conference Room
November 25, 2024
4:30 PM

Board Members Present: April Anderson, Wayne Dingman, Jr., Kendra Gardner, Kaylah Hemlow, and Marc Sprague

Administration Present: Jane Fortson, Business Administrator; and Dr. David Ryan, Superintendent

Minutes Recorded by: Maria Webb, Executive Assistant

Call to Order:

A. Anderson called the meeting to order at 4:30 pm.

Citizen's Comments:

A. Anderson opened Citizen's Comments for 30 minutes.

There were no citizens present.

Board Budget Review:

Scheduled a tentative meeting with the Board, the administration, and the Budget Committee for Monday, 12/9th at 5:00 PM.

Reviewed the updated proposed budget. Discussed the areas that we cannot adjust, including insurance costs, teacher retirement pay-outs, and special education transportation and out-of-district costs.

Discussed further ways to reduce expenses in the areas that we can control.

After discussion, the following motions were made:

W. Dingman, Jr. MOVED to reduce the draft budget by \$60k from salary increases, \$6k from field trips, and any additional reductions to the supply lines that are not contractual, and to send the resulting budget to the Budget Committee. M. Sprague SECONDED. 4-1-0-MOTION PASSED.

Other Business:

Dr. Ryan presented the nomination for the HMHS Library Media Specialist.

After discussion, the following motions were made:

K. Hemlow MOVED to approve the nomination of Pamela Johnson-Spurlock for the Library Media Specialist at HMHS. K. Gardner SECONDED. 5-0-0-MOTION PASSED.
M. Sprague MOVED to adjourn the meeting at 6:02 pm. W. Dingman, Jr. SECONDED.
VOTE: 5-0-0, MOTION PASSED.

I attest that this is a true copy of the minutes:

Maria A. Webb

approved on _____

Report from the
STUDENT BOARD
MEMBER

Report from the SUPERINTENDENT

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

HINSDALE

SCHOOL DISTRICT

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

2024 December Board Update

Winchester High School Selection Update

As you know, Winchester recently held the High School Information Night on November 21 and the High School Selection Committee presented the feedback information to the Winchester school board at their December meeting. The committee has yet to narrow the schools down to the two that will appear on the warrant, as they want to gather more information from the community and ensure that everyone has an opportunity to share their input. We expect to hear which two schools will move on in the process in a few weeks. The process will continue with a public forum in late January, just before deliberative session, and early March, just before voting day. The final two schools will be invited back to Winchester for another opportunity to meet with students, families, and community members so that a single anchor school can be voted upon.

Further, the Winchester School Board signed the Keene High School tuition agreement addendum at their November meeting. The addendum clearly spells out the transition process for students who would be entering Keene High School through the final years of their current contract, scheduled to sunset in 2027. The Keene School Board is scheduled to review the addendum at their next meeting on December 10 and, should they sign it, officially spell out how the transition process to the new anchor high school will take place for students over the next few years. Once the information is made available to the public, I will be able to share it with the board.

Lastly, the Hinsdale Tuition Exploratory Committee will have met prior to this board meeting and a review of the meeting will be presented during the committee reports.

Regional Educational Collaborative Discussions

I have reached out to several area superintendents who are in agreement that we would benefit from some regional conversations about the rising costs of special education and the potential to cost share services through a collaborative model. There are some strong examples

of successful cost sharing models that operate as collaboratives, specifically [Strafford Learning Center](#), [Seacoast Learning Collaborative](#), and [North Country Education Services](#). Our next step is to set a January meeting for initial exploration of the concept and see where it can take us from there. The benefit of a collaborative is both academic and financial in that it keeps many of our students local with the services that they need, and we manage the costs for those services instead of vendors and private organizations. The collaborative model is led by an executive director and staffed with service providers in fields such as occupational therapy, psychology, speech and language pathology, physical therapy, and others. The superintendents of the school districts who participate in the collaborative serve as the board, and all costs are shared by those districts. I will provide more information as the work progresses, and once the participating superintendents have had the opportunity to discuss the concept with their boards, will also share the partner names.

AP Rural Network Update and AP Potential

The Network is scheduled to meet in-person or online on January 8 to begin scheduling specific courses that will be taught by specific schools. There is hope from some of the network schools that students can begin to be assigned into those courses, however we will not have completed our course selection at that point and therefore will not be able to place students into courses. We do expect to secure slots in courses that are being offered, however.

Currently, we are analyzing our AP Potential data from the PSAT and working on scheduling our AP Breakfast which serves as our invitation to students to learn more about the AP courses in which they would have the highest probability of success. If you can recall from last year, we held the AP Breakfast on February 6 and had nearly 40 students in attendance. At the time we were offering one AP course with two students enrolled, while this year we have five courses with 27 students enrolled. We believe that by offering some of the AP courses through the Network our number of students enrolled will increase.

Campus Safety and Security Task Force

Our safety and security task force met on Tuesday, November 19 at 8:30 with Rich Kane, retired Exeter Police Chief and current Director of Security for SAU 16 and interim chief for the Newton Police Department. He provided several recommendations for improving our security based on his visit to the campus, answered several questions about grantmaking opportunities for needed equipment and/or hardscape construction, and spent a majority of the time discussing and answering questions about ALICE protocols with the team. The team also reviewed a list of security items that could be addressed in the coming months/years and shared their thinking

on priorities. It was decided that a few representatives from the school, including our SRO officer, will attend an upcoming ALICE training so that we can become fully operational with that particular threat response system.

At our next meeting that will be scheduled in the new year, the team will settle on some important next steps including what projects need to take place first and how to fund them through upcoming grant opportunities with the state. Chief Kane offered to assist us with writing the grant application ahead of time so that we could quickly submit the requests once the grants are announced.

Report from the
BUSINESS
ADMINISTRATOR

David Ryan, Ed.D.
Superintendent

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Jane Fortson, CPA
Business Administrator

HINSDALE

SCHOOL DISTRICT

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

To: Hinsdale School Board
From: Jane Fortson, CPA
Business Administrator
and Title IX Coordinator
Re: Monthly Report - December 2024
Date: 12/5//2024

The budget process is in full swing. The Budget Committee had their first meeting last night with the proposed budget. They will again be meeting on the 9th. My hope is to have more information available for the board and public after data is released from the Department of Revenue and the Department of Education. These include the tax rate, the cost per pupil, average teacher salary and adequacy estimates for the 25/26 year.

We are hoping for a wrap up to the audit soon, no onsite visit was necessary.

Respectfully submitted,

Jane

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100??????????????

Account Type: REVENUE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.0000.41111.00.00000 Hinsdale Assess.	\$0.00	(\$3,300,000.00)	(\$3,300,000.00)	\$3,300,000.00	\$0.00	\$3,300,000.00 0.00%
100.0000.41310.00.00000 Preschool Tuition	\$0.00	(\$5,160.00)	(\$5,160.00)	\$5,160.00	\$0.00	\$5,160.00 0.00%
100.0000.41700.00.00000 Yearbook	\$0.00	\$4,190.50	\$4,190.50	(\$4,190.50)	\$0.00	(\$4,190.50) 0.00%
100.0000.41980.00.00000 Refund Of A Prior Year Expenditure	\$0.00	(\$460.00)	(\$460.00)	\$460.00	\$0.00	\$460.00 0.00%
100.0000.41990.00.00000 Other Local Revenues	\$0.00	(\$2,703.97)	(\$2,703.97)	\$2,703.97	\$0.00	\$2,703.97 0.00%
100.0000.43111.00.00000 Adequate Education Aid	\$0.00	(\$1,940,724.00)	(\$1,940,724.00)	\$1,940,724.00	\$0.00	\$1,940,724.00 0.00%
100.0000.43190.00.00000 Other State Aid	\$0.00	(\$6,751.71)	(\$6,751.71)	\$6,751.71	\$0.00	\$6,751.71 0.00%
100.0000.43210.00.00000 Building Aid	\$0.00	(\$231,401.00)	(\$231,401.00)	\$231,401.00	\$0.00	\$231,401.00 0.00%
100.0000.43241.00.00001 Voc Tuition Aid	\$0.00	(\$18,932.46)	(\$18,932.46)	\$18,932.46	\$0.00	\$18,932.46 0.00%
100.0000.44580.00.00000 Medicaid Reimbursement	\$0.00	(\$7,276.62)	(\$7,276.62)	\$7,276.62	\$0.00	\$7,276.62 0.00%
100.5200.49300.00.00000 TRANSFERS IN	\$0.00	(\$106,427.76)	(\$106,427.76)	\$106,427.76	\$0.00	\$106,427.76 0.00%
Fund: 100	\$0.00	(\$5,615,647.02)	(\$5,615,647.02)	\$5,615,647.02	\$0.00	\$5,615,647.02

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:12/31/2024

Account Mask: 100????????????????		Account Type: REVENUE			<input type="checkbox"/> Print Detail	<input type="checkbox"/> Include PreEncumbrance
<input type="checkbox"/> Print accounts with zero balance	<input type="checkbox"/> Include Inactive Accounts	<input type="checkbox"/> Filter Encumbrance Detail by Date Range			Budget Balance	
Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Grand Total:	\$0.00	(\$5,615,647.02)	(\$5,615,647.02)	\$5,615,647.02	\$0.00	\$5,615,647.02

End of Report

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100???????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.0000.52200.00.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$988.46	(\$988.46)
Social Security						0.00%
100.0000.52320.00.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$2.82	(\$2.82)
Teacher Retirement						0.00%
100.1100.51100.21.00000	\$1,099,946.00	\$331,121.65	\$331,121.65	\$768,824.35	\$731,812.35	\$37,012.00
Teacher Salaries Reg Ed Elementary						3.36%
100.1100.51100.22.00000	\$1,478,419.00	\$451,353.12	\$451,353.12	\$1,027,065.88	\$1,037,122.40	(\$10,056.52)
Teacher Salaries Reg Ed Middle/High						-0.68%
100.1100.51150.21.00000	\$41,578.00	\$2,798.25	\$2,798.25	\$38,779.75	\$30,672.08	\$8,107.67
Para Salaries Reg Ed Elementary						19.50%
100.1100.51150.22.00000	\$47,917.00	\$15,835.94	\$15,835.94	\$32,081.06	\$31,040.00	\$1,041.06
Para Salaries Reg Ed Middle/High						2.17%
100.1100.51200.21.00000	\$26,000.00	\$5,218.04	\$5,218.04	\$20,781.96	\$0.00	\$20,781.96
Substitutes Reg Ed Teacher Elementary						79.93%
100.1100.51200.22.00000	\$40,000.00	\$15,773.81	\$15,773.81	\$24,226.19	\$31,251.20	(\$7,025.01)
Substitutes Reg Ed Teacher Middle/High						-17.56%
100.1100.51250.21.00000	\$5,000.00	\$8,194.00	\$8,194.00	(\$3,194.00)	\$0.00	(\$3,194.00)
Substitutes Reg Ed Para Elementary						-63.88%
100.1100.51250.22.00000	\$1,100.00	\$0.00	\$0.00	\$1,100.00	\$0.00	\$1,100.00
Substitutes Reg Ed Para Middle/High						100.00%
100.1100.52110.21.00000	\$370,627.00	\$130,971.78	\$130,971.78	\$239,655.22	\$201,537.82	\$38,117.40
Health Insurance Regular Elementary						10.28%
100.1100.52110.22.00000	\$585,492.00	\$177,668.30	\$177,668.30	\$407,823.70	\$254,367.55	\$153,456.15
Health Insurance Regular Middle/High						26.21%
100.1100.52120.21.00000	\$13,275.00	\$4,790.56	\$4,790.56	\$8,484.44	\$7,378.28	\$1,106.16
Dental Insurance Regular Elementary						8.33%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1100.52120.22.00000 Dental Insurance Regular Middle/High	\$21,010.00	\$7,475.95	\$7,475.95	\$13,534.05	\$10,425.52	\$3,108.53 14.80%
100.1100.52200.21.00000 Social Security Reg Elementary	\$87,328.00	\$24,193.40	\$24,193.40	\$63,134.60	\$51,717.34	\$11,417.26 13.07%
100.1100.52200.22.00000 Social Security Reg Middle/High	\$116,765.00	\$34,279.03	\$34,279.03	\$82,485.97	\$64,732.79	\$17,753.18 15.20%
100.1100.52310.22.00000 Nonteacher Retirement Regular Middle/High	\$3,670.00	\$1,441.07	\$1,441.07	\$2,228.93	\$2,459.24	(\$230.31) -6.28%
100.1100.52320.21.00000 Teacher Retirement Regular Elementary	\$209,604.00	\$62,708.06	\$62,708.06	\$146,895.94	\$132,617.26	\$14,278.68 6.81%
100.1100.52320.22.00000 Teacher Retirement Regular Middle/High	\$290,361.00	\$88,656.15	\$88,656.15	\$201,704.85	\$170,183.63	\$31,521.22 10.86%
100.1100.56100.22.00000 Supplies Reg Ed Middle/High	\$0.00	\$25.00	\$25.00	(\$25.00)	\$0.00	(\$25.00) 0.00%
100.1102.53000.21.00000 Artist In Residence Elementary	\$1,000.00	\$0.00	\$0.00	\$1,000.00	\$0.00	\$1,000.00 100.00%
100.1102.56100.21.00000 Supplies Art Elementary	\$2,250.00	\$0.00	\$0.00	\$2,250.00	\$1,716.10	\$533.90 23.73%
100.1102.56100.22.00000 Supplies Art Middle/High	\$3,669.00	\$0.00	\$0.00	\$3,669.00	\$0.00	\$3,669.00 100.00%
100.1105.56100.22.00000 Supplies Language Arts Middle/High	\$1,050.00	\$0.00	\$0.00	\$1,050.00	\$58.95	\$991.05 94.39%
100.1105.56410.21.00000 Books Lang Arts Elementary	\$3,137.00	\$0.00	\$0.00	\$3,137.00	\$0.00	\$3,137.00 100.00%
100.1105.56410.22.00000 Books Lang Arts Middle/High	\$3,275.00	\$2,972.88	\$2,972.88	\$302.12	\$0.00	\$302.12 9.23%
100.1106.56100.22.00000 Supplies Modern Language Middle/High	\$308.00	\$255.60	\$255.60	\$52.40	\$0.00	\$52.40 17.01%

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Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1107.56100.22.00000	\$50.00	\$0.00	\$0.00	\$50.00	\$0.00	\$50.00
Supplies In School Suspension Middle/High						100.00%
100.1108.56100.21.00000	\$1,528.00	\$1,485.88	\$1,485.88	\$42.12	\$0.00	\$42.12
Supplies Phys Ed Elementary						2.76%
100.1108.56100.22.00000	\$1,937.00	\$1,929.71	\$1,929.71	\$7.29	\$0.00	\$7.29
Supplies Phys Ed Middle/High						0.38%
100.1109.54300.22.00000	\$900.00	\$0.00	\$0.00	\$900.00	\$0.00	\$900.00
Repairs Life Sciences Middle/High						100.00%
100.1109.56100.22.00000	\$10,150.00	\$2,142.30	\$2,142.30	\$8,007.70	\$0.00	\$8,007.70
Supplies Life Sciences Middle/High						78.89%
100.1109.56410.22.00000	\$652.00	\$0.00	\$0.00	\$652.00	\$0.00	\$652.00
Books Life Sciences Middle/High						100.00%
100.1110.56100.22.00000	\$1,164.00	\$697.23	\$697.23	\$466.77	\$0.00	\$466.77
Supplies Tech Ed Middle/High						40.10%
100.1111.56100.22.00000	\$2,335.00	\$2,087.76	\$2,087.76	\$247.24	\$0.00	\$247.24
Supplies Mathematics Middle/High						10.59%
100.1111.56410.21.00000	\$1,267.00	\$1,477.44	\$1,477.44	(\$210.44)	\$0.00	(\$210.44)
Books Mathematics Elementary						-16.61%
100.1111.56410.22.00000	\$2,450.00	\$2,520.00	\$2,520.00	(\$70.00)	\$0.00	(\$70.00)
Books Mathematics Middle/High						-2.86%
100.1112.53000.21.00000	\$700.00	\$764.59	\$764.59	(\$64.59)	\$0.00	(\$64.59)
Repairs & Other Services Music Elementary						-9.23%
100.1112.53000.22.00000	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00
Repairs & Other Services Music Middle/High						100.00%
100.1112.56100.21.00000	\$479.00	\$580.37	\$580.37	(\$101.37)	\$0.00	(\$101.37)
Supplies Music Elementary						-21.16%
100.1112.56100.22.00000	\$5,000.00	\$545.00	\$545.00	\$4,455.00	\$189.12	\$4,265.88
Supplies Music Middle/High						85.32%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

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☐ Print Detail

☐ Include PreEncumbrance

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1112.58100.22.00000	\$835.00	\$100.00	\$100.00	\$735.00	\$0.00	\$735.00
Dues & Fees Music Middle/High						88.02%
100.1113.56100.21.00000	\$270.00	\$0.00	\$0.00	\$270.00	\$177.21	\$92.79
Supplies Science Elementary						34.37%
100.1113.56100.22.00000	\$6,993.00	\$2,227.82	\$2,227.82	\$4,765.18	\$112.29	\$4,652.89
Supplies Science Middle/High						66.54%
100.1113.56410.21.00000	\$448.00	\$0.00	\$0.00	\$448.00	\$0.00	\$448.00
Books Science Elementary						100.00%
100.1113.56500.21.00000	\$1,475.00	\$0.00	\$0.00	\$1,475.00	\$0.00	\$1,475.00
Mystery Science Software						100.00%
100.1115.56100.22.00000	\$1,126.00	\$721.84	\$721.84	\$404.16	\$0.00	\$404.16
Supplies Social Studies Middle/High						35.89%
100.1115.56410.21.00000	\$1,318.00	\$357.75	\$357.75	\$960.25	\$1,697.37	(\$737.12)
Books Social Studies Elementary						-55.93%
100.1116.56100.22.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Supplies ELO						100.00%
100.1125.56410.21.00000	\$1,368.00	\$0.00	\$0.00	\$1,368.00	\$0.00	\$1,368.00
Books Reading Imp Elementary						100.00%
100.1126.53290.21.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Assemblies Elementary						100.00%
100.1126.55910.21.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Field Trip Entry Fees Elementary						100.00%
100.1126.56100.21.00000	\$22,624.00	\$8,470.51	\$8,470.51	\$14,153.49	\$298.49	\$13,855.00
Supplies General Expense Elementary						61.24%
100.1126.56100.22.00000	\$22,553.00	\$10,078.80	\$10,078.80	\$12,474.20	\$263.29	\$12,210.91
Supplies General Expense Secondary						54.14%
100.1126.56101.22.00000	\$8,110.00	\$735.36	\$735.36	\$7,374.64	\$0.00	\$7,374.64
Graduation & Special Events Middle/High						90.93%

Hinsdale School District

General Ledger - On Demand Report

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☐ Print Detail

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1126.56410.22.00000 Yearbook	\$7,000.00	\$149.41	\$149.41	\$6,850.59	\$0.00	\$6,850.59 97.87%
100.1200.51100.21.00000 Teacher Salaries SPED Elementary	\$230,620.00	\$60,869.44	\$60,869.44	\$169,750.56	\$159,208.87	\$10,541.69 4.57%
100.1200.51100.22.00000 Teacher Salaries SPED Middle/High	\$203,200.00	\$62,523.04	\$62,523.04	\$140,676.96	\$140,676.96	\$0.00 0.00%
100.1200.51150.21.00000 Para Salaries SPED Elementary	\$431,107.00	\$136,577.12	\$136,577.12	\$294,529.88	\$261,045.48	\$33,484.40 7.77%
100.1200.51150.22.00000 Para Salaries SPED Middle/High	\$317,264.00	\$94,250.33	\$94,250.33	\$223,013.67	\$200,224.88	\$22,788.79 7.18%
100.1200.51200.21.00000 Substitutes SPED Teacher Elementary	\$2,400.00	\$215.00	\$215.00	\$2,185.00	\$0.00	\$2,185.00 91.04%
100.1200.51200.22.00000 Substitutes SPED Teacher Middle/High	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00 100.00%
100.1200.51250.21.00000 Substitutes SPED Para Elementary	\$5,000.00	\$315.00	\$315.00	\$4,685.00	\$0.00	\$4,685.00 93.70%
100.1200.51250.22.00000 Substitutes SPED Para Middle/High	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.1200.52110.21.00000 Health Insurance SPED Teachers Elementary	\$139,833.00	\$46,086.88	\$46,086.88	\$93,746.12	\$86,110.86	\$7,635.26 5.46%
100.1200.52110.22.00000 Health Insurance SPED Teachers Middle/High	\$136,956.00	\$43,058.47	\$43,058.47	\$93,897.53	\$72,127.03	\$21,770.50 15.90%
100.1200.52120.21.00000 Dental Insurance SPED Teachers Elementary	\$3,902.00	\$1,072.72	\$1,072.72	\$2,829.28	\$1,743.08	\$1,086.20 27.84%
100.1200.52120.22.00000 Dental Insurance SPED Teachers Middle/High	\$3,484.00	\$1,190.33	\$1,190.33	\$2,293.67	\$1,480.48	\$813.19 23.34%
100.1200.52200.21.00000 Social Security SPED Elementary	\$50,622.00	\$14,074.90	\$14,074.90	\$36,547.10	\$25,057.74	\$11,489.36 22.70%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1200.52200.22.00000	\$39,816.00	\$11,120.69	\$11,120.69	\$28,695.31	\$18,805.52	\$9,889.79
Social Security SPED Middle/High						24.84%
100.1200.52320.21.00000	\$45,294.00	\$11,954.73	\$11,954.73	\$33,339.27	\$24,069.25	\$9,270.02
Teacher Retirement SPED Elementary						20.47%
100.1200.52320.22.00000	\$39,908.00	\$10,722.27	\$10,722.27	\$29,185.73	\$21,269.01	\$7,916.72
Teacher Retirement SPED Middle/High						19.84%
100.1200.53001.20.00000	\$52,500.00	\$47,377.82	\$47,377.82	\$5,122.18	\$0.00	\$5,122.18
Related Services SPED Out Of District						9.76%
100.1200.53001.21.00000	\$165,000.00	\$1,456.70	\$1,456.70	\$163,543.30	\$0.00	\$163,543.30
Related Services In District Elem						99.12%
100.1200.53001.22.00000	\$0.00	\$1,400.00	\$1,400.00	(\$1,400.00)	\$0.00	(\$1,400.00)
Related Services In District Middle/High						0.00%
100.1200.53300.20.00000	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00
Legal SPED Out Of District						100.00%
100.1200.55601.20.00000	\$3,000.00	\$27,463.09	\$27,463.09	(\$24,463.09)	\$0.00	(\$24,463.09)
Tuition SPED Public						-815.44%
100.1200.55602.20.00000	\$931,300.00	\$346,720.08	\$346,720.08	\$584,579.92	\$0.00	\$584,579.92
Tuition SPED Private						62.77%
100.1200.56100.20.00000	\$850.00	\$68.88	\$68.88	\$781.12	\$0.00	\$781.12
Supplies & Medical Hardware Out Of District						91.90%
100.1200.56100.21.00000	\$2,000.00	\$891.52	\$891.52	\$1,108.48	\$153.98	\$954.50
Supplies & Medical Hardware Elementary						47.73%
100.1200.56100.22.00000	\$1,089.00	\$649.80	\$649.80	\$439.20	\$0.00	\$439.20
Supplies & Medical Hardware Middle/High						40.33%
100.1210.51100.21.00000	\$20,000.00	\$10,204.38	\$10,204.38	\$9,795.62	\$0.00	\$9,795.62
Salaries						48.98%
100.1210.51100.22.00000	\$12,000.00	\$3,183.50	\$3,183.50	\$8,816.50	\$0.00	\$8,816.50
Salaries						73.47%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.1210.52200.21.00000 Social Security	\$1,530.00	\$778.45	\$778.45	\$751.55	\$0.00	\$751.55 49.12%
100.1210.52200.22.00000 Social Security	\$918.00	\$243.54	\$243.54	\$674.46	\$0.00	\$674.46 73.47%
100.1210.52320.21.00000 Retirement	\$3,928.00	\$865.14	\$865.14	\$3,062.86	\$0.00	\$3,062.86 77.98%
100.1210.52320.22.00000 Retirement	\$2,357.00	\$449.27	\$449.27	\$1,907.73	\$0.00	\$1,907.73 80.94%
100.1260.51100.20.00000 Teacher Salaries ESL	\$40,000.00	\$9,972.32	\$9,972.32	\$30,027.68	\$21,537.68	\$8,490.00 21.23%
100.1260.52200.20.00000 Social Security ESL	\$3,080.00	\$762.93	\$762.93	\$2,297.07	\$0.00	\$2,297.07 75.07%
100.1300.55610.22.00000 Tuition Vocational Middle/High	\$48,000.00	\$0.00	\$0.00	\$48,000.00	\$0.00	\$48,000.00 100.00%
100.1310.54300.22.00000 Repairs & Maintenance Driver Ed Secondary	\$0.00	\$811.69	\$811.69	(\$811.69)	\$0.00	(\$811.69) 0.00%
100.1310.55800.22.00000 Gas & Oil Driver Ed Secondary	\$0.00	\$128.52	\$128.52	(\$128.52)	\$0.00	(\$128.52) 0.00%
100.1400.51190.22.00000 Advisors Stipends	\$152,864.00	\$47,367.45	\$47,367.45	\$105,496.55	\$10,068.54	\$95,428.01 62.43%
100.1400.52200.22.00000 Social Security CoCurricular	\$11,695.00	\$3,278.85	\$3,278.85	\$8,416.15	\$0.00	\$8,416.15 71.96%
100.1400.52310.22.00000 Nonteacher Retirement CoCurricular	\$3,500.00	\$2,330.17	\$2,330.17	\$1,169.83	\$0.00	\$1,169.83 33.42%
100.1400.52320.22.00000 Teacher Retirement CoCurricular	\$9,000.00	\$2,846.13	\$2,846.13	\$6,153.87	\$0.00	\$6,153.87 68.38%
100.1400.53000.22.00000 Sports Physicals/Doctors' Services	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00 100.00%

Hinsdale School District

General Ledger - On Demand Report

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Budget Balance

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100.1400.53900.22.00000 Officials/Police Coverage	\$17,000.00	\$5,867.50	\$5,867.50	\$11,132.50	\$0.00	\$11,132.50 65.49%
100.1400.54300.22.00000 Repairs & Maintenance	\$2,500.00	\$300.00	\$300.00	\$2,200.00	\$0.00	\$2,200.00 88.00%
100.1400.55800.22.00000 Dues & Fees CoCurricular	\$6,310.00	\$3,620.00	\$3,620.00	\$2,690.00	\$0.00	\$2,690.00 42.63%
100.1400.56100.22.00000 Supplies/Awards CoCurr Secondary	\$19,871.00	\$4,229.77	\$4,229.77	\$15,641.23	\$437.43	\$15,203.80 76.51%
100.1400.58100.22.00000 Conferences CoCurr Secondary	\$2,000.00	\$0.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00 100.00%
100.1430.56100.22.00000 Supplies Summer Middle/High	\$7,000.00	\$1,540.00	\$1,540.00	\$5,460.00	\$0.00	\$5,460.00 78.00%
100.2120.51100.21.00000 Guidance Salaries Elementary	\$215,416.00	\$55,755.57	\$55,755.57	\$159,660.43	\$121,278.22	\$38,382.21 17.82%
100.2120.51100.22.00000 Guidance Salaries Middle/High	\$272,910.00	\$77,210.71	\$77,210.71	\$195,699.29	\$134,761.10	\$60,938.19 22.33%
100.2120.52110.21.00000 Health Insurance Guidance Elementary	\$54,751.00	\$18,493.68	\$18,493.68	\$36,257.32	\$30,052.13	\$6,205.19 11.33%
100.2120.52110.22.00000 Health Insurance Guidance Middle/High	\$77,666.00	\$25,540.40	\$25,540.40	\$52,125.60	\$35,966.42	\$16,159.18 20.81%
100.2120.52120.21.00000 Dental Insurance Guidance Elementary	\$2,007.00	\$661.28	\$661.28	\$1,345.72	\$1,074.52	\$271.20 13.51%
100.2120.52120.22.00000 Dental Insurance Guidance Middle/High	\$2,552.00	\$1,440.04	\$1,440.04	\$1,111.96	\$1,821.07	(\$709.11) -27.79%
100.2120.52200.21.00000 Social Security Guidance Elementary	\$16,479.00	\$3,949.95	\$3,949.95	\$12,529.05	\$6,454.90	\$6,074.15 36.86%
100.2120.52200.22.00000 Social Security Guidance Middle/High	\$20,878.00	\$5,411.23	\$5,411.23	\$15,466.77	\$8,097.41	\$7,369.36 35.30%

Hinsdale School District

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Budget Balance

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100.2120.52310.22.00000	\$8,337.00	\$3,844.05	\$3,844.05	\$4,492.95	\$4,834.58	(\$341.63)
Nonteacher Retirement Guidance Middle/High						-4.10%
100.2120.52320.21.00000	\$37,211.00	\$7,970.53	\$7,970.53	\$29,240.47	\$17,933.73	\$11,306.74
Teacher Retirement Guidance Elementary						30.39%
100.2120.52320.22.00000	\$22,828.00	\$4,565.28	\$4,565.28	\$18,262.72	\$10,271.86	\$7,990.86
Teacher Retirement Guidance Middle/High						35.00%
100.2120.53000.21.00000	\$0.00	\$2,164.62	\$2,164.62	(\$2,164.62)	\$0.00	(\$2,164.62)
Guidance Contracted Svcs						0.00%
100.2120.53300.22.00000	\$2,500.00	\$0.00	\$0.00	\$2,500.00	\$0.00	\$2,500.00
Professional Services Guidance Middle/High						100.00%
100.2120.56100.21.00000	\$2,325.00	\$2,246.93	\$2,246.93	\$78.07	\$0.00	\$78.07
Supplies Guidance Elementary						3.36%
100.2120.56100.22.00000	\$638.00	\$0.00	\$0.00	\$638.00	\$0.00	\$638.00
Supplies Guidance Middle/High						100.00%
100.2120.56110.21.00000	\$3,625.00	\$0.00	\$0.00	\$3,625.00	\$0.00	\$3,625.00
Testing Map, Etc Elementary						100.00%
100.2120.56110.22.00000	\$7,095.00	\$1,812.50	\$1,812.50	\$5,282.50	\$0.00	\$5,282.50
Testing Map, Psat, Etc Middle/High						74.45%
100.2120.56410.21.00000	\$225.00	\$0.00	\$0.00	\$225.00	\$0.00	\$225.00
Books Guidance Elementary						100.00%
100.2120.56410.22.00000	\$350.00	\$0.00	\$0.00	\$350.00	\$0.00	\$350.00
Books Guidance Middle/High						100.00%
100.2120.56500.21.00000	\$2,595.00	\$120.00	\$120.00	\$2,475.00	\$0.00	\$2,475.00
Guidance Software						95.38%
100.2120.58100.21.00000	\$250.00	\$0.00	\$0.00	\$250.00	\$0.00	\$250.00
Dues & Fees Guidance Elementary						100.00%
100.2120.58100.22.00000	\$358.00	\$0.00	\$0.00	\$358.00	\$0.00	\$358.00
Dues & Fees Guidance Middle/High						100.00%

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Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2130.51100.21.00000 School Nurse Salaries Elementary	\$51,150.00	\$15,738.48	\$15,738.48	\$35,411.52	\$35,411.52	\$0.00 0.00%
100.2130.51100.22.00000 School Nurse Salaries Middle/High	\$65,118.00	\$20,036.32	\$20,036.32	\$45,081.68	\$45,081.68	\$0.00 0.00%
100.2130.52110.21.00000 Health Insurance Nurse Elementary	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$0.00	\$5,000.00 100.00%
100.2130.52110.22.00000 Health Insurance Nurse Middle/High	\$26,173.00	\$9,970.72	\$9,970.72	\$16,202.28	\$16,202.32	(\$0.04) 0.00%
100.2130.52120.22.00000 Dental Insurance Nurse Middle/High	\$1,080.00	\$411.44	\$411.44	\$668.56	\$668.56	\$0.00 0.00%
100.2130.52200.21.00000 Social Security Nurse Elementary	\$3,913.00	\$1,204.00	\$1,204.00	\$2,709.00	\$3,385.64	(\$676.64) -17.29%
100.2130.52200.22.00000 Social Security Nurse Middle/High	\$4,982.00	\$1,350.12	\$1,350.12	\$3,631.88	\$3,157.25	\$474.63 9.53%
100.2130.52320.21.00000 Teacher Retirement Nurse Elementary	\$10,046.00	\$3,091.04	\$3,091.04	\$6,954.96	\$8,692.18	(\$1,737.22) -17.29%
100.2130.52320.22.00000 Teacher Retirement Nurse Middle/High	\$12,789.00	\$3,935.12	\$3,935.12	\$8,853.88	\$8,854.02	(\$0.14) 0.00%
100.2130.56100.21.00000 Supplies Nurse Elementary	\$1,175.00	\$962.81	\$962.81	\$212.19	\$0.00	\$212.19 18.06%
100.2130.56100.22.00000 Supplies Nurse Middle/High	\$1,050.00	\$491.90	\$491.90	\$558.10	\$0.00	\$558.10 53.15%
100.2130.56500.21.00000 Nursing Software	\$825.00	\$825.00	\$825.00	\$0.00	\$0.00	\$0.00 0.00%
100.2130.58100.21.00000 Dues & Fees Nurse Elementary	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.2140.51100.20.00000 Psychologist Salaries	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2140.53000.20.00000	\$38,000.00	\$14,980.53	\$14,980.53	\$23,019.47	\$0.00	\$23,019.47
Purchased Services Psychological						60.58%
100.2140.56100.20.00000	\$500.00	\$100.00	\$100.00	\$400.00	\$0.00	\$400.00
Supplies Psychologist						80.00%
100.2150.51100.20.00000	\$126,042.00	\$39,896.80	\$39,896.80	\$86,145.20	\$85,825.15	\$320.05
Speech & Language Salaries						0.25%
100.2150.52110.20.00000	\$52,346.00	\$17,464.14	\$17,464.14	\$34,881.86	\$30,404.46	\$4,477.40
Health Insurance Speech & Language						8.55%
100.2150.52120.20.00000	\$2,160.00	\$771.45	\$771.45	\$1,388.55	\$1,337.15	\$51.40
Dental Insurance Speech & Language						2.38%
100.2150.52200.20.00000	\$9,650.00	\$2,615.42	\$2,615.42	\$7,034.58	\$5,830.00	\$1,204.58
Social Security Speech & Language						12.48%
100.2150.52310.20.00000	\$4,945.00	\$1,672.44	\$1,672.44	\$3,272.56	\$3,229.55	\$43.01
Nonteacher Retirement						0.87%
100.2150.52320.20.00000	\$17,576.00	\$5,408.00	\$5,408.00	\$12,168.00	\$12,168.03	(\$0.03)
Teacher Retirement Speech & Language						0.00%
100.2150.53000.20.00000	\$84,500.00	\$29,493.14	\$29,493.14	\$55,006.86	\$0.00	\$55,006.86
Purchased Services Speech & Language						65.10%
100.2150.55800.20.00000	\$600.00	\$295.00	\$295.00	\$305.00	\$0.00	\$305.00
Travel Speech & Language						50.83%
100.2150.56100.20.00000	\$1,200.00	\$443.41	\$443.41	\$756.59	\$270.49	\$486.10
Supplies Speech & Language						40.51%
100.2150.58100.20.00000	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Dues & Fees Speech & Language						100.00%
100.2160.51100.20.00000	\$20,000.00	\$3,684.00	\$3,684.00	\$16,316.00	\$0.00	\$16,316.00
Occupational Therapist Salaries						81.58%
100.2160.52200.20.00000	\$1,530.00	\$281.81	\$281.81	\$1,248.19	\$0.00	\$1,248.19
Social Security Occupational Therapist						81.58%

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Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2160.53000.20.00000	\$0.00	\$5,194.39	\$5,194.39	(\$5,194.39)	\$0.00	(\$5,194.39)
Purchased Services Occupational Therapy						0.00%
100.2170.51100.20.00000	\$45,839.00	\$15,742.97	\$15,742.97	\$30,096.03	\$31,209.62	(\$1,113.59)
Certified OT Assistant Salaries						-2.43%
100.2170.52110.20.00000	\$13,212.00	\$4,404.05	\$4,404.05	\$8,807.95	\$8,178.95	\$629.00
Health Ins Certified OT Assistant						4.76%
100.2170.52120.20.00000	\$662.00	\$218.61	\$218.61	\$443.39	\$405.99	\$37.40
Dental Insurance Certified OT Assistant						5.65%
100.2170.52200.20.00000	\$3,507.00	\$1,158.60	\$1,158.60	\$2,348.40	\$2,303.76	\$44.64
Social Security Certified OT Assistant						1.27%
100.2170.52310.20.00000	\$6,202.00	\$2,130.02	\$2,130.02	\$4,071.98	\$0.00	\$4,071.98
Nonteacher Retirement						65.66%
100.2170.52320.20.00000	\$0.00	\$0.00	\$0.00	\$0.00	\$6,129.56	(\$6,129.56)
Teacher Retirement Certified OT Assistant						0.00%
100.2170.55800.20.00000	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00
Travel COTA						100.00%
100.2170.56100.20.00000	\$800.00	\$0.00	\$0.00	\$800.00	\$0.00	\$800.00
Supplies COTA						100.00%
100.2170.58100.20.00000	\$100.00	\$0.00	\$0.00	\$100.00	\$0.00	\$100.00
Dues & Fees COTA						100.00%
100.2210.53200.20.00000	\$29,000.00	\$4,083.32	\$4,083.32	\$24,916.68	\$434.00	\$24,482.68
Teachers' Staff Development CBA Article V.O						84.42%
100.2210.53201.20.00000	\$8,000.00	\$695.63	\$695.63	\$7,304.37	\$0.00	\$7,304.37
Support Staff Development Workshops						91.30%
100.2212.51100.20.00000	\$118,036.00	\$98,778.74	\$98,778.74	\$19,257.26	\$115,032.28	(\$95,775.02)
Salaries Curriculum						-81.14%
100.2212.51101.20.00000	\$0.00	\$350.00	\$350.00	(\$350.00)	\$0.00	(\$350.00)
Curriculum Stipends						0.00%

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Budget Balance

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100.2212.52110.20.00000	\$66,512.00	\$31,771.71	\$31,771.71	\$34,740.29	\$26,619.46	\$8,120.83
Health						12.21%
100.2212.52120.20.00000	\$2,160.00	\$1,377.32	\$1,377.32	\$782.68	\$867.35	(\$84.67)
Dental						-3.92%
100.2212.52200.20.00000	\$9,030.00	\$7,003.64	\$7,003.64	\$2,026.36	\$7,663.29	(\$5,636.93)
Social Security Curriculum						-62.42%
100.2212.52310.20.00000	\$11,869.00	\$11,471.73	\$11,471.73	\$397.27	\$11,091.98	(\$10,694.71)
Nonteacher Retirement Curriculum						-90.11%
100.2212.52320.20.00000	\$0.00	\$68.74	\$68.74	(\$68.74)	\$0.00	(\$68.74)
Teacher Retirement Curriculum						0.00%
100.2212.53200.20.00000	\$33,600.00	\$0.00	\$0.00	\$33,600.00	\$0.00	\$33,600.00
Purchased Services District						100.00%
100.2212.55800.20.00000	\$3,200.00	\$583.48	\$583.48	\$2,616.52	\$0.00	\$2,616.52
Travel & Conferences Prof Dev District						81.77%
100.2212.56100.20.00000	\$3,000.00	\$231.60	\$231.60	\$2,768.40	\$0.00	\$2,768.40
Supplies Prof Dev District						92.28%
100.2212.56410.20.00000	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00
Professional Learning Texts						100.00%
100.2212.56500.20.00000	\$3,000.00	\$0.00	\$0.00	\$3,000.00	\$0.00	\$3,000.00
Software Prof Dev						100.00%
100.2212.58100.20.00000	\$500.00	\$275.00	\$275.00	\$225.00	\$0.00	\$225.00
Dues & Fees Prof Dev District						45.00%
100.2222.51100.22.00000	\$53,600.00	\$6,106.74	\$6,106.74	\$47,493.26	\$81,355.55	(\$33,862.29)
Library Salaries Middle/High						-63.18%
100.2222.51150.21.00000	\$26,291.00	\$9,663.70	\$9,663.70	\$16,627.30	\$17,712.02	(\$1,084.72)
Library Salaries Elementary						-4.13%
100.2222.52110.21.00000	\$22,942.00	\$7,647.29	\$7,647.29	\$15,294.71	\$15,294.51	\$0.20
Health						0.00%

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100.2222.52110.22.00000	\$23,423.00	\$5,047.68	\$5,047.68	\$18,375.32	\$21,873.18	(\$3,497.86)
Health Insurance Library Middle/High						-14.93%
100.2222.52120.22.00000	\$1,080.00	\$154.29	\$154.29	\$925.71	\$668.56	\$257.15
Dental Insurance Library Middle/High						23.81%
100.2222.52200.21.00000	\$2,011.00	\$524.92	\$524.92	\$1,486.08	\$877.06	\$609.02
Social Security Library Elementary						30.28%
100.2222.52200.22.00000	\$4,100.00	\$364.90	\$364.90	\$3,735.10	\$2,857.34	\$877.76
Social Security Library Middle/High						21.41%
100.2222.52310.21.00000	\$0.00	\$649.58	\$649.58	(\$649.58)	\$0.00	(\$649.58)
Nonteacher Retirement Library Elementary						0.00%
100.2222.52320.22.00000	\$10,527.00	\$1,199.37	\$1,199.37	\$9,327.63	\$8,481.06	\$846.57
Teacher Retirement Library Middle/High						8.04%
100.2222.54300.22.00000	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00
Repairs Library Equip Middle/High						100.00%
100.2222.56100.21.00000	\$500.00	\$185.24	\$185.24	\$314.76	\$61.76	\$253.00
Supplies Library Elementary						50.60%
100.2222.56100.22.00000	\$850.00	\$0.00	\$0.00	\$850.00	\$0.00	\$850.00
Supplies Library Middle/High						100.00%
100.2222.56410.21.00000	\$3,000.00	\$1,403.24	\$1,403.24	\$1,596.76	\$1,969.68	(\$372.92)
Books & Information Resources Library Elementary						-12.43%
100.2222.56410.22.00000	\$6,000.00	(\$164.61)	(\$164.61)	\$6,164.61	\$0.00	\$6,164.61
Books & Information Resources Library Middle/High						102.74%
100.2222.56420.21.00000	\$1,600.00	\$1,347.38	\$1,347.38	\$252.62	\$0.00	\$252.62
Other Information Resources Library Elem						15.79%
100.2222.56420.22.00000	\$4,122.00	\$3,638.21	\$3,638.21	\$483.79	\$0.00	\$483.79
Other Information Resources Library Middle/High						11.74%
100.2310.51100.20.00000	\$4,350.00	\$0.00	\$0.00	\$4,350.00	\$2,900.00	\$1,450.00
School Board & Others' Salaries						33.33%

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Budget Balance

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100.2310.52200.20.00000 Social Security School Board	\$356.00	\$0.00	\$0.00	\$356.00	\$221.86	\$134.14 37.68%
100.2310.53000.20.00000 Purchased Services Election Officials	\$300.00	\$0.00	\$0.00	\$300.00	\$0.00	\$300.00 100.00%
100.2310.53301.20.00000 Legal Expenses School Board	\$6,000.00	\$4,532.34	\$4,532.34	\$1,467.66	\$0.00	\$1,467.66 24.46%
100.2310.53302.20.00000 Audit Expenses School Board	\$22,000.00	\$13,135.00	\$13,135.00	\$8,865.00	\$0.00	\$8,865.00 40.30%
100.2310.55800.20.00000 Travel & Conferences School Board	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.2310.58100.20.00000 Dues & Fees School Board	\$4,500.00	\$4,013.52	\$4,013.52	\$486.48	\$0.00	\$486.48 10.81%
100.2310.58110.20.00000 Recognition & Awards School Board	\$6,000.00	\$173.79	\$173.79	\$5,826.21	\$0.00	\$5,826.21 97.10%
100.2320.51100.20.00000 SAU Salaries	\$166,446.00	\$86,946.62	\$86,946.62	\$79,499.38	\$100,734.44	(\$21,235.06) -12.76%
100.2320.52110.20.00000 Health Insurance SAU	\$31,425.00	\$12,195.96	\$12,195.96	\$19,229.04	\$14,228.62	\$5,000.42 15.91%
100.2320.52120.20.00000 Dental Insurance SAU	\$2,256.00	\$1,648.56	\$1,648.56	\$607.44	\$1,666.14	(\$1,058.70) -46.93%
100.2320.52200.20.00000 Social Security SAU	\$12,733.00	\$6,518.15	\$6,518.15	\$6,214.85	\$7,089.01	(\$874.16) -6.87%
100.2320.52310.20.00000 NH Retirement SAU	\$8,314.00	\$3,837.12	\$3,837.12	\$4,476.88	\$4,476.63	\$0.25 0.00%
100.2320.53000.20.00000 Purchased Services SAU	\$63,000.00	\$6,012.50	\$6,012.50	\$56,987.50	\$0.00	\$56,987.50 90.46%
100.2320.53130.20.00000 Background Checks	\$5,000.00	\$2,428.25	\$2,428.25	\$2,571.75	\$0.00	\$2,571.75 51.44%

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100.2320.53200.20.00000 Staff Development SAU	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.2320.55340.20.00000 Postage SAU	\$500.00	\$14.60	\$14.60	\$485.40	\$154.00	\$331.40 66.28%
100.2320.55400.20.00000 Ads/Postings/Recruitment SAU	\$35,000.00	\$3,874.79	\$3,874.79	\$31,125.21	\$0.00	\$31,125.21 88.93%
100.2320.55500.20.00000 Printing SAU	\$4,200.00	\$0.00	\$0.00	\$4,200.00	\$0.00	\$4,200.00 100.00%
100.2320.55800.20.00000 Travel SAU	\$2,500.00	\$1,346.35	\$1,346.35	\$1,153.65	\$0.00	\$1,153.65 46.15%
100.2320.56100.20.00000 Supplies SAU	\$4,250.00	\$2,246.70	\$2,246.70	\$2,003.30	\$939.26	\$1,064.04 25.04%
100.2320.56500.20.00000 Software SAU	\$3,900.00	\$1,176.00	\$1,176.00	\$2,724.00	\$0.00	\$2,724.00 69.85%
100.2320.57300.20.00000 Furniture & Equipment SAU	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00 100.00%
100.2320.58100.20.00000 Dues & Fees SAU	\$5,000.00	\$25.34	\$25.34	\$4,974.66	\$0.00	\$4,974.66 99.49%
100.2330.51100.20.00000 Special Services Admin Salaries	\$220,601.00	\$90,662.63	\$90,662.63	\$129,938.37	\$132,388.65	(\$2,450.28) -1.11%
100.2330.52110.20.00000 Health Insurance Special Services Admin	\$65,558.00	\$27,994.69	\$27,994.69	\$37,563.31	\$35,409.40	\$2,153.91 3.29%
100.2330.52120.20.00000 Dental Insurance Special Services Admin	\$2,822.00	\$1,331.24	\$1,331.24	\$1,490.76	\$1,484.48	\$6.28 0.22%
100.2330.52200.20.00000 Social Security Special Services Admin	\$16,876.00	\$6,456.87	\$6,456.87	\$10,419.13	\$9,039.28	\$1,379.85 8.18%
100.2330.52310.20.00000 NH Retirement Special Services Admin	\$7,342.00	\$3,388.80	\$3,388.80	\$3,953.20	\$3,720.76	\$232.44 3.17%

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100.2330.52320.20.00000 Teacher Retirement	\$32,668.00	\$12,887.10	\$12,887.10	\$19,780.90	\$19,811.34	(\$30.44) -0.09%
100.2330.55800.20.00000 Travel Special Services Admin	\$2,000.00	\$2,219.68	\$2,219.68	(\$219.68)	\$0.00	(\$219.68) -10.98%
100.2330.56100.20.00000 Supplies Special Services Admin	\$315.00	\$0.00	\$0.00	\$315.00	\$0.00	\$315.00 100.00%
100.2330.58100.20.00000 Dues & Fees Special Services Admin	\$5,000.00	\$1,565.59	\$1,565.59	\$3,434.41	\$0.00	\$3,434.41 68.69%
100.2400.51100.21.00000 Admin Salaries Elementary	\$197,538.00	\$94,295.48	\$94,295.48	\$103,242.52	\$110,800.72	(\$7,558.20) -3.83%
100.2400.51100.22.00000 Admin Salaries Middle/High	\$268,976.00	\$128,967.25	\$128,967.25	\$140,008.75	\$150,082.76	(\$10,074.01) -3.75%
100.2400.52110.21.00000 Health Insurance Admin Elementary	\$88,182.00	\$29,700.70	\$29,700.70	\$58,481.30	\$33,119.02	\$25,362.28 28.76%
100.2400.52110.22.00000 Health Insurance Admin Middle/High	\$109,394.00	\$49,080.24	\$49,080.24	\$60,313.76	\$57,260.20	\$3,053.56 2.79%
100.2400.52120.21.00000 Dental Insurance Admin Elementary	\$2,822.00	\$1,586.03	\$1,586.03	\$1,235.97	\$1,330.19	(\$94.22) -3.34%
100.2400.52120.22.00000 Dental Insurance Admin Middle/High	\$3,240.00	\$1,851.48	\$1,851.48	\$1,388.52	\$1,439.95	(\$51.43) -1.59%
100.2400.52200.21.00000 Social Security Admin Elementary	\$15,112.00	\$6,638.65	\$6,638.65	\$8,473.35	\$7,827.27	\$646.08 4.28%
100.2400.52200.22.00000 Social Security Admin Middle/High	\$20,607.00	\$8,996.51	\$8,996.51	\$11,610.49	\$10,456.14	\$1,154.35 5.60%
100.2400.52310.21.00000 Nonteacher Retirement Admin Elementary	\$12,791.00	\$5,561.55	\$5,561.55	\$7,229.45	\$7,487.38	(\$257.93) -2.02%
100.2400.52310.22.00000 Nonteacher Retirement Admin Middle/High	\$7,229.00	\$3,720.21	\$3,720.21	\$3,508.79	\$4,192.35	(\$683.56) -9.46%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100??????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

☐ Include Inactive Accounts

☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2400.52320.21.00000 Teacher Retirement Admin Elementary	\$20,229.00	\$10,446.61	\$10,446.61	\$9,782.39	\$10,892.69	(\$1,110.30) -5.49%
100.2400.52320.22.00000 Teacher Retirement Admin Middle/High	\$38,205.00	\$18,532.67	\$18,532.67	\$19,672.33	\$20,572.11	(\$899.78) -2.36%
100.2400.53300.22.00000 Professional Svcs Contractorr	\$0.00	\$340.00	\$340.00	(\$340.00)	\$0.00	(\$340.00) 0.00%
100.2400.55340.21.00000 Postage Admin Elementary	\$1,500.00	\$373.74	\$373.74	\$1,126.26	\$0.00	\$1,126.26 75.08%
100.2400.55340.22.00000 Postage Admin Secondary	\$8,500.00	\$1,607.74	\$1,607.74	\$6,892.26	\$0.00	\$6,892.26 81.09%
100.2400.55800.21.00000 Travel & Conferences Admin Elementary	\$425.00	\$177.42	\$177.42	\$247.58	\$0.00	\$247.58 58.25%
100.2400.55800.22.00000 Travel & Conferences Admin Secondary	\$1,000.00	\$1,832.90	\$1,832.90	(\$832.90)	\$0.00	(\$832.90) -83.29%
100.2400.56100.21.00000 Supplies Admin Elementary	\$3,610.00	\$1,022.36	\$1,022.36	\$2,587.64	\$243.46	\$2,344.18 64.94%
100.2400.56100.22.00000 Supplies Admin Middle/High	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.2400.58100.21.00000 Dues & Fees Admin Elementary	\$2,160.00	\$89.00	\$89.00	\$2,071.00	\$600.00	\$1,471.00 68.10%
100.2400.58100.22.00000 Dues & Fees Admin Middle/High	\$7,885.00	\$4,450.00	\$4,450.00	\$3,435.00	\$0.00	\$3,435.00 43.56%
100.2500.51100.20.00000 Salaries Business Office	\$187,535.00	\$80,964.24	\$80,964.24	\$106,570.76	\$94,458.16	\$12,112.60 6.46%
100.2500.52110.20.00000 Health	\$45,127.00	\$22,562.40	\$22,562.40	\$22,564.60	\$26,322.80	(\$3,758.20) -8.33%
100.2500.52120.20.00000 Dental	\$2,160.00	\$1,234.32	\$1,234.32	\$925.68	\$925.68	\$0.00 0.00%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

Account Mask: 100???????????????

Account Type: EXPENDITURE

☐ Print Detail

☐ Include PreEncumbrance

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☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2500.52130.20.00000 Disability & Life Insurance	\$21,845.00	\$5,916.27	\$5,916.27	\$15,928.73	\$0.00	\$15,928.73 72.92%
100.2500.52200.20.00000 Social Security	\$14,346.00	\$5,946.19	\$5,946.19	\$8,399.81	\$6,937.68	\$1,462.13 10.19%
100.2500.52310.20.00000 Retirement	\$7,906.00	\$3,649.08	\$3,649.08	\$4,256.92	\$4,257.26	(\$0.34) 0.00%
100.2500.52320.20.00000 Teacher Retirement	\$22,976.00	\$10,604.52	\$10,604.52	\$12,371.48	\$12,371.91	(\$0.43) 0.00%
100.2500.52500.20.00000 Unemployment Insurance	\$9,486.00	\$0.00	\$0.00	\$9,486.00	\$0.00	\$9,486.00 100.00%
100.2500.52600.20.00000 Workers' Comp Ins	\$26,664.00	\$26,664.00	\$26,664.00	\$0.00	\$0.00	\$0.00 0.00%
100.2500.56500.20.00000 Business Software	\$17,300.00	\$474.66	\$474.66	\$16,825.34	\$0.00	\$16,825.34 97.26%
100.2500.58100.20.00000 Dues & Fees Business	\$2,000.00	\$339.60	\$339.60	\$1,660.40	\$0.00	\$1,660.40 83.02%
100.2600.51100.20.00000 Custodian Salaries	\$401,468.00	\$174,958.53	\$174,958.53	\$226,509.47	\$228,585.70	(\$2,076.23) -0.52%
100.2600.52110.20.00000 Health Insurance Custodians	\$250,877.00	\$95,077.38	\$95,077.38	\$155,799.62	\$77,156.84	\$78,642.78 31.35%
100.2600.52120.20.00000 Dental Insurance Custodians	\$2,160.00	\$1,131.46	\$1,131.46	\$1,028.54	\$462.84	\$565.70 26.19%
100.2600.52200.20.00000 Social Security Custodians	\$30,712.00	\$12,398.11	\$12,398.11	\$18,313.89	\$10,507.44	\$7,806.45 25.42%
100.2600.52310.20.00000 Nonteacher Retirement Custodians	\$52,966.00	\$22,010.29	\$22,010.29	\$30,955.71	\$20,043.68	\$10,912.03 20.60%
100.2600.53000.20.00000 Building & Grounds Contract Services	\$68,600.00	\$24,972.52	\$24,972.52	\$43,627.48	\$0.00	\$43,627.48 63.60%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

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☐ Print Detail

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☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2600.54110.20.00000 Water/Sewer	\$25,000.00	\$4,148.35	\$4,148.35	\$20,851.65	\$0.00	\$20,851.65 83.41%
100.2600.54210.20.00000 Disposal Services	\$19,000.00	\$6,403.00	\$6,403.00	\$12,597.00	\$0.00	\$12,597.00 66.30%
100.2600.54300.20.00000 Repairs & Maintenance	\$55,500.00	\$15,220.05	\$15,220.05	\$40,279.95	\$0.00	\$40,279.95 72.58%
100.2600.55200.20.00000 Property Insurance	\$40,814.00	\$40,814.00	\$40,814.00	\$0.00	\$0.00	\$0.00 0.00%
100.2600.55800.20.00000 Training & Travel	\$1,000.00	\$1,140.00	\$1,140.00	(\$140.00)	\$0.00	(\$140.00) -14.00%
100.2600.56100.20.00000 Supplies	\$45,000.00	\$16,821.75	\$16,821.75	\$28,178.25	\$657.97	\$27,520.28 61.16%
100.2600.56110.20.00000 Maintenance Supplies	\$38,000.00	\$7,456.80	\$7,456.80	\$30,543.20	\$506.88	\$30,036.32 79.04%
100.2600.56220.20.00000 Electricity	\$190,000.00	\$76,082.04	\$76,082.04	\$113,917.96	\$0.00	\$113,917.96 59.96%
100.2600.56230.20.00000 Bottled Gas	\$15,835.00	\$2,487.08	\$2,487.08	\$13,347.92	\$0.00	\$13,347.92 84.29%
100.2600.56240.20.00000 Heating Oil	\$200,000.00	\$35,867.00	\$35,867.00	\$164,133.00	\$0.00	\$164,133.00 82.07%
100.2600.56260.20.00000 Gasoline	\$4,000.00	\$713.10	\$713.10	\$3,286.90	\$0.00	\$3,286.90 82.17%
100.2600.57300.20.00000 Maintenance Equipment	\$27,000.00	\$18,074.25	\$18,074.25	\$8,925.75	\$0.00	\$8,925.75 33.06%
100.2600.57370.20.00000 Replacement Furniture/Fixtures	\$22,001.00	\$22,739.56	\$22,739.56	(\$738.56)	\$0.00	(\$738.56) -3.36%
100.2700.51100.20.00000 Transportation Salaries	\$12,262.00	\$34,704.02	\$34,704.02	(\$22,442.02)	\$8,719.36	(\$31,161.38) -254.13%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

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☐ Print Detail

☐ Include PreEncumbrance

☐ Print accounts with zero balance

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☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2700.52200.20.00000 Social Security	\$938.00	\$313.32	\$313.32	\$624.68	\$667.03	(\$42.35) -4.51%
100.2700.55191.20.00000 Regular Student Transportation	\$352,232.00	\$66,073.13	\$66,073.13	\$286,158.87	\$0.00	\$286,158.87 81.24%
100.2700.55192.20.00000 Special Education Transportation	\$365,000.00	\$94,092.24	\$94,092.24	\$270,907.76	\$0.00	\$270,907.76 74.22%
100.2725.55170.22.00000 Athletic Transportation	\$50,000.00	\$13,393.72	\$13,393.72	\$36,606.28	\$0.00	\$36,606.28 73.21%
100.2725.55190.21.00000 Field Trips/Cocurricular	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.2725.55190.22.00000 Field Trips/Cocurricular	\$3,000.00	\$408.00	\$408.00	\$2,592.00	\$0.00	\$2,592.00 86.40%
100.2725.55191.22.00000 Van Operating Costs	\$5,000.00	\$1,094.00	\$1,094.00	\$3,906.00	\$0.00	\$3,906.00 78.12%
100.2840.51100.20.00000 Salaries Technology	\$194,172.00	\$63,620.03	\$63,620.03	\$130,551.97	\$73,139.71	\$57,412.26 29.57%
100.2840.52110.20.00000 Health Tech	\$61,507.00	\$16,464.48	\$16,464.48	\$45,042.52	\$19,208.56	\$25,833.96 42.00%
100.2840.52120.20.00000 Dental Tech	\$2,160.00	\$617.16	\$617.16	\$1,542.84	\$462.84	\$1,080.00 50.00%
100.2840.52200.20.00000 Social Security Tech	\$14,854.00	\$4,654.50	\$4,654.50	\$10,199.50	\$5,208.60	\$4,990.90 33.60%
100.2840.52310.20.00000 Nonteacher Retirement	\$26,271.00	\$8,607.80	\$8,607.80	\$17,663.20	\$9,649.92	\$8,013.28 30.50%
100.2840.53400.20.00000 Powerschool Annual Support	\$8,000.00	\$525.00	\$525.00	\$7,475.00	\$0.00	\$7,475.00 93.44%
100.2840.54300.20.00000 Repairs Tech	\$9,000.00	\$1,819.40	\$1,819.40	\$7,180.60	\$0.00	\$7,180.60 79.78%

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025

From Date: 7/1/2024

To Date: 12/31/2024

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Account Type: EXPENDITURE

☐ Print Detail

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☐ Filter Encumbrance Detail by Date Range

Budget Balance

Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
100.2840.54420.20.00000 Copier Lease/Maint.	\$18,274.00	\$3,850.58	\$3,850.58	\$14,423.42	\$0.00	\$14,423.42 78.93%
100.2840.55310.20.00000 Phone Internet	\$32,799.00	\$11,679.55	\$11,679.55	\$21,119.45	\$0.00	\$21,119.45 64.39%
100.2840.55800.20.00000 Travel & Conferences Tech	\$4,250.00	\$1,732.31	\$1,732.31	\$2,517.69	\$0.00	\$2,517.69 59.24%
100.2840.56100.20.00000 Supplies Tech	\$9,500.00	\$4,136.24	\$4,136.24	\$5,363.76	\$1,742.44	\$3,621.32 38.12%
100.2840.56500.20.00000 Software	\$33,412.00	\$22,027.71	\$22,027.71	\$11,384.29	\$31.76	\$11,352.53 33.98%
100.2840.57340.20.00000 IT Equipment	\$73,394.00	\$2,816.45	\$2,816.45	\$70,577.55	\$3,966.34	\$66,611.21 90.76%
100.3110.57300.20.00000 Food Service Equipment	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.3110.59300.20.00000 Food Service	\$15,000.00	\$0.00	\$0.00	\$15,000.00	\$0.00	\$15,000.00 100.00%
100.4000.53200.20.00000 Facilities Construction & Remodeling	\$1.00	\$0.00	\$0.00	\$1.00	\$0.00	\$1.00 100.00%
100.5100.58300.20.00000 Debt Service Principal	\$720,000.00	\$650,000.00	\$650,000.00	\$70,000.00	\$0.00	\$70,000.00 9.72%
100.5100.58400.20.00000 Debt Interest	\$64,547.00	\$31,382.50	\$31,382.50	\$33,164.50	\$0.00	\$33,164.50 51.38%
100.5220.59300.99.00000 Transfer To Grants	\$729,500.00	\$0.00	\$0.00	\$729,500.00	\$0.00	\$729,500.00 100.00%
100.5221.59300.99.00000 Transfer To Food Service Fund	\$225,000.00	\$0.00	\$0.00	\$225,000.00	\$0.00	\$225,000.00 100.00%
Fund: 100	\$15,978,137.00	\$5,468,045.54	\$5,468,045.54	\$10,510,091.46	\$6,157,548.76	\$4,352,542.70

Hinsdale School District

General Ledger - On Demand Report

Fiscal Year: 2024-2025 From Date:7/1/2024 To Date:12/31/2024

Account Mask: 100????????????????		Account Type: EXPENDITURE			<input type="checkbox"/> Print Detail	<input type="checkbox"/> Include PreEncumbrance
<input type="checkbox"/> Print accounts with zero balance	<input type="checkbox"/> Include Inactive Accounts	<input type="checkbox"/> Filter Encumbrance Detail by Date Range			Budget Balance	
Account Number / Description	Budget	Range To Date	YTD	Balance	Encumbrance	% Remaining Bud
Grand Total:	\$15,978,137.00	\$5,468,045.54	\$5,468,045.54	\$10,510,091.46	\$6,157,548.76	\$4,352,542.70

End of Report

Report from the
DIRECTOR OF
ACADEMICS &
CAREER READINESS

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

HINSDALE

SCHOOL DISTRICT

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

December 2024

The months of November and December are short months here at school.

We recently wrapped up a month of Professional Development days. As reported in my previous report, the days were packed with required training and moved further into our work with MTSS-R, Advisory, Curriculum review in Science and Social Studies, and NEASC.

Much of this work comes with new protocols and new ways of thinking for all of us, and that is not always easy. To provide the best possible education with the best possible outcomes for our students, we must continue to look at research based best practices and adjust our curriculum and teaching strategies to align with the needs of our students. I mention this because it is important for our school board to be aware of the work we do as a collaborative leadership team, that provides our teachers with opportunities to explore new strategies, work with their teammates/colleagues, learn from experts in the fields and design curriculum that is aligned with national standards.

The highlight of our work together was our Friendsgiving. Our entire staff gathered to enjoy pizza and salad and shared what they were thankful for. I would like to give a shoutout to A1 Pizza for donating all the salad and bread for our lunch. They opened the restaurant on their day off to bake 15 pizza pies for our staff. We are so grateful for their generosity.

We also gave out the first giraffe award of the year. The award was presented to Crystal Puchol for her efforts with writing grants for her dramatic play units in her classroom, as well as her dedication and endless amounts of extra time that she gives to students both in and out of her classroom. Congratulations Crystal on this well-deserved award.

This month, although a short one, we continue to work with advisory leads on our POL work so that all students will have input into the final product.

Last month we sent a group of students to NHTI to the "Bringing Back the Trades" event. Mike Rowe from Dirty Jobs was there to speak to our students about the need for young people to enter the trades. Two of our students received \$1500.00 scholarships as they enter the trades upon graduation. Congratulations to Garrett Sullivan and Ryan Sweetser. We are proud of their accomplishments.

Jeanne Sturges has continued to work diligently with a group of middle/high school teachers on our Social Studies Curriculum review and with the help of our consultant from NHLI we have

established schoolwide competencies. The Social studies group have articulated a vision for powerful learning and competencies are the foundation for instructional shifts.

HMHS Social Studies Competencies

Inquiry and Communication

Students will use inquiry to make sense of the world; they will employ various technologies and skills to find information and to communicate responses to questions through well-reasoned, evidence-based arguments that can be used as a foundation for action.

History

Students will demonstrate their understanding of major ideas, eras, themes, technological developments and turning points in NH, the US, and the world. Students will understand how conflict and cooperation shape the development of societies worldwide.

Civics & Citizenship

Students will demonstrate their understanding of the necessity for establishing governments; the governmental systems of the United States and other nations; the basic civic values of American constitutional democracy; and the roles, rights, and responsibilities of citizenship.

Geography

Students will develop geographical reasoning through a deep knowledge of Earth's physical and human features, including the locations of places and regions, the distribution of landforms and water bodies, and historic changes in political boundaries, economic activities, and cultures.

Economics

Students will understand the ways in which individuals, governments, and societies make decisions to allocate and manage resources, influencing the well-being of individuals and society.

This work is slowly moving us into a competency-based structure by aligning to standards, performance assessments, and Competency based grading down the line.

I hope everyone has a joyful holiday.

Respectfully submitted.

Karen Thompson

Report from the PRINCIPAL

Hinsdale Middle High
School

HINSDALE MIDDLE / HIGH SCHOOL

49 School Street
Hinsdale, New Hampshire 03451

Anna M. Roth
Principal

Christopher S. Ponce
Assistant Principal

Patricia A. Wallace
Director of Student Services

Sam Kilelee
Athletic Director

HMHS Board Report for December 2024

Submitted 12/4/24 by Anna Roth

Some highlights:

- **We have had several new applicants for substitutes since the change in rate - - thank you!**
- **Basketball seasons are underway with JV & Varsity (girls & boys) home openers Friday 12/6 for a triple-header!**

Academics

Teachers took advantage of collaborative inquiry time during a recent professional development day to work in small groups of their choice. Topics included vertical alignment of curriculum and assessments (English); shared vision, goal alignment, and instructional strategies (special education); cross-curricular project planning (both HS science and VEX teachers), and designing a common assessment of real-world skills to be used across grade levels (math). Teachers appreciated the time to work with their colleagues collaborating on an area of interest for the benefit of our students.

I will be working with Dr. Ryan and the guidance office to review the PSAT scores in terms of AP Potential. This will help us identify students who are good candidates for AP classes in the future, especially important as we move forward with the development of the AP Rural Network.

Social Emotional

The faculty had a *fantastic* professional development day with Derek Pierce and Susan McCray from Casco Bay High School in Maine. Derek and Susan worked with us on continuing to grow and strengthen our advisory program through learning, discussion, and some fun games. Teachers had an opportunity to discuss what's going well and what their current challenges are, as well as time to hear from seasoned advisors. At our closing circle,

Perseverance Advocacy Collaboration Empathy Responsibility Scholarship

SAU 92 does not discriminate on the basis of race, color, national origin, gender, sex, sexual orientation, religion, nationality, ethnic origins, country of origin, economic status, status as a victim of domestic violence, harassment, sexual assault, or stalking, disability, age or other protected classes under applicable law in its educational programs and activities. SAU 92 also provides equal access to buildings for youth groups. Link to Training - <https://nhprimex.org/explore-training/single/understanding-sexual-harassment/> Questions about Title IX can be referred to the SAU 92 Superintendent, Dr. David Ryan, dryan@hnhsd.org or 603-336-5728

several faculty members said it was the best professional development they'd ever attended.

We are excited to be planning a whole school luncheon the week prior to December break. This will be an opportunity to come together as a community while learning about winter holidays around the world. Each grade level has chosen a different holiday to research during advisory; this research will be presented in some format during the luncheon.

Staffing Update

We were thrilled to welcome Pamela Johnson-Spurlock as our new Library Media Specialist this week! She jumped right in, welcoming a new round of 6th grade students for VEX and making the space her own.

Tuesday 11/26 we enjoyed Friendsgiving with the entire HSD faculty in the HMHS gym. It was nice to gather together and share gratitude as we headed off to Thanksgiving break.

Enrollment

6 th	43	
7 th	37	
8 th	40	
9 th	41	
10 th	45	
11 th	32	2 CCC
12 th	33	2 WRCC
Total	271	

Upcoming Events

12/18 Winter Concert (combined HES & HMHS) 6:30 in the HMHS gym

Report from the PRINCIPAL

Hinsdale Elementary
School

HINSDALE ELEMENTARY SCHOOL

12 School Street
Hinsdale, New Hampshire 03451

MOLLY BREMNER, Ed. D.
Principal

MORGAN BRANIFF, LCMHC
School Counselor

LISA KUENZLER, M. Ed
Special Ed. Coordinator

SARA DONAHUE, LICSW
Social Worker

Curriculum & Assessment:

Our staff are working to embed the MyView literacy program into science and social studies. We know that inquiry and varied learning opportunities are the direction to move towards, but this very important work of building up background knowledge will always be a component of these topics.

Core Values:

We continue to focus on being ready to learn and step one is to be at school. In November we sent home 31 letters for high unexpected absences. This has helped open communication with families to continue to educate people on the importance of attendance and how to follow our policies.

We had an 'attendance' challenge week in November. This was a week we only had 3 days of school due to voting and conferences. We gave out 193 certificates for achieving perfect attendance that week. This was only about 80%, but was a great way to continue to bring this up. Our next challenge week will be when we return from the holiday break.

Our staff have been learning about the impact of attendance:

Federal guidelines say districts should aim to have 90% of students in attendance 90% of the time (pbs.org)

Absenteeism can account for up to 27% test score declines in math and 45% in test score declines in reading (Council of Economic Advisers)

Operations:

Great partnership with Nate and his team, with the participation of all of the teachers led to passing the fire inspection with ease.

We held our November drill as a shelter in place successfully.

We have interviewed for new additional substitutes. Our current substitutes shared they are making themselves more available since the increase in compensation- again thank you!

We currently have the following unfilled:

1 Sp. Ed. Paraprofessional

1 Gen. Ed. Paraprofessional

1 Guidance Counselor/504 coordinator; I have taken on the 504 and CST process meetings, which is a great way to understand systems strengths and needs.

Community:

- We had a few families join us for our community meeting in November
 - We shared our underground spirit week with them- If you saw HES staff the week before Thanksgiving you would know we were being sort of silly. This type of activity helps engage students, make connections, and supports building culture
- The BookFair has been up and families have been engaged and supportive of those efforts

Upcoming:

- Winter concert- Dec. 18th
- Nov. All school meeting: Dec.19th

Report from the
DIRECTOR OF
TECHNOLOGY

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

HINSDALE

SCHOOL DISTRICT

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

Justin Therieau
Director of Technology
December Technology Report

Hinsdale School Board,

This month was a focus on cybersecurity, local security, and projects. Several tweaks and changes have been made to our infrastructure to align with NIST standards around network hardening. We have increased the sensitivity of our logs on each server and firewall and have set up new alerts to inform us of critical events that must be investigated. I have begun seeking quotes for a 3rd party penetration test to test our security posture vs. outside threat actors.

I have begun the work on my Quarter 2 digital learning tool integration lesson. The topic of this lesson will be the Microsoft Whiteboard tool in the M365 environment. This will be share with all of our staff members with an example on how it could be worked into a lesson they may already be using. Whiteboard is a powerful tool that allows for quick graphical brainstorming, graphic storytelling, and allows multiple users to collaborate on the same digital board from multiple devices. As with the Quarter 1 lesson I will be offering my time to host an in-person session if there is demand for it.

We are a little behind on the deployment of the 5th grade laptops. We are hoping to have these ready and deployed to each 5th grade classroom soon. An unexpected uptick of support ticket requests in November appears to be the cause of the delay.

Report from the
DIRECTOR OF
STUDENT SERVICES

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

Karen Thompson, M.Ed.
Director of Academics and Career
Readiness

49 School Street, P.O. Box 27 | Hinsdale, NH 03451 | 603-336-5728 | www.hnhsd.org

Student Services Board Report for December 2024

Submitted December 3, 2024 by Patricia Wallace

Some highlights about indicator reports received from the New Hampshire Department of Education:

- Received on November 7 the revised corrections list for Indicator 11: Initial Evaluations for school year 2023-2024: The question for this indicator is "What percent of children were evaluated within 60 days of parental consent to evaluate?" Out of the 20 initial evaluations, 19 were in compliance, level of compliance was 95%.
 - The action plan was this summer, I investigated why we were out of compliance on the one. It was found that it was a residence concern. The parents signed permission to evaluate before proof of residence to the registrar was received. With the signature the Special Education Timeline had started with the signature. This finding resulted in working with the building level registrar, Superintendent and Principals to find solutions to prevent this from happening again.
- Received on November 11 Indicator 8 results from the New Hampshire Department of Education. Indicator 8 is percent of parents with child receiving special education services who reported that the schools facilitated parent involvement as a means of improving services and results for their student, this was through a survey that was open between 04/19/2024 and 05/31/2024. Hinsdale had 100% compliance with the one parent that completed the survey.

Ongoing projects through Special Education:

- The LEA Determinations work has been ongoing. On October 30, the subgroup leaders presented the root cause analysis to the State. The Subgroup leaders are Jennifer Taggart for Indicator 7: preschool, as part of her Keene State College Internship for educational leadership. Then Sarah Burgess for Indicator 3: Assessment, as part of her Keene State College Internship for Special Education Administration. The state representative, Alexandra Ferraro, was extremely impressed with the work that was completed.
- Indicator 13: Transition requirements were uploaded in the state assessment October 31st. At this point we are waiting to see how we are doing for this Indicator audit, which should be done by December 31.

Numbers in Special Education since the beginning of the school year:

- Number of Special Education Students that moved out of district: 1-15
- Number of Special Education Students that moved into the district: 1-5
- Number of new referrals made: 15-20
 - Preschool – Early Childhood supports referral: 7-10
 - Elementary School: 5-10 by parents
 - Middle/High School: 5-10 by parents
- Number of Students Evaluated that no longer meet criteria: 1-5

Other Interesting things happening in Special Education:

- Life Skills students have started Friday meals for staff: Students organize, set up shopping list, budget, Prep and cook and package the meals. Costing \$10 each. All profits go toward fundraising for field trips for the program.
- All Special Education students from grade 8 to 12 have completed High School Transition sheets that talk about what they would like to do for a career, what skills they have and what skills they need practice in while still in school. This information is used while writing the students IEP's as part of transition services and keeping the district in compliance with Indicator 13: Transition requirements.

Report from the FACILITIES DIRECTOR

David Ryan, Ed.D.
Superintendent

Jane Fortson, CPA
Business Administrator

HINSDALE

SCHOOL DISTRICT

Patricia Wallace, M.Ed., CAGS
Director of Student Services

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Nathan Boudreau
Facilities Director
Hinsdale School District
December 2024 Facilities Report

First oil delivery

- 4000 gallons total split equally between both schools

Gym floors have been refinished

- Executed as expected
- Many compliments from staff

Elementary school cleaning products

- Changed vendors
- High school to be changed during February break
- Vendor came and put in all new dispensers free of charge
- Had our custodial staff trained for each cleaning product

Annual Fire inspections

- Both schools were inspected
- Both passed with no issues
- Thanks to custodial/maintenance staff to be prepared
- Thanks to principals/staff for preparing their rooms

Health Inspection

- Both schools were inspected
- Both passed with no issues
- This inspection is done every 5 years and is needed for our renewal to operate

BOARD BUSINESS

Future Business Leaders of America (FBLA) proposal

12-5-24

The Hinsdale FBLA chapter is planning to attend the NH FBLA state conference in Manchester, NH. The conference is being held over two days: Thursday, March 20 and Friday, March 21, 2025. The New Hampshire FBLA State Leadership Conference is our flagship event. At SLC, students from across New Hampshire gather to compete in competitive events, engage in business related workshops, listen to distinguished speakers, and elect state officers.

This year's SLC will be held at the Doubletree by Hilton in Manchester, NH. The Hinsdale FBLA chapter has eight students and two staff advisors. To be able to attend both days of this conference, we would need six hotel rooms. Students would be two per room, totaling four student rooms and one hotel room for each advisor. The price of each room is \$159 for the night, totaling \$946 for all six rooms. Food would be included in the registration fee for students and advisors.

PROPOSED Social Studies Changes for 2025-26

Graduation Requirements

Highlighted text represents proposed changes in language to improve accuracy and clarity.

Content Area	Hinsdale HS Diploma	NH Scholars See next page for STEM, ARTS, and Career Pathways	NH State Diploma*
English	No proposed changes		
Math			
Science			
Social Studies	3.5 Required: – American Studies I (1) – American Studies II (1) or APUSH (1) – Civics (.5) – Economics (.5) – World Studies (.5)	3.5	2.5
Personal Finance	.5	0	0

PROPOSED Program of Studies Changes - 2026-27

Graduation Requirements

Highlighted text represents proposed changes in language and course requirements beginning with Class of 2030.

Content Area	Hinsdale HS Diploma	NH Scholars See next page for STEM, ARTS, and Career Pathways	NH State Diploma*
English	No proposed changes		
Math			
Science			
Social Studies	3.5 Required: – World Studies (.5) – Economics (.5) – US History (1) or APUSH (1) – Civics (.5) – Electives (1)*	3.5	2.5
Personal Finance	.5	0	0

*One credit of electives assumes there is no change in the number of SS credits required for graduation.

Current Program of Studies (2024-25)

Graduation Requirements

Students may elect to accomplish any of the following requirements in many ways.
See "[Courses of Study](#)" section beginning on page 13.

Content Area	Hinsdale HS Diploma	NH Scholars See next page for STEM, ARTS, and Career Pathways	NH State Diploma*
English	4	4	4
Math	4 Algebra I Required	4 Algebra I Required Algebra II Required Geometry Required Elective	3 Algebra Required
Science	3 Biology Required Physical Science Required Elective	3 (Must be lab sciences)	2 Biology Required One physical science Required
Social Studies American Studies Global Studies World History Geography	2.5	2.5	1.5
Civics	0.5	0.5	0.5
Economics with Personal Finance	0.5	0.5	0.5
Personal Finance	0.5	0.5	0
World Language	0	2 (Must be same language) Not required for Career Pathway	0
Physical Education	1	1	1
Health	0.5	0.5	0.5
Art	0.5	0.5	0.5
Information Computer Technology Formerly computer science	0.5	0.5	0.5
Electives	7	5	6

BBBF - STUDENT BOARD MEMBERS

Category: Recommended (for districts with high schools only)- While these policies are not required by law, they are highly recommended for effective school board operations.

A. General Policy.

The Board will have one student school board member from Hinsdale Middle High School.

Student School Board members ("Student-members") will not have the right to vote and will be excluded from all non-public sessions the Board enters.

B. Election and Term of Student School Board-Members.

Student-members will serve one-year terms, beginning on July 1st of each year.

Student-members will be chosen by a majority vote of the high school student body under procedures for nomination and election established by the student government of the high school.

C. Responsibilities of Student Government.

The student government of the high school shall establish procedures for:

1. The nomination and election of Student-member candidates;
2. Any public high school student in the school district to petition the Student-member to present proposals and opinions to the School Board;
3. Filling any vacancy that may occur in the Student-member position from that school.

D. Student-Member Expectations.

Under RSA 194:23-f, IV, Student-members are expected to:

1. ~~Attend all School Board meetings;~~ School Board meetings except discussions and procedures involving subjects which are confidential under RSA 91-A [non-public sessions held in accordance with 91-A:2 and 3];
2. Represent all high school students within the District;
3. Present to the School Board specific proposals and ideas from the high school student body;
4. Serve as a liaison between students, District staff, and the Board;
5. Keep the student body informed of Board business and actions; and
6. Comply with all Board policies relative to students and Board members, when applicable.

E. Oversight.

BBBF - STUDENT BOARD MEMBERS

The Superintendent shall assure building principals coordinate with student council advisors to ensure the student council is aware of the requirements of Section D, above.

District Policy History:

First reading: 9/14/2022

Last revised: 11/18/24 by Policy Committee

Second reading/adopted: 10/12/2022

First reading: 12/11/2024

Other district policy history:

Final reading:

Legal References:

RSA 189:1-c, School Board Student Member

RSA 194:23-f, High School Student as a Board Member

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

DAF- ADMINISTRATION OF FEDERAL GRANTS

Category: Priority/Required by Law

Related Policies: DI, DID, DJ, DJC, DJE, DJF & DK

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

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

- DAF-1 ALLOWABILITY**
- DAF-2 CASH MANAGEMENT AND FUND CONTROL**
- DAF-3 PROCUREMENT**
- DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM**
- DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES**
- DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS**
- DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS**
- DAF-8 ACCOUNTABILITY AND CERTIFICATIONS**
- DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT**
- DAF-10 GRANT BUDGET RECONCILIATION**
- DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT**

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

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

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

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

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

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

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

DAF-1 ALLOWABILITY

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

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

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is “reasonable”, consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;

- iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
 - b. When determining whether a cost is “necessary”, consideration may be given to whether:
 - i. the cost is needed for the proper and efficient performance of the grant program;
 - ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
 - c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 5. Be determined in accordance with generally accepted accounting principles.
 6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits

accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

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

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

D. Determining Whether A Cost is Direct or Indirect

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

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

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

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

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

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

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

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

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

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

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

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.

5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 CFR Part 200, Subpart E – Cost Principles – on the first day of the project period.

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

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the *initial* Federal awarding agency or of the NHDOE or other pass-through entity.

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

DAF-2 CASH MANAGEMENT AND FUND CONTROL

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

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

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

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

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

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

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System ("PMS") through an electronic medium using either Automated Clearing House ("ACH") network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as "addenda records" by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 **PROCUREMENT**

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

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

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-327) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase Policy DJ.

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

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

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

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

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

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

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

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

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

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

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

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

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

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed ~~\$50,000.00~~ **\$10,000**. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be

made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property which is acquired above the *aggregate dollar* micro-purchase threshold and not exceeding the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

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

a. In order for sealed bidding to be feasible, the following conditions shall be present:

- i. a complete, adequate, and realistic specification or purchase description is available;
- ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

b. When sealed bids are used, the following requirements apply:

- i. Bids shall be solicited in accordance with the provisions of State law and DJE . Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
- ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be

used to determine the low bid when prior experience indicates that such discounts are usually taken.

- v. The Board reserves the right to reject any and all bids for sound documented reason.
- vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

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

If this method is used, the following requirements apply:

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

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

5. Noncompetitive Proposals

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

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or

d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and

Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

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

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.324). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

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

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

F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

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

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

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

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

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

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

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

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

2. Termination clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II (B)).
 3. Anti-pollution clause: For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II (G)).
 4. Anti-lobbying clause: For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (I).
 5. Negotiation of profit: For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.324(b)).
 6. "Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in DAF-4.C regarding food service procurement.
 7. Huawei Ban: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.
- I. **Bid Protest**: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

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

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

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

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

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

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

- A. Mandatory Contract Clauses:** The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
 2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
 3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
 4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
 5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

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

C. “Buy American” Requirement: NOTE - See DAF-3.H.6 regarding “domestic preference” requirements for procurements other than for food service.

Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

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

1. Exceptions: The two main exceptions to the Buy American requirements are:
 - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
 - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent, shall
 - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
 - b) Monitor contractor performance;

- c) Require suppliers to certify the origin of the product;
- d) Examine product packaging for identification of the country of origin; and
- e) Require suppliers to provide specific information about the percentage of U.S. content in food products.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

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

~~Each~~ **No** employee, board member **or other District officer**, or agent ~~of the school system who is engaged may participate~~ in the selection, award or administration of a contract supported by a federal grant or award ~~and who has a potential~~ **if he or she has a real or apparent** conflict of interest. **Such a conflict - or apparent conflict - of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of those parties indicated herein, (collectively a "covered individual:) has a financial or other interest in or a tangible personal benefit from a firm considered for a contract** ~~must disclose that conflict in writing to the Superintendent who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through entity.~~

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

Additionally, no employee, board member or other District officer, or agent ~~Covered individuals will not~~ **may** solicit or accept any gratuities, favors, or items **anything of monetary value** from a contractors or a party ~~ies to a subcontractors. for a federal grant or award. Violations of this rule are subject to disciplinary action.~~ **This prohibition, however, shall not apply to gratuities of de minimus value, which, for purposes of the policy, are individual gifts, favors, or other items of monetary value, worth \$50 or less and which have no bearing on the selection, award, or administration of a federal award.**

Each covered individual who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to the NHDOE or other applicable pass-through entity.

Employees who violate this provision are subject to disciplinary consequences up to and including dismissal. Agents or contractors acting on behalf of the district are subject to contract termination. School board members or other district officers are subject to such actions as are within the authority of the school board or district. Violations will also be reported to law enforcement in appropriate circumstances.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, **and the federal awarding agency whenever the superintendent has credible evidence of the commission** all violations of federal criminal law involving fraud, **conflict of interest**, bribery, or gratuities **violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733).** ~~potentially effecting any federal award.~~ **The notice to the Federal awarding agency shall be directed to that agency's Office of the Inspector General.** The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

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

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

- A. **"Equipment" and "Pilferable Items" Defined:** For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.
- B. **Records:** The Superintendent shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- C. **Inventory:** No less than once every two years, the Superintendent shall cause a physical inventory of all equipment and pilferable items to be taken and the results reconciled with the property records. Except as otherwise provided in this policy DAF-6, inventories shall be conducted consistent with Board Policy DID.
- D. **Control, Maintenance and Disposition:** The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
 - 1. prevent loss, damage, or theft of the property; any loss, damage, or theft must be investigated;
 - 2. to maintain the property and keep it in good condition; and

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

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

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

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

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

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

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

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

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

In addition, for any costs that are charged directly to the federal award, the Business Administrator shall maintain sufficient records to justify that:

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

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Business Administer who can attest that the expenditure is allowable and approved under the federal program. The Superintendent submits all required certifications.

DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

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

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

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

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

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

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

2. Individual employee time and effort reporting. Timesheets and required periodic certifications shall include at a minimum:

- a. Employee name;**
- b. Grant information;**
- c. Time spent on grant;**
- d. Period of performance;**
- e. Signature of employee, and dated after period of performance;**
- f. Signature of employee's supervisor who has direct knowledge of the work performed, and dated after period of performance, and**
- g. Certifying statement that information is true (can be placed above signatures).**

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

DAF-10 GRANT BUDGET RECONCILIATION AND GRANT CLOSEOUT

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

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

- B. Grant Closeout Requirements:** At the end of the period of performance or when the Federal awarding agency determines the District has completed all applicable administrative actions and all required work under the grant, the agency will close out the Federal award. If the award passed-through the State, the District will have 90 days from the end of the period of performance to submit to the State all financial, performance, and other reports as required by the terms and conditions of the award.

Failure to submit all required reports within the required timeframe will necessarily result in the Federal awarding agency reporting the District's material failure to comply with the terms of the grant to the Office of Management and Budget (OMB), and may pursue other enforcement actions.

The District must maintain all financial records and other documents pertinent to the grant for a period of three years from the date of submission of the final expenditure report, barring other circumstances detailed in 2 CFR 200.344.

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "sub recipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Sub recipient and contractor determinations". Generally, "sub recipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., DAF-3 relative to federal grant funds, DJE relative to bidding requirements for non-federal money projects, etc.). Sub recipients are subject to this Policy.

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

A. Sub-award Contents and Communication.

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

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a) Sub recipient name
 - b) Sub recipient's unique ID number (DUNS)
 - c) Federal Award ID Number (FAIN)
 - d) Federal award date
 - e) Period of performance start and end date
 - f) Amount of federal funds obligated
 - g) Amount of federal funds obligated to the sub recipient
 - h) Total amount of the Federal award
 - i) Total approved cost sharing or match required where applicable
 - j) Project description responsive to FFATA
 - k) Name of Federal awarding agency, pass through entity and contact information
 - l) CFDA number and name
 - m) Identification of the award is R&D
 - n) Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of sub recipients as necessary.

4. An approved indirect cost rate negotiated between sub recipient and the Federal government or between the pass-through entity and sub recipient.
5. Requirements that the District and its auditors have access to the sub recipient records and financial statements..
6. Terms and conditions for closeout of the sub-award.

B. Sub recipient Monitoring Procedures.

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

Sub recipient monitoring procedures include:

1. At the time of proposal, assess the potential of the sub recipient for programmatic, financial, and administrative suitability.
2. Evaluate each sub recipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the sub recipient's:
 - a) Prior experience with the same or similar sub-awards.
 - b) Results of previous audits and single audit (if applicable).
 - c) New personnel or new or substantially changed systems.
 - d) The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the sub recipient to meet objectives of the sub-award. To facilitate this review, sub recipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage sub recipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
 - a) Verify invoices that include progress reports.
 - b) ~~Review progress reports to ensure project is progressing appropriately and on schedule.~~ **Raise any concerns to the superintendent.**
 - c) **Initial the progress report and invoice confirming review and approval prior to payment.** ~~Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.~~
 - d) **Review subrecipient match tasks for eligibility.** ~~Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.~~

- e) Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the sub recipient.
 - f) Review ~~sub recipient match tasks for eligibility.~~ **invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.**
 - g) **Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.** ~~Initial the progress report and invoice confirming review and approval prior to payment.~~
 - h) **Review progress reports to ensure project is progressing appropriately and on schedule.** ~~Raise any concerns to the Superintendent~~
7. The Business Administrator, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
8. Payments will be withheld from sub recipients for the following reasons:
- a) Insufficient detail to support the costs billed;
 - b) Unallowable costs;
 - c) Ineligible costs; and/or
 - d) Incomplete work or work not completed in accordance with required specifications.
9. Verify every sub recipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.
- C. Sub recipient Project Files.** Sub recipient project files will contain, at a minimum, the following:
- a) Project proposal;
 - b) Project scope;
 - c) Progress reports;
 - d) Interim and final products; and
 - e) Copies of other applicable project documents as required, such as copies of contracts or MOUs.
- D. Audit Requirements.** **A Single Audit is required when a subrecipient expends \$1,000 or more in federal awards during the fiscal year.**
- All sub recipients are required to annually submit their audit and Single Audit report to the District for review to ensure the sub recipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:
- 1. Issue a management decision on audit findings pertaining to the Federal award.
 - 2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.
- E. Methodology for Resolving Findings.**

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

The District will only consider taking enforcement action against non-compliant sub recipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

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

DAF-12 REPORTING ON REAL PROPERTY

The District will annually submit reports on forms provided by the New Hampshire Department of Education (NHED) and in accordance with the Rules or procedures of NHED of any real property in which the Federal Government retains an interest.

DAF-13 WHISTLEBLOWER PROTECTIONS: NOTIFICATION, RIGHTS & REMEDIES

In accordance with the Federal Uniform Grant Guidance, the District is committed to maintaining the highest standards of integrity and transparency in its operations. This policy encourages and protects employees, contractors, and other stakeholders who report, in good faith, any instance of fraud, waste, abuse, or any other misconduct related to federally funded programs. The District will not retaliate against any individual who, in good faith, reports concerns related to financial irregularities, fraud, or any violation of law or policy involving federally funded programs. Retaliation against a whistleblower may result in disciplinary action, up to and including termination.

The Superintendent shall ensure that all employees and contractors are notified in writing of their whistleblower rights and remedies under 41 U.S.C. § 4712, including the protection against retaliation for reporting misconduct.

Methods of notification may include:

- Employee handbooks, training materials, and/or other onboarding resources;
- Contracts with employees and or third party contractors;
- Periodically distributed to all employees via email or other communication channels; or

- Displayed prominently in the District's internal communication platforms and in common areas of the workplace.

Individuals may report suspected violations through the following methods:

- Directly to the Superintendent or Business Administrator, via email or in writing.
- Reporting directly to Office of Inspector General for the Federal awarding agency.

District Policy History:

First reading: November 10, 2021

Second reading/adopted: December 8, 2021

District revision history: For 11/18/2024 Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

42 USC 1751 – 66 National School Lunch Act

2 CFR Part 180

2 CFR Part 200

200.0 - 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b)

200 Appendix II

7 CFR Part 210

210.16; 210.19; 210.21; 215.14a; 220.16

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

EBCA - CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

Category: Recommended - While these policies are not required by law, they are highly recommended for effective school board operations.

Related Policies: ADD, EB, EBCD, EG, JICK & JLCJA

Related Administrative Procedures: EBCA-R & EG-R

The Board recognizes that schools are subject to a number of potentially dangerous events, such as natural disasters, industrial accidents, acts of terrorism, and other violent events. No school is immune from these events no matter the size or location. The Board is committed to the prevention of these events, to the extent possible, in the schools and at school-sponsored activities.

- A. Site-specific Emergency Operations Plan (RSA 189:64).** Each school shall develop a site-specific school emergency operations plan ("EOP") based on and conforming with the Incident Command System and the National Incident Management System and pursuant to RSA 189:64.

Each Emergency Operations Plan will address hazards as including, but not limited to: acts of violence, threats, natural disasters, fire, hazardous materials, medical emergencies, and other hazards deemed necessary by the School Board or local emergency authorities.

School building principals, or their designee, shall annually review their site-specific EOP and submit updated plans (or report of no changes) to the Superintendent for review.

If, after such review, the plan remains unchanged, then the Superintendent or designee shall notify the New Hampshire Department of Safety by October 15 that the plan is unchanged. If an Emergency Operations Plan is updated/revised, the Superintendent or designee shall submit the updated Emergency Operations Plan to the Director of Homeland Security and Emergency Management of the Department of Safety by October 15.

All-hazard and fire evacuation drills shall be conducted annually pursuant to Board policy EBCB.

- B. District-wide Crisis Prevention and Response Plan.**

The Superintendent, in consultation with appropriate personnel, and in coordination with local emergency authorities, shall develop a District-wide Crisis Prevention and Response Plan (the "District Crisis Plan"). The District Crisis Plan shall serve as a compilation of each site-specific Emergency Operations Plan for each District school and shall include the current Sports Injury Emergency Action Plan as required under Board policy JLCJA and RSA 200:40-c.

The District-wide Crisis Plan will include provisions addressing coordination of crisis prevention and responses between and among the different schools, grounds, school buses, and other facilities of the District. Additionally, the District Crisis Plan should address:

In order to avoid plan/policy conflicts, the District Crisis Plan will reference applicable sections of other pertinent plans rather than restate (e.g., crisis communications should be addressed in the District Communication Plan, Policy EG-R, **emergencies relating to**

EBCA - CRISIS PREVENTION & EMERGENCY RESPONSE PLANS

hazardous chemicals use should be addressed in the Chemical Hygiene Plan created under policy EBCH).

The District Crisis Plan shall be updated and provided to the Board for review by October 31 each year (i.e., after the site-specific EOP's are submitted to the state).

- C. Coordination.** The Superintendent will establish a relationship with local and state emergency services (e.g., police, fire, ambulance, etc.). Unless otherwise provided in a site-specific EOP, the District-wide Crisis Prevention and Response Plan or the District Communication Plan, the Superintendent, or his/her designee, will serve as the coordinator/liaison with these authorities.

Additionally, the Superintendent should designate personnel to explore the availability of any training or support provided by the New Hampshire Departments of Education and/or Safety associated with risk assessment, crisis management, and other matters related to this policy.

District Policy History:

First reading: 1/12/2023

Second reading/adopted: 2/1/2023

Other district policy history:

Last revised: for 11.18.24 Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

RSA 189:64, Emergency Response Plans

RSA 193-D, Safe School Zones

RSA 193-F, Pupil Safety and Violence Prevention

RSA 200:40-c, Emergency Plans for Sports Related Injuries

N.H. Dept. of Education Administrative Rule, Ed. 306.04(a)(2), Promoting School Safety

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

EBCH-E(1) - CHEMICAL HYGIENE PLAN

[TEMPLATE Prepared and made available by the Upper Valley Lake Sunapee Regional Planning Commission]

In 1990 the Federal Occupational Safety & Health Administration (OSHA) established regulation 29 CFR 1910.1450, *Occupational Exposures to Hazardous Chemicals in Laboratories*, otherwise known as The Laboratory Standard. The New Hampshire Department of Education adopted Administrative Rule Ed 320 in October 2023 which requires a Chemical Hygiene Plan that identifies at a minimum:

- a. That all chemicals shall be properly stored and labeled;
- b. That all flammables shall be stored in a manner that meets NFPA 30: Flammable and Combustible Liquids Code;
- c. That all acids shall be stored in a cabinet constructed from corrosion-resistant materials;
- d. That all rooms and storage areas with chemicals shall have proper ventilation;
- e. That all chemical hoods used in science experiments shall be maintained in accordance with manufacturers' recommendations;
- f. That all chemicals shall be properly managed and disposed of; and g. That all safety data sheets, identified by Occupational Safety and Health Administration 29 CFR 1910.1200(g), are on file at the school in accordance with 29 CFR 1910.1200

The Administrative Rule includes language for "all science labs, automotive shops, and other places where hazardous liquids or open flames are frequently used." (Ed 320.02(b)(6)) It also includes language for a facility maintenance plan addressing custodial training, integrated pest management plan, a healthy indoor quality plan. (Ed 320.02(b)(2)) This plan will include all departments having chemicals: art, automotive, biology, chemistry, custodial, industrial arts.

The NH Department of Labor adopted and enforces this legislation for public-sector workplaces.

The legislation requires all employers with science laboratories that meet the requirements of the standard to develop a Chemical Hygiene Plan. The Plan details how each employee will be protected from overexposure to hazardous chemicals and describes specific work practices and procedures in the laboratory to minimize employee risk. Science laboratories are defined as areas where small quantities of chemicals are used on a non-production basis, multiple chemical manipulations or chemicals are used, protective practices and equipment are available and used to protect lab personnel, and work with substances in which the containers used are designed to be easily and safely manipulated by one person.

The Laboratory Standard supersedes other standards within 29 CFR, including the Hazard Communication Standard and the substance specific standards (with the exception of certain elements). Students are not considered employees under this law, but prudence dictates that they should be expected to comply with all practices and procedures.

A Chemical Hygiene Plan reflects a school's chemical hygiene program, which is an ongoing, dynamic effort, not a one-time event. The sample plan below incorporates both requirements and recommendations for complying with the Laboratory Standard and ensuring a safe working and learning environment in science laboratories. Administrators who think that specific measures do not apply in their situations, should refer to the Standard to determine if law requires such measures.

Some relevant New Hampshire Department of Environmental Services and New Hampshire Department of Education regulations are referenced in the sample plan.

To prepare your plan, follow these steps:

1. Read the OSHA Laboratory Standard, 29 CFR 1910.1450. (www.osha.gov)
2. Develop a policy statement, expressing the school or school district's commitment to lab safety.
3. Follow the sample program in order, adding information specific to your school. Review the related sections of the Standard, including Appendix A, as you work on each major program section.

The information contained in this sample program is not considered a substitute for any provisions of any OSHA or other law or regulation. Use of this sample program does not guarantee compliance with applicable standards. We suggest that a qualified person review your final program.

Chemical Hygiene Plan for **School Name Here**

The Hinsdale School District has made a commitment to provide a safe environment. All personnel have a right to know about health hazards associated with their work. So that personnel can make knowledgeable decisions regarding personal risks, the Laboratory Chemical Hygiene Plan includes policies, procedures, and responsibilities designed to develop an awareness of potentially hazardous conditions or chemicals in the laboratory and to train personnel in appropriate safe working conditions.

It is important that employers assume responsibility for work site safety. All employees will have access to pertinent safety information through their supervisory staff. The people who work in any given environment are often best able to detect potential hazards in either the facility or work procedures. When safety concerns arise, employees are encouraged to contact their supervisor.

This program is for the benefit and protection of all who use the school facility. It contains information on potential chemical hazards and how they should be handled.

Signed:

Superintendent: _____

Printed Name: _____ Date: _____

Chemical Safety Officer: _____

Printed Name: _____ Date: _____

Building Principal: _____

Printed Name: _____ Date: _____

I. Responsibilities

Specific to this Chemical Hygiene Plan for _____ School, employees (teachers, staff), administrators (superintendent, principal), and students all have responsibilities to conform to this standard. The senior administrative officer, _____ (*person or position*) is ultimately responsible for chemical hygiene within the institution and must, with other administrators, provide continuing support for institutional chemical hygiene. 29 CFR 1910.1450 (e)(3)(vii) and Appendix A (B).

A. Administration Responsibilities

- a. Appoint a Chemical Hygiene Officer from within the school system. The Chemical Hygiene Officer is _____.
- b. Implement a Chemical Hygiene Plan conforming to the OSHA Lab Standard (29 CFR 1910.1450).
- c. Ensure that employees receive training regarding the Chemical Hygiene Plan. 4. Allocate staff time for regular, formal chemical hygiene and housekeeping inspections, including routine inspections of emergency equipment and an annual chemical inventory.
- d. Maintain a record of all chemical exposures and provide employee access to these records as well as any medical records. Ensure confidentiality of all personnel records.
- e. Provide resources to ensure that facilities and equipment align with requirements of the Plan.
- f. Phase out mercury in the school and/or school district, per Department of Environmental Protection regulations.
- g. Ensure that the local Fire Department receives a copy of the annual chemical inventory.
- h. List additional administrative responsibilities for lab safety:

B. Chemical Hygiene Officer Responsibilities

- a. Work with the administration and science department staff to develop and implement appropriate chemical hygiene policies and practices.
- b. Monitor procurement, use and disposal of chemicals in the lab, including determining that facilities and training provided are adequate for the chemicals in use.
- c. Perform regular safety audits.
- d. Maintain Safety Data Sheets (SDS) for science laboratory chemicals. 5. Oversee annual chemical inventory. Provide a copy of the current chemical inventory to the front office and local first responders.
- e. Maintain current knowledge of legal regulations regarding laboratory and chemical safety.
- f. Coordinate annual review of the Chemical Hygiene Plan (CHP) by science staff.
- g. 8. Coordinate annual hazardous waste disposal for science department.
- h. Oversee maintenance of appropriate spill kit and materials.

- i. Maintain communication with administration regarding the CHP.
- 11. Provide training to colleagues, including administrators, teachers, and facilities staff.
- j. Submit budget for maintenance of lab equipment and inspections.
- k. Additional responsibilities of Chemical Hygiene Officer in this school:

C. Teacher Responsibilities

- a. Plan and conduct each laboratory operation in accordance with the Chemical Hygiene Plan and safe work practices.
- b. Develop and model good personal chemical hygiene habits.
- c. Align curriculum with Chemical Hygiene Plan. Ensure that students meet their lab safety responsibilities. Prohibit unsupervised work by students.
- 4. Participate in chemical inventories.
- d. Plan and conduct each laboratory exercise with the least toxic materials. Obtain and review SDS prior to requesting new chemical.
- e. Annually submit a list of experiments and materials needed to the Chemical Hygiene Officer (CHO).
- f. Label, use, and dispose of each chemical as required.
- g. Maintain laboratory safety equipment.
- h. Maintain spill kits that are consistent with type and amount of chemicals used.
- i. Maintain communication with Chemical Hygiene Officer.
- j. Additional lab safety responsibilities for teachers at this school

D. Student Responsibilities

- a. Understand the experimental procedure before starting to work in the laboratory.
- b. Become familiar with the properties and hazards of the chemicals in use.
- c. Obey all safety rules and regulations. Wear appropriate personal protective equipment as instructed.
- d. Clean personal work area immediately after use. Obey good housekeeping practices.
- e. Do not engage in inappropriate behavior (*i.e.* no horseplay).
- f. Conduct only the experiments assigned by the instructor. Never perform unauthorized or unsupervised experiments.
- g. Never remove chemicals from the laboratory.
- h. Never work in the laboratory unless authorized to do so. Never work alone in the laboratory.
- i. Report chemical spills and accidents to teacher immediately.
- j. List additional lab safety responsibilities for students at this school

E. Custodian Responsibilities

- a. Understand and follow chemical and hazardous waste management regulations and best practices.
- b. Clean science laboratories and storage areas with caution.
- c. Report chemical spills to CHO and/or administrator. Do not clean up spills without proper training.
- d. List additional lab safety responsibilities for facilities staff at this school:

II. Basic Safety Rules and Procedures

"The Chemical Hygiene Plan shall include...standard operating procedures relevant to safety and health considerations to be followed when laboratory work involves the use of hazardous chemicals." 29 CFR 1910.1450(e)(3)(i)

Adhere to the intent and procedures of this CHP.

1. Know the safety equipment. Users of the science labs must know:
 - a. The location of eyewash fountains, safety showers, fire blankets, fire extinguishers, first aid kits, and emergency exits;
 - b. How to respond in case of an emergency; and
 - c. How to use the safety equipment. Those expected to use the equipment (e.g. fire extinguishers) must receive proper training.
2. Know the hazards of the materials being used. Read labels carefully to make sure you are using the right chemical. Know how to interpret information from a Safety Data Sheet.
3. No horseplay, games, or pranks in the laboratory.
4. Dispose of all waste materials according to instructions. Follow local, state, and federal disposal requirements.
5. Report any accidents or unsafe conditions to _____ (*person or position*) immediately.
6. Assume any chemical mixture is more toxic than its most toxic component. Substances of unknown toxicity will be assumed to be toxic. Do not underestimate the risk of any chemicals.
7. Do not eat, drink, or apply cosmetics in the laboratory.
8. Do not taste any chemical. Do not smell chemicals directly.
9. Do not pipette solutions by mouth.
10. Wash hands with soap and water before leaving the laboratory, even if you have been wearing gloves.
11. Promptly flush exposed skin with water. Drench showers are located _____
12. See also **Housekeeping** section of this CHP.

13. Additional basic safety rules and procedures for this school:

III. Chemical Procurement (29 CFR 1910.1450)

Before a chemical is procured, proper handling, storage and disposal methods must be known to those responsible.

1. Purchase the smallest possible amounts of chemical to be used. Whenever practical, chemicals should be purchased as pre-diluted solutions to minimize mixing and the chance for improper labeling and storage.
2. Do not accept a container without an adequate label and safety data sheet.
3. The _____ (*school name*) will follow a purchasing policy and procedures to minimize large quantities of chemicals and/or extremely hazardous chemicals from entering the school.
4. No chemical will be purchased in quantities greater than a two-year supply.
5. Requests for procurement of new chemicals will be made through _____ (*person or position*). Any concerns about the safety of a requested chemical should be brought to the attention of the Chemical Hygiene Officer or _____ (*person or position*).
6. All chemicals will be received _____ (*location – preferably central location*) by _____ (*person or position*).
7. (Choose one of the following options.)

The school will not accept donations of chemicals from outside sources.

OR

The school will not accept donations of chemicals from outside sources without review by the CHO to insure that the material is a) needed by the school; b) useful to the school as donated; c) a quantity no greater than a two-year supply; and d) is not a hazardous waste at the donating organization. The school will follow New Hampshire's Hazardous Waste Management Rules, CHAPTER Env Hw 100 for applicable exclusions and procedures for transfer.

IV. Control Measures

"The Chemical Hygiene Plan shall include... criteria that the employer will use to determine and implement control measures to reduce employee exposure to hazardous chemicals including engineering controls, the use of personal protective equipment and hygiene practices...." 29 CFR 1910.1450(e)(3)(ii).

A. Engineering Controls

Engineering controls are the preferred methods of minimizing exposure to chemicals. Controls must be maintained in proper working order. Engineering controls must not be modified unless testing indicates the changes will not reduce protection. Report improper functioning of engineering controls to the Chemical Hygiene Officer immediately.

1. Laboratory Hoods – will be used for all chemical procedures involving volatile substances with a permissible exposure limit (PEL) less than 50 ppm. Work practices for hoods:
 - a. Keep sash closed when not working in the hood. When working in the hood, keep sash height as low as possible.
 - b. Do not store chemicals inside the hood.
 - c. Do not use hood for disposal of volatile chemicals.
 - d. Minimize interference with the inward flow of air into the hood.
 - e. Maintain face velocity between 75 and 150 feet per minute. At this school _____ (person or position) is responsible for monitoring the hood and keeping records.
 - f. Fume hoods must be functioning properly
 - g. Ensure fume hoods are tested per manufacturer's recommendations. The Department of Labor prefers fume hoods to be tested annually
2. Storage cabinets for flammable and hazardous chemicals will be provided and ventilated as needed in compliance with state and federal regulations. The flammable cabinet will be either direct vented to the outside or not vented with hoods left in place.
3. All acids will be stored in an acid cabinet.
4. A general ventilation system will be maintained for each lab with air intakes and exhausts located so as to avoid intake of contaminated air.
5. Additional engineering controls used in this school's science labs include:

6. Fire extinguishers must be inspected monthly by internal personnel, and annually by a licensed professional.
7. Safety equipment to include eyewash stations and emergency showers must be inspected on a regular basis.

B. Protective Clothing and Equipment

Clothing worn in the laboratory should offer protection from splashes and spills, should be easily removable in case of an accident, and should be fire resistant.

1. Conduct a personal protective equipment (PPE) hazard assessment to determine appropriate PPE for conditions, equipment and chemicals being used. List activities requiring PPE and type of PPE required:

Certification of Hazard Assessment

Work Area Assessment Conducted By: _____ Date _____

Personal Protective Equipment - Hazard Analysis – By Task

Task	Hazard	PPE Required	Notes

2. Students and staff will wear appropriate PPE to avoid chemical exposure.
 - a. Wear eye protection during chemical transfer and handling.
 - b. Do not wear sandals, perforated shoes, or bare feet in labs.
 - c. Shorts and skirts will not be worn unless a disposable apron is worn.
 - d. Gloves appropriate to the materials and task will be provided. All gloves have a breakthrough time. The teacher will check manufacturer's recommendations.
3. The school will provide required PPE for all employees at no cost.
4. School policy on providing PPE for students:

5. The user must inspect PPE before each use. Defective personal protective equipment will not be used and will be reported to the CHO by the teacher.
6. Each science laboratory will have
 - a. An easily accessible drench-type safety shower;
 - b. An eyewash fountain; and
 - c. An ABC fire extinguisher.
 - d. Other safety equipment at this school:

-
7. Fire alarms and emergency telephone are located near each lab, at _____ (*locations*).
 8. Conduct work with toxic chemicals in a fume/vapor hood. Confirm hood performance before use.
 9. Additional protective clothing and equipment practices at this school:
-
-

C. Housekeeping

Each instructor is responsible for keeping his or her workspace clean and is jointly responsible for common laboratory areas.

1. Keep unobstructed access to emergency equipment such as showers, eyewash, fire extinguishers, fire blankets, and emergency exits.
 2. Keep work areas clean and uncluttered, with chemicals and equipment properly labeled and stored. Clean the work area at the end of each operation or each day. Make sure all gas and water outlets are completely shut off. Return all items used in the experiment to their proper storage location.
 3. Dispose chemical wastes according to Department of Environmental Services hazardous waste or solid waste rules (Scroll to chapters 850 and 851.), or, call the DEP directly.
 4. Secure gas cylinders.
 5. Clean up any spills on the floor or bench immediately.
 6. Additional housekeeping rules for chemical labs in this school:
-
-

D. Hazardous Material Handling and Storage

Follow all federal, state and local regulations for material handling and storage and waste disposal.

1. Chemicals will be stored in Room(s) _____ (location). _____ (*person or position*) will oversee the chemical storage room(s).
2. All used chemicals and hazardous waste will be stored in Room _____ (location).
3. All chemicals in the stockroom should be stored according to chemical compatibility. Chemicals will be segregated by hazard classification and compatibility in a well-identified area with local exhaust ventilation.
4. Use appropriate shelving or cabinets. If metal clips are used to hold shelves, they should be inspected for corrosion and replaced as necessary.
5. Store flammable liquids in approved fire cabinets. Where possible,

- vent flammable cabinets to the outdoors. If not possible to vent to the outdoors, do not vent the cabinet at all (leave the bungs in place).
6. Do not store chemicals on the floor (except gas cylinders) or above eye level.
 7. Gas cylinders should be properly secured, segregated according to compatibility, and stored upright and away from heat sources.
 8. Restrict access to chemical storage areas through signage and secure locks. No student or unauthorized faculty should be allowed in storage area unsupervised.
 9. Make sure shelves holding containers are secure. Attach anti-roll lips on shelves to prevent chemicals from falling.
 10. When opening newly received chemicals, immediately read the warning label to be aware of any special storage precautions like refrigeration or inert atmosphere storage.
 11. Storage of chemicals is not allowed at the lab bench or areas outside the designated chemical storage room, such as in aisles, stairwells or hallways or on desks or floors.
 12. Maintain a complete inventory of chemicals in the chemical storage room. Inventory science chemicals at least annually. File the annual inventory with the _____ (*name of local fire department or emergency response*).
 13. Any chemicals identified during the inventory as expired, outdated, unlabeled, unknown, or unwanted must be listed for disposal. See **Waste Disposal** section.
 14. Mark the acquisition dates on all peroxide forming chemicals and test them for peroxides or dispose of them after six months.
 15. Provide spill cleanup supplies (absorbents, neutralizers) in any room used for chemical storage or use.
 16. Exhaust air from the stockroom should be ducted directly to the outside. At this school, _____ (*person or position*) is responsible for ensuring that the exhaust air is properly ducted.
 17. Use refrigerators of explosion-proof, or explosion safe design only. Standard refrigerators that have not been converted should never be used to store flammable chemicals; a spark from a light bulb may ignite flammable vapors. Do not store food in the refrigerator.
 18. Chemicals should be dated upon receipt, dated to be disposed where appropriate, and dated when opened (e.g., peroxides, anhydrous ethers, sodium nitrites, etc.).
 19. Chemical containers should be periodically checked for rust, corrosion, and leakage.
 20. Chemical labels should state the name of the chemical, be firmly attached to the container, list hazards, and name responsible party (manufacturer).
 21. Chemical labels must be readable and free from chemical encrustation.
 22. Maintain clear access to and from the storage areas. Where possible, two separate exits shall be provided in chemical storage areas.
 23. Highly toxic chemicals (LD 50 50 mg/kg) whose containers have been opened will be stored in secondary containers.

24. _____ (*person or position*) will examine stored chemicals at least _____ (*frequency*) for container integrity.
25. Additional procedures for chemical handling and storage at this school include:

E. Inspections

1. _____ (*person or position*) is responsible for activating safety showers and eyewash fountains _____ (*frequency*) to flush the lines and to verify proper operation.
2. _____ (*person or position*) is responsible for assuring that fume hoods are monitored quarterly to ensure adequate airflow (75-125 linear feet per minute). [SafetyWorks! can conduct monitoring at no cost.]
3. _____ (*person or position*) is responsible for making sure fire extinguishers are the correct type (ABC), at recommended pressure, are easily accessible, and are inspected monthly. Fire extinguishers should be securely mounted on the wall and a sign indicating their location posted above the fire extinguisher.
4. Users should inspect personal protective equipment prior to each use.
5. In addition to daily walk-through inspections, _____ (*person or position*) is responsible for conducting safety inspections in each lab _____ (*frequency*) to monitor housekeeping and to make sure safety equipment is working.
6. Keep records of inspections in a form similar to the following, or directly on the inspection tag on each fire extinguisher:

Inspection description	Date Inspected	Inspected by

7. Additional inspection procedures at this school include:

V. Medical Program

"The Chemical Hygiene Plan shall include provisions for medical consultation and medical examinations in accordance with paragraph (g) of this section." 29 CFR 1910.1450(e)(3)(vi) and (g).

A. Medical Consultation and Examination

When employees or supervisors suspect that an employee has been exposed to a hazardous chemical to a degree and in a manner that might cause harm to the victim, the victim is entitled to a medical consultation and examination without cost or loss of pay to the employee. Medical records shall be retained according to state and federal laws in accordance with 29 CFR 1910.1020. The events and circumstances that might result in overexposure to a chemical are:

1. A hazardous chemical leaked, was spilled, or otherwise released in an uncontrolled manner.
2. A hazardous chemical was spilled on the skin or splashed in the eye.
3. A person displays signs or symptoms that might indicate overexposure to a hazardous chemical including but not limited to rash, headache, nausea, coughing, tearing, irritation or redness of eyes, irritation of nose or throat, dizziness, loss of motor dexterity or judgment.
4. This school has arranged for _____ (*name of healthcare organization*) to provide medical consultations/examinations in the event of chemical exposure:

B. Exposure Assessment

1. All chemical exposure incidents shall be documented on an accident report form (attach sample form to this plan), along with any action taken. If no further action is taken, the reason for that decision should be included. In this school _____ (*person or position*) is responsible for investigating chemical exposure incidents.
2. Method for investigating exposure incidents at this school:
3. _____

C. First Aid

1. Personnel trained in first aid should be available during work hours. The following have received first aid training and are expected to render first aid: (*list persons or positions*)

2. The closest emergency room with medical personnel is _____

(name and address).

VI. Signs and Labels (29 CFR 1910.1450)

The following signs and/or labels should be posted prominently in the laboratory:

1. Emergency telephone numbers of emergency personnel, emergency facilities, administration, and the laboratory instructor.
Rescue: _____
Fire: _____
Hospital: _____
Poison Control: _____
Administration: _____
Lab Instructor: _____
Department of Public Safety: 1-800-452-4664
2. Labels on all chemicals and other containers indicating the contents (including waste receptacles) and associated hazards.
3. Location of exits, safety showers, eyewash station, fire extinguisher, fire blanket, and other safety equipment.
4. Label all laboratory refrigerators "NO FOOD STORAGE ALLOWED".
5. Warnings at areas or equipment where special or unusual hazards exist.
6. Additional labeling at this school includes:

VII. Spills and Accidents (29 CFR 1910.1450 Appendix A (D)(9))

1. In the event of a spill, staff must contact the CHO or _____ (other authorized persons) **before beginning cleanup** who will assess the nature of the spill using the School's Emergency Response Plan to determine appropriate response. The Emergency Response Plan for this school is located at _____ (location).
2. The responsible staff will evacuate all persons from the spill or accident area until certain that the spill is not hazardous to people in the general area.
3. _____ (person or position) is responsible for writing the accident report. _____ (person or position) will maintain accident records.
4. Each student, teacher and staff member must know immediately what to do and where to go in case of any emergency.
5. At this school _____ (person or position) is responsible for promptly addressing the needs of people who may have been exposed.
6. The CHO or _____ (other authorized persons) must report the spill to the Department of Public Safety (1-800-452-4664).
7. All waste generated from a chemical spill will be treated as hazardous waste.
8. Custodians and faculty cannot respond to chemical spills unless appropriate training and equipment has been provided. List of people trained to conduct spill response at this school, and date training was conducted:

Employees trained in spill response	Date trained

9. Additional spill/accident procedures at this school:

VIII. Waste Disposal

"Aim: To assure that minimal harm to people, other organisms, and the environment will result from the disposal, of waste laboratory chemicals." (29 CFR 1910.1450)

More information can be found from the US EPA at <https://www.epa.gov/schools/toolkit safe-chemical-management-k-12-schools>

Environmental regulations also govern chemical waste disposal. Go to Env-HW 500 at <https://www.des.nh.gov/rules-and-regulatory/administrative-rules?keys=envhw> or call NH DES directly at 1-866-HAZWAST

1. Prior to the start of each semester, _____ (*persons or positions*) will complete an inventory of stored chemical wastes (including virgin chemical stock identified as waste) and submit it to the CHO.
2. The CHO or _____ (*other designated person or position*) will coordinate hazardous waste disposal. Waste will be collected for disposal at least _____ (*frequency*).
3. Indiscriminate disposal by pouring waste down the drain or adding them to the general trash is unacceptable. It is not permissible to neutralize quantities of > 500 milliliters of corrosive hazardous waste or evaporate, distill, filter, or burn other waste chemicals.
4. If large quantities of hazardous chemical wastes are being stored or if a container is full, a hazardous waste pick-up should be scheduled by the CHO within 180 days of the container becoming full.
5. The CHO or _____ (*specify other*) is responsible for all hazardous waste manifests and associated paperwork.
6. No waste pick-ups will be scheduled during regular school hours.

7. All chemical wastes destined for hazardous waste disposal must be stored in the designated, signed hazardous waste storage area, Room _____, in appropriate DOT approved shipping containers and segregated for compatibility. All containers must have the following information on the label:

- o "Hazardous Waste"
- o The chemical contents,
- o The date that waste was first put in and
- o The date the container was filled.
- o In this school, waste is collected, segregated, stored, transported and disposed of as follows (or attach waste disposal plan.):

8. When a hazardous waste pick-up is needed, this school will contact _____ (company name) at _____ (phone number) to transport and dispose of hazardous waste.

NOTE: Most schools are usually considered Small Quantity Generators by the Department of Environmental Services. Schools that do not know their regulator status should check with DES. This school is on a (*select one*) *septic system* or *municipal sewer system*.

If on a septic system:

No liquid chemicals, other than appropriate cleaning chemicals, will be disposed of down the drain. Non-hazardous liquid chemicals may be solidified for solid waste disposal (i.e. put in the trash). Custodians must be notified of any chemical put in the trash for disposal. Hazardous waste must not be disposed of down the drain or in the trash. Hazardous waste must be disposed of by a licensed hazardous waste transporter at a facility licensed to accept hazardous waste.

If on a municipal sewer system:

Non-hazardous liquid may be disposed of down the drain with the permission of the _____ sewer district (*contact name and phone number* _____). Corrosive hazardous waste, which is hazardous only due to pH (i.e. no contaminants of heavy metals, solvents, etc.), and which is less than 500 milliliters in quantity, may be neutralized to a non-hazardous waste prior to disposal. Non-hazardous liquid chemicals may also be solidified for solid waste disposal (i.e. put in the trash). Custodians must be notified of any chemical put in the trash for disposal.

IX. Information and Training

1. All employees will be trained on the hazards of the chemicals in the laboratory and how to work safely with them. They will receive training at the time of employment and prior to assignments involving new exposure

situations.

2. Teachers are responsible for teaching students about hazards and safe practices.
3. _____ (*person or position*) is responsible for ensuring that employees receive information and training to ensure they are aware of the hazards of chemicals that are present in their work area. This training must include the following:
 - a. The contents OSHA Lab Standard and appendices
 - b. Location and availability of Chemical Hygiene Plan, chemical safety reference materials, including Safety Data Sheets and the Permissible Exposure Limits for OSHA regulated substances. In this school:
 - i. The Chemical Hygiene Plan is kept _____ (*location*).
 - ii. Safety Data Sheets are kept _____ (*location*).
 - iii. Additional safety information is located _____ (*location*).
 - c. Signs and symptoms associated with exposure to hazardous chemicals.
 - d. Methods and observations that may be used to detect the presence or release of a hazardous chemical (visible appearance, odor, monitoring equipment, etc.).
 - e. Knowledge of the hierarchy of protective measures such as engineering controls, work practices, personal protective equipment, and emergency procedures to protect workers from overexposure to hazardous chemicals.
 - f. Emergency procedures to be used in case of a spill or exposure, including clean-up methods and equipment needed.
 - g. Use of fire extinguishers and other emergency equipment.

X. Annual Chemical Hygiene Plan Audit (29 CFR 1910.1450 (e)(4))

_____ (*person or position*) will conduct an audit of all phases of the Chemical Hygiene Plan each year. He or she will provide audit results to _____ (*people or positions*), who are responsible for taking corrective action.

Legal References:

29 CFR 1910.1450

NH Ed 320.02(b)(3), Ed 320.02(b)(8)

Appendix EBCH- E(1) Chemical Hygiene Plan Template

New Policy: November 2024

Revision History: for 11.18.24 policy committee

First reading: 12/11/2024

Final reading:

EH PUBLIC USE OF SCHOOL RECORDS

Category Recommended- While these policies are not required by law, they are highly recommended for effective school board operations.

Related Policies: BEDG, EHB & JRA

Related Administrative Procedures: EH-R & EHB-R

The Superintendent is hereby designated the custodian of all "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Board has adopted procedural policy EH-R to serve as the minimum requirements for procedures governing all requests by the public to inspect or obtain copies of school district records (i.e. "governmental records") and the district's responses to those requests. The Superintendent shall **should** develop **additional** written **administrative** procedures ~~concerning all requests by the public to inspect or obtain copies of school district records (i.e., "governmental records").~~ **to ensure appropriate implementation of this policy and procedural policy EH-R. Such administrative** procedures shall conform in all respects to the Right to Know Law. They ~~written procedures~~ should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as ~~the cost for providing requested copies~~ **a method for logging and tracking both the requests and the responses, and may contain provisions for including a log on the district's website.** ~~No fee or expense shall be charged other than as allowed under RSA 91-A:4.~~

The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as ~~s/he may deem~~ **the superintendent deems** appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with Board policy EHB, and Administrative Procedures EHB-R. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent **or designee** is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

District Policy History:

First reading: December 11, 2019

Second reading/adopted: January 15, 2020

District revision history: for 11.18.24 Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

RSA 91-A, New Hampshire Right To Know Law

NHSBA SAMPLE FORM for EH-F(1)

Request for Waiver of Electronic Communication Record Charge **Only needed if adopting optional Section 8 of EH-R(1)**

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\_\_\_\_ School District, SAU \_\_\_\_

**Request for Waiver of Charge for Individual Electronic Communications**

***This form should be used only when a person/entity is requesting a waiver of a charge for records of Individual Electronic Communications***

**Requestor Information:**

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**Information Relating to Request for Electronic Communications:**

Date of Records Request: \_\_\_\_\_

Records Requested: (general description only) \_\_\_\_\_

\_\_\_\_\_

Estimated Charge Provided by District/SAU \$ \_\_\_\_\_

**Reason for Requesting Fee Waiver:**

(Please check the box(es) that apply to your situation.)

- ☐ **Financial Hardship/Indigency.** This waiver is available to any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:
- i. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
  - ii. a completed "Financial Affidavit for Waiver of Charges";
  - iii. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.
- ☐ **Media Requestor** (defined in EH-R and RSA 91-A:4, X). (Satisfactory evidence of the status must be produced at the time this form is submitted.)
- ☐ **Public Understanding** The request is not primarily in the commercial interest of the requestor, and disclosure requested information requesting information is likely to contribute significantly to public



understanding of the operations or activities of the district, its officials, employees or its schools.

In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors:

- i. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
- ii. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
- iii. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
- iv. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

Outline or provide any information relative to the above criteria (especially iii & iv) which might assist the Superintendent/designee making a determination relative to the potential contribution to public understanding of the operations or activities of the District, its officials, employees or schools.

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(Please attach any documents that support your request for a waiver.)

#### **CERTIFICATION**

I hereby certify that the information provided in this request is true and correct to the best of my knowledge. I understand that providing false information may result in the denial of my request for a fee waiver.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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#### **\*\*For Office Use Only:\*\***

Date Received: \_\_\_\_\_

Request Approved: ☐ Yes ☐ No

Approved By: \_\_\_\_\_

Notes: \_\_\_\_\_

**Affidavit of Indigency for Waiver of Electronic Communication Charge**

~~~~~

_____ School District, SAU _____

Request for Waiver of Charge for Individual Electronic Communications

This form should be used only when a person/entity is requesting a waiver of a fee for waiver of a charge for records of Individual Electronic Communications based upon indigency.

Requestor Information:

Full Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Email Address: _____

Phone Number: _____

Information Relating to Request for Electronic Communications:

Date of Records Request: _____

Records Requested: (general description only) _____

Estimated Charge Provided by District/SAU \$ _____

Eligibility Determination Form: Federal Poverty Guidelines

Applicant Information

- Name: _____
- Address: _____
- City: _____ State: _____ Zip Code: _____
- Phone Number: _____
- Email Address: _____

Household Information

1. Household Size

- Total number of people living in your household (including yourself): _____

2. Household Members

- Please list each household member and their relationship to you:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Include additional household members on rear of form.

Income for the Current Year

- Annual **CURRENT*** gross income of the **ENTIRE** household (before taxes): \$ _____

(Although a tax return from a prior year can be helpful documentation, the amount included here should be based upon current circumstances. Include all sources of income: wages, salaries, social security, unemployment benefits, child support, etc.)

4. Sources of Income (Check all that apply):

- ☐ Wages/Salary _____
- ☐ Social Security
- ☐ Unemployment Benefits
- ☐ Child Support/Alimony
- ☐ Pension/Retirement
- ☐ Disability
- ☐ Self-employment
- ☐ Other: _____

Please attach any documents that support your statements above.

CERTIFICATION

I hereby certify that the information provided in this request is true and correct to the best of my knowledge. I understand that providing false information may result in the denial of my request for a fee waiver.

Signature: _____

Date: _____

****For Office Use Only:****

Date Received: _____

Request Approved: ☐ Yes ☐ No

Approved By: _____

EH-R(1) PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS - PROCEDURES

This procedural policy applies to all requests to inspect or obtain copies of "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, and any other documents, writings, letters, memoranda, e-mails, images, digital communications, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.). The Superintendent is authorized to issue and enforce additional procedures as the Superintendent deems appropriate.

1. **Board and Staff Member Responsibilities.** All requests for access to or copies of District records should be made through the [] the SAU office]. Any board member or staff member who receives a request from a member of the public to see, receive or otherwise inspect any District record(s) ("Right to Know request") should immediately communicate that request to [] the SAU office] for processing under Board policy {**}EH and these procedures.
2. **Written Requests Encouraged.** To help ensure common understanding between the requester and the staff responsible for responding to a request, persons making requests for records are strongly encouraged to submit their requests in writing and include a specific description of the desired record(s). A written request can greatly assist in minimizing confusion or misunderstanding exactly what is being requested.

However, although written requests are preferred, a request will not be denied simply because it is not in writing. If the person making the request is unwilling or unable to put the request in writing, the staff member receiving the request shall reduce the request to writing and shall provide the person with a copy.
3. **Clarification, Refinement & Modification of Requests.** Carefully tailored requests can often be fulfilled more promptly and help avoid resources being expended retrieving and preparing material which exceeds what the requester is actually seeking. The Superintendent, designee or staff responsible for responding to a request may contact the person making the request if the request is unclear or will be time-consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Staff responsible for responding to the request may suggest to the requestor reasonable modifications to the scope or language of the request, but the requester is not required to accept them. Any modification, clarification or narrowing of the request agreed upon by the requester shall be documented in writing and a copy of the re-formed request provided to the person making the request.
4. **Record Availability.** Records requested under the Right-to-Know law which are not exempt under RSA 91-A:5 (or otherwise) will be made available immediately when such records are so available for such release. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent or designee will, within five (5) business days of the request, respond to the requestor, in writing. The response shall acknowledge receipt of the request, provide a statement of the time reasonably necessary to determine whether the request shall be granted or denied, and include an itemized estimate of the cost of making the record available. Records will be

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

5. **Exempt Information and Redaction.** Information exempt from disclosure by RSA 91-A:5 or other law will not be disclosed. The Superintendent may authorize District staff to consult with the District's legal counsel when questions regarding application of exemptions to certain records or information arise.

In some instances, records containing information exempt from disclosure may reasonably be redacted in order to make the remainder of the record accessible.

If a member of the public requests records that are determined to include information exempt from disclosure, the Superintendent/designee will respond to the requestor, in writing, including a statement of the specific exemption authorizing the withholding, and a brief explanation of how the exemption applies to the record(s) or information withheld.

Records will be reviewed in their entirety by either the Superintendent/designee before they are released in order to ensure that no confidential or exempted information is disclosed.

6. **Copy Fees.** The School District will charge a fee of *{insert fee amount or fee structure} {see *endnote}* for copying/photocopies of records when the person requests a paper copy. This fee reflects the actual cost of producing the copy(ies). No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form*{optional language to include only if adopting section 8, below}, except as described below for certain individual electronic communications*. Any costs associated with mailing copies - if available - must be paid for in advance of mailing.

Electronic records may be provided *{OPTIONAL, see Endnote #2}* [via e-mail or] on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

7. **Electronic Records.** Electronic records (including electronic communications as defined in Section 8) may be provided on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.
8. **{SECTION 8 IS OPTIONAL - See Endnote #1 for further information} Charges for Certain Electronic Communications.** In addition to the copying fees permitted under paragraph *{insert paragraph number}*, the District may charge a reasonable fee prior to disclosing certain electronic communications as set forth in this Section.

- a. **Definitions.** For purposes of this Policy, the terms below will have the definitions provided.

“Individual electronic communication” includes the communication itself as well as the responses and attachments to each communication, under a single subject line. However, text or chat message threads regarding the same topic shall be considered an individual electronic communication unless the thread exceeds 50 individual

messages, at which point each additional group of 50 messages will be a separate individual electronic communication.

“Media requestors” means organizations or individuals who publish information in accepted digital, print, or broadcast formats and to standards generally recognized by professional news organizations that do not serve primarily as a platform to promote the interest and/or opinions of a special interest group, government, individual or cause.

- b. Digital Communication Charges. The District will charge *[insert fee of up to \$1.00]* per individual electronic communication, regardless of whether the records are delivered in hard copy or electronically, subject to the following:
- i. No charge shall be issued for the first 250 individual electronic communications
 - ii. Multiple requests from any person or entity to the same public body within a 30-day time period (measured from the date of the first request) shall be considered a single request (i.e. in the aggregate;
 - iii. The charge shall be paid prior to any copies of electronic communications exceeding the first 250 individual electronic communications (as described above).
- c. Waiver of Digital Communication Charges. Waiver of digital communication charges is available as set forth below. It is up to the person or entity making the records request to apply for and establish the waiver using the **District's Waiver of Electronic Communication Record Charge Form {**}EH-F(1) ("Waiver Request Form")**. The **Waiver Request Form** may be filed at any time, but it is required after the requester receives the cost estimate for the charges and before the requested records are copied and made available). The waiver is available to requestors falling into one or more of the following categories:
- i. Any individual who can establish indigency as established by the federal poverty line (published each year by the Federal Department of Health and Human Services). For purposes of establishing indigency, individuals may use:
 1. copies of documentation submitted to or received from state or federal benefits agencies dated within 9 months;
 2. a completed "**Financial Affidavit for Waiver of Electronic Communication Charge**" {**}EH-F(2) ; or
 3. other documents or evidence satisfactory to the Superintendent or Superintendent's designee.
 - ii. A media requestor or authorized representative of a media requester (satisfactory evidence of the status must be produced with the **Waiver Request Form**).
 - iii. Any individual or entity who can establish that the disclosure of requested information requesting information is likely to contribute significantly to public understanding of the operations or activities of the district, its officials and its schools, and is not primarily in the commercial interest of the

requestor. For purposes of meeting the criteria, the requestor must complete the pertinent section of the **Waiver Request Form**. In deciding whether the fee should be waived under this criteria, the Superintendent/designee will consider the following factors: **[See Endnote #3 for source of criteria]**

1. The subject of the request must concern identifiable operations or activities of the District, with a connection that is direct and clear, not remote or attenuated.
2. The disclosable portions of the requested records must be meaningfully informative about government operations or activities to be "likely to contribute" to an increased public understanding of those operations or activities. Information that is already in the public domain, in either the same or a substantially identical form, would not contribute to such understanding.
3. The disclosure must contribute to the understanding of a reasonably broad audience of persons interested in the subject, as opposed to the requestor's individual understanding.
4. It should appear likely that the public's understanding of the subject will be enhanced to a significant extent by the disclosure.

Legal References:

NH RSA 91-A Right to Know Law (Access to Governmental Records)

Revised: September 30, 2024

New Policy: November 2019

Revision History: for 11.18.24 policy committee

First reading: 12/11/2024

Final reading:

GBGBA - USE OF AUTOMATED EXTERNAL DEFIBRILLATOR(S)

~~Category Recommended~~ While these policies are not required by law, they are highly recommended for effective school board operations. **Priority/Required**

Also JLCEA & KFD the Board authorizes the use of Automatic External Defibrillators (AED) in emergency situations. The use, administration, and maintenance of the AED is subject to the following conditions:

1. **Location of the AEDs:** The Superintendent, building principal and school nurse shall select and approve the locations for the AEDs. **At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.**
2. **Authorized Employees/Training of Users:** AEDs will be administered only by those employees designated by the principal, in consultation with the school nurse. Employees will be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use. Such training may be provided by the school nurse or from another source acceptable to the school nurse and principal.
3. **Maintenance:** AEDs will be maintained by the school nurse or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The school nurse will maintain a record of all maintenance that has been performed on the AEDs.
4. **Registration of AEDs:** In accordance with RSA 153-A: 33, the school nurse or designee shall register the AEDs with the New Hampshire Department of Safety. Sample registration forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.
5. **Incident Reporting:** The school nurse or designee shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.
6. **Liability Limited:** The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153: A-31, as well as other sources of law.

All employees of the District are expected to comply with the administration of this policy. Any violation of this policy shall constitute grounds for disciplinary action, up to and including termination of employment.

Legal References:

RSA 153-A:28-33, Automated External Defibrillation
State of NH, Bureau of Emergency Medical Services, 271-4568

Appendix KFD-R
Revised: February 2007
New Policy: September 2003

Revision History: for 11.18.24 policy committee

First reading: 12/11/2024
Final reading:

IC - SCHOOL YEAR AND SCHOOL YEAR CALENDAR

Category Recommended- While these policies are not required by law, they are highly recommended for effective school board operations.

See also ICA

A. School Year

The **student** school year shall be a minimum of ~~190~~ **180** days, **or alternatively, the equivalent number of hours as required in the rules of the NH Department of Education (see Ed 306.18).** ~~including a minimum of 180 instructional days for students and additional days for the teaching staff, emergency days, etc.~~

The school year for all employees will be determined by their respective work agreements including collective bargaining agreements and at-will individual contracts,

B. School Closures

Any days that the schools are closed for emergency reasons **and are not designated by the Superintendent as distance education days (see paragraph C below)** will be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation. Under special circumstances the Board may request an exception to this requirement from the State Board of Education.

C. Distance Education During Inclement Weather

If inclement weather makes it unsafe to safely transport students to or from in-person instruction, the superintendent/designee is authorized to designate that day as a remote instruction or "distance learning" day. Before remote instruction/distance learning is used as an instructional day for the purpose of satisfying the minimum instructional day/hour requirements of the NH Department of Education, the superintendent shall ensure that a plan exists with procedures to promote and allow for participation by all students in any affected school.

Prior to approving designating a day as a remote instruction/distance learning day, or any school/district-wide distance education that is dependent on technology, the superintendent/designee will consider the impact that the inclement weather event might have on necessary technology.

Distance education will only count toward required instructional days/time when conducted in accordance with NH Dept. of Education Rule Ed 306.22. See also Policy IMBA.

D. School Calendar

The school calendar will be developed by the Superintendent and submitted to the Board by February 1. The Board should approve the final calendar by March 1. Any exceptions or revisions to the calendar thereafter must be approved in advance by the Board.

The Superintendent shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the applicable Career and Technical Education Centers, regional special education programs, and other districts in the SAU.

The high school graduation date shall be set no more than 5 school days or 30 instructional hours before the end of the scheduled school year. The date may remain fixed notwithstanding the need for other grades to make up days lost to inclement weather or other emergencies. See Ed 306.18(a)(4).

Pursuant to RSA 288:4, III, any holiday included in the school calendar that corresponds to a State "legal" holiday shall use the name for such holiday as designated in RSA 288:1. As of 2024, these include: January 1, Martin Luther King, Jr. Civil Rights Day, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day. All schools receiving State funds are required to observe Veteran's Day. Additionally, such names shall be used on any "official" communication, publication, document or calendar.

~~Alternatively, the school year may consist of the number of hours as required by New Hampshire Department of Education Rules. In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.~~

Legal References:

RSA 189:1, Days of School

RSA 189:24, Standard School

NH Code of Administrative Rules, Section Ed. 306.18, School Year

NH Code of Administrative Rules, Section Ed. 306.19, School Calendar

NH Code of Administrative Rules, Section Ed. 306.27 (q), High School Schedule for Seniors/Graduation

Revised: September 2011

Revised: July 1998, November 1999, July 2004, July 2005

First reading of the Hinsdale School Board 03-14-12

Final reading of Hinsdale School Board 04-11-12

Revised: 11/18/24 for Policy Committee

First reading: 12/11/2024

Final reading:

ICA – SCHOOL CALENDAR

~~Category Recommended While these policies are not required by law, they are highly recommended for effective school board operations.~~

~~Also IC~~

~~The school calendar will be developed by the Superintendent and approved by the Board. Any exceptions or revisions to the calendar must be approved in advance by the Board.~~

~~The Superintendent shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.~~

~~To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools, regional special education programs, and other districts in the SAU.~~

Legal Reference:

~~NH Code of Administrative Rules, Section Ed. 306.19, School Calendar~~

~~Revised: July 2005~~

Removed per Policy Committee Meeting: 11/18/2024

Approved by the Board: 12/11/2024

IGE- PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

Category Priority-The subject matter of these policies is required by state and or federal law.

Related policies: IHAM & KEC

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the building Principal of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject area. This notification and request shall be in writing. **Parent/Guardian names and any reasons given for the objection to the material shall not be public information.**

The building Principal and the parent/guardian must mutually agree to the alternative instruction. The alternative instruction agreed upon must meet state requirements for education in the particular subject area.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

Parents/guardians who wish for particular instructional material be reviewed for appropriateness may submit a request for review in accordance with Board policy KEC.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, **and NH RSA 186:11, IX-c**, the Superintendent shall develop procedures to allow parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11 IX-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction of human sexuality or human sexual education, **sexual orientation, gender, gender identity, or gender expression**, including, among other things, the right to receive a minimum of 2 weeks advance notice of all **any curriculum course** materials to be used with respect to such instruction **or program. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. As indicated in RSA 186:11 IX-c, no notice is required if the district employee is responding to a question from a student during class.**

District Policy History:

First reading: January 12, 2022

Second reading/adopted: February 9, 2022

District revision history: 11/18/24 for Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

RSA 186:11, IX-b & IX-c State Board of Education; Duties.

20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights

RSA 193:40, Prohibition on Teaching Discrimination

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

IHAM- HEALTH EDUCATION AND EXEMPTIONS FROM INSTRUCTIONS

Category: Priority/Required by Law

Related Policy: IGE

Related Form: IHAM-R

Consistent with state law and Department of Education requirements, health and physical education, including, instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

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

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. To the extent practicable, a school district shall make curriculum course materials available to parents or legal guardians for review upon request. Accordingly, the notice will identify and provide contact information for the Principal or other staff member a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, and also in accordance with NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, Parents/guardians have additional opt-out rights under Board policy) (IGE.)**

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.

District Policy History:

First reading: September 9, 2020

Second reading/adopted: October 14, 2020

District revision history: 11.18.24 for the Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights

RSA 186:11, IX, Instruction as to Intoxicants and Sexually Transmitted Diseases

RSA 186:11, IX-b, Health and Sex Education

RSA 186:11, IX-c, Objectionable Course Material

RSA 186:11, IX-e Notice to Parents/Guardian Required

NH Code of Administrative Rules, Section Ed 306.40, Health Education Program

NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program

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

IKF - HIGH SCHOOL GRADUATION REQUIREMENTS

Category Priority/Required by Law -The subject matter of these policies is required by state and or federal law.

Related Policies: IK, IKFA, ILBAA & IMBC

Students generally earn a high school diploma through a combination of high school credit and proficiency or mastery of required District and Graduation competencies. Methods for earning credit are discussed in Board policy IK, while competencies are discussed in Board policy ILBAA. This policy outlines the specific courses, competencies and other specific requirements before a student will receive a diploma or other graduation credential. The Board reserves the right to impose additional academic requirements necessary to graduate and or receive a diploma.

A. Credit Requirements:

1. **Awarding of Credit:** Credit will be awarded in accordance with Board policy IK, Earning of Credit. Additionally, a unit of credit or fraction thereof shall be given upon satisfactory completion of a course or learning experience in compliance with the district-specified curriculum and assessment standards. In some cases, course credit may also be awarded based on demonstrated mastery of the required competencies for the course. Assessment of mastery will be the responsibility of the Principal, and will be in accordance with Board policy ILBAA, High School Competency Assessments. Credit will be awarded only once for a specific required course with the same content during the secondary school experience.
2. **Required Subjects and Credits:** A minimum of 24.5 credits are required to graduate and earn a Hinsdale High School Diploma. Students may elect to accomplish any of the following requirements in many ways. The required subjects and credits for high school graduation are:

Content Area	Hinsdale H.S. Diploma	NH Scholars (See next page for STEM, ARTS, and Career Pathways)	NCAA	NH State Diploma*
English	4	4	4**	4
Math	4 (one must be Algebra I) one Algebra I)	4 (Algebra I, Geometry, and Algebra II plus more)	4** (3 must be Algebra I and higher)	3 (One must be Algebra)
Science	3 (One must be Biology plus one physical)	3 (Must be lab sciences)	3** (One must be a lab science)	2 (One must be Biology plus one physical)

Social Studies (Amer.Stud./Glob.Stud. WH/Geography)	2.5	2.5	2.5	1.5
Civics	0.5	0.5	0.5	0.5
Economics w/personal fin.	0.5	0.5	0.5	0.5
Personal Finance	0.5	0.5	0.5	0
World Language	0	2 (Must be same language, not required for Career Pathway)	**	0
Physical Education	1	1	1	1
Health	0.5	0.5	0.5	0.5
Art	0.5	0.5	0.5	0.5
ICT Formerly computer science	0.5	0.5	0.5	0.5
Electives	7	5	7	6

3. NH State Diploma: A twenty (20) credit State of New Hampshire Minimum Requirement diploma may be granted on a case-by-case basis. NCAA also requires one (1) additional credit of either Math, English, or Science. In addition, four (4) credits comprised of English, Math, Science, or World Language are required.
4. Alternative Credit Options: The Superintendent or Principal may approve the granting of credit earned through alternative methods outside of regular classroom-based instruction. Such alternative methods of instruction may include extended learning opportunities, distance education, alternative learning plans, or others approved by the Superintendent or designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the high school Principal on a case-by-case basis. Such credit will be granted pursuant to the provisions of Board policy IMBC, Alternative Credit Options and other applicable Board policies.

B. Passage of Civics Exam:

The district will develop a competency assessment of United States government and civics, consistent with pertinent and applicable law. This assessment will be administered to students as part of the high school course in history and government of the United States and New Hampshire. Students must attain a passing grade on this assessment to be eligible to receive a high school diploma or other graduation certificate.

Effective for students graduating in 2024, the district will also administer the 128 question civics (history and government) naturalization examination developed by the 2020 United States Citizen and Immigration Services ("U.S. Citizenship Test"). This exam may be modified for a student with a disability in accordance with the student's individualized education program. Students must earn a grade of 70 percent or better to be eligible to receive a high school diploma or other graduation certificate.

Under RSA 189:11, II, the Superintendent will submit the composite results of either the locally developed civics competency assessment or the U.S. Citizenship Test to the N.H. Department of Education.

C. Federal Student Aid Application:

~~Effective for students graduating in 2024, as a requirement for receiving a high school diploma, each student who is at least 18 years of age or legally emancipated, or the parent/guardian of such a student who is under 18 years of age, shall either:~~

- ~~1. file a Free Application for Federal Student Aid (FAFSA) with the U.S. Department of Education; or~~
- ~~2. file a waiver on a form created by the N.H. Board of Education with the District indicating that the parent/guardian or, if applicable, the student, understands what FAFSA is and has chosen not to file an application.~~

~~The District shall provide to each student and, if applicable, the parent/guardian, any support or assistance necessary to comply with the requirement above.~~

~~The District shall award a high school diploma to any student who is unable to meet the requirement above if the student has met all other graduation requirements and the building Principal attests that the District has made a good faith effort to assist the student or parent/guardian in filing an application or waiver.~~

~~The Board supports early graduation as a means to earn a high school diploma (see Board policy HKFA. Parental involvement for students under the age of 18 is required. The high school principal shall approve such requests if he/she determines that all state and local graduation requirements will be met and that early graduation is related to career and/or educational plans of the student making the request. Upon approval by the high school principal, the minimum 4 unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.~~

The Superintendent shall ensure each student eligible for graduation shall receive information on completing and submitting the Free Application for Federal Student Aid (FAFSA). Initial information shall be provided no later than October 15 of a student's senior year, and shall include, but not be limited to:

- 1. Eligibility requirements for student financial aid that may be applied for using the FAFSA;**
- 2. Application timelines and submission deadlines; and**

3. The importance of submitting applications early, especially when student financial aid may be awarded on a first-come, first-served basis.

Before the start of each school year, the Superintendent will designate the personnel responsible for disseminating the information. The designee will provide a specific written outline for the Superintendent's approval of the proposed means of dissemination, which may include such things as in-class instruction, college information fairs or programs, family information sessions, individual or group sessions with school counselors, information booklets.

Upon request of a student or a person authorized to act on behalf of the student, the Superintendent/Superintendent's designee shall ensure that either a physical or digital/online copy of a student's completed FAFSA is provided or is available to that student.

The Superintendent /Superintendent's designee shall ensure that any information shared under this section is handled according to applicable state and federal privacy laws, regulations, and administrative rules.

D. Alternative Learning Plans:

As an alternative to satisfying the provisions of this policy and related State requirements, students may also graduate from high school and obtain either a high school diploma or its equivalent by participating in an alternative learning plan or program. The provisions of Board policy IHBI, Alternative Learning Plans, shall apply in such an event.

District Policy History:

First reading: March 9, 2022

Second reading/adopted: April 13, 2022

Revision History: 11.18.24 for the Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

RSA 189:11

RSA 193:26-a, Graduation Requirements: Free Application for Federal Student Aid

N.H. Dept. of Education Administrative Rule – Ed 306.27

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

JJIB - INTERSCHOLASTIC ATHLETICS SCHOOL SPONSORED ATHLETIC PROGRAMS

*Category- Optional- These policies should be reviewed to determine whether they meet a particular local need. Most are informational in nature.
See also JJA*

~~The Board will offer interscholastic athletics subject to budgetary considerations. The purpose of interscholastic athletics is both educational and recreational. The athletic program should encourage participation by as many students as reasonably possible and should be carried on with the best interests of the participants as the first consideration. This should be done in conjunction with the academic program.~~

~~Participation in interscholastic athletics at the middle and high school levels is subject to the rules adopted by the New Hampshire Interscholastic Athletic Association and other rules adopted by the Superintendent and the Principal.~~

The School Board recognizes the value of athletic participation to the development of well-rounded students. Significant evidence exists to show that students who participate in extracurricular activities often perform better academically than those who do not. The School Board promotes athletic participation in the belief that successful athletic programs promote individual and team potential by helping to develop high standards of competence, character, civility and citizenship for student-athletes. The School Board recognizes that in addition to promoting the physical and social well-being of participating students, athletic programs offered can be a potent factor in both establishing a positive school climate and nurturing strong community-school bonds.

It is the Board's policy, therefore, to provide opportunities for interscholastic athletic competition in a variety of sports as budgetary considerations allow. Such opportunities should encourage participation by as many students as reasonably possible and should be carried on with the best interests of the participants as the first consideration.

All school/district sponsored athletic programs shall require the approval of the School Board, and shall be administered by the Athletic Director subject to the supervision of the Superintendent. Different programs that the Board may from time-to-time approve, can include fully sponsored school teams, club teams, and/or intramural teams. Competitions offered as part of otherwise approved instructional programs do not require specific Board approval.

Qualified personnel should be provided for coaching and supervising all athletic programs.

Participation in interscholastic athletics is subject to the rules adopted by the New Hampshire Interscholastic Athletic Association, other similar sponsoring organizations or leagues, other Board policies (e.g., JJA, JJIC, JJJ, etc.), and any rules adopted by the Superintendent, the Athletic Director, the Principal, or a team coach.

*Appendix: IHBG-R, Home Education
IJOC-R, Volunteers/NHIAA Coaches*

Revised: February 2006

Revised: February 2005

Revision History: 11/18/24 for the Policy Committee

First reading: 12/11/2024

Final reading:

JLCEA - USE OF AUTOMATED EXTERNAL DEFIBRILLATOR

Category Recommended- While these policies are not required by law, they are highly recommended for effective school board operations.

Also GBGBA & KFD

If the Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use. The use/administration/maintenance of the AED is subject to the following conditions:

1. Location of the AED (s)

The Superintendent working with the building principal and school nurse, shall select and approve the location(s) for the AED(s). **At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.**

2. Authorized Employees/Training of Users

AEDs will only be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse.

3. Maintenance

AEDs will be maintained by the School Nurse or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s).

4. Registration of AED(s)

In accordance with RSA 153-A: 33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms in at: www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

5. Incident Reporting

The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

6. Liability Limited

The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153: A-31, as well as other sources of law.

Statutory Reference:

RSA 153-A:28-33, Automated External Defibrillation

Further Information: State of NH, Bureau of Emergency Medical Services, 271-4568

Appendix KFD-R

Cross reference: Policy EBBB, Accident Reports

Reviewed: October, 2004

New Policy September, 2003

Revision History: 11/18/24 for Policy Committee

First reading: 12/11/2024

Final reading:

JLCJA - EMERGENCY PLAN FOR SPORTS RELATED INJURIES and ADDITIONAL PROTOCOLS FOR ATHLETICS PARTICIPATION

Category Priority/Required by Law -The subject matter of these policies is required by state and or federal law.

Related Policies: EBBB, EBBC, EBCA, JJIB, JLCE/EBBC, JLCEA & JLCJ

Related Administrative Procedures: JJA-R

A. Creation of Plan. No later than August 1, 2022, the Superintendent or his/her designee in consultation with each building Principal, the Athletic Director/Coordinator and school nurse(s), shall establish a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") 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 **(which shall be consistent with the provisions of GBGA/JLCEA/KFD)** of any automated external defibrillators ("AEDs") and personnel trained in the use of the ~~automated external defibrillator~~ **AED**; 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.

h. Required that all school sponsored activities for any of grades 6-12 be supervised by a person trained in CPR.

B. 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.

C. Additional Written Protocols and Procedures Required. No later than August 1, 2022, the Superintendent or his/her designee in consultation with each building Principal, the Athletic

Director/Coordinator and school nurse(s), shall develop written procedures and protocols as described below:

1. 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;
2. 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).

3. 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.
- D. 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.
- E. 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 (see Board policy *EBCA*).

District Policy History:

First reading: March 9, 2022

Second reading/adopted: April 13, 2022

District revision history: 11/18/24 for Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

20 U.S.C. §1232g, *Family Educational Rights and Privacy Act (FERPA)*
34 C.F.R. Part 99, *Family Educational Rights and Privacy Act Regulations*
RSA 200:40-c, *Emergency Plan for Sports Related Injuries*

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

JLF- REPORTING CHILD ABUSE OR NEGLECT

Category Priority-The subject matter of these policies is required by state and or federal law.

Related Policies: GBEBA, IJOC & JICK

A. Statutorily Mandated Reporting – All Persons.

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

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

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

1. The **initial** report should contain **to the extent known**:
 - a. the name and address of the child suspected of being abused or neglected,
 - b. the person responsible for the child's welfare,
 - c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
 - d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
 - e. any other information that might be helpful in establishing neglect or abuse.
2. **Modes of Reporting.** When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provider will inform you about before you proceed to the actual report. The modes of reporting are:
 - a. Disclosure Allowed – The Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child’s family upon request.
 - b. Disclosure NOT Allowed – The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork

provided to the child's family unless the case goes on to prosecution. At prosecution, identifying information in all reports become public record.

- c. Anonymous – The Caller/Reporter calls the (603) 271-6562 number, blocks their "Caller ID" when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the "Report Number" from Central Intake for your call and document it on the <School/Org. Name> Reporting Form. It is the only proof the caller/reporter made the report to DCYF.

3. **Required reporting mode for school employees, volunteers and contracted service providers.** Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the "Disclosure Allowed" or as "Disclosure NOT Allowed" modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal for support.

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

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

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with ~~a written report~~ **with an original completed form JFL-F(1) "Child Abuse and/or Neglect Reporting Form"** as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

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

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

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- (b) reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

2. Principal's Action upon Receiving Report.

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

~~A written report shall be made by the Principal~~ **The Principal shall forward the original completed form JLF F-1** to the Superintendent within twenty-four (24) hours, ~~with a copy provided to DCYF if requested~~ **if it is available. If the completed form is not yet available, then the Principal shall forward a written report including the relevant information, such as:** The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

- **the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);**
- **the identities of siblings or other children in the household of the child(ren) who is the subject of the report;**
- **information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and the DCYF report number); and**
- **any other information requested by the Superintendent, law enforcement or DCYF.**

The Principal will follow that initial report with the completed, original JLF-F(1) as soon as it is available from the original reporter. Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.

3. Requirements for Reporting of Other Acts.

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

3. Personal Notes of Reports

Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.)is encouraged to create and maintain personal notes reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

4. Additional Reporting Requirements.

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

C. Signage and Notification.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website. **Finally, the superintendent shall ensure that Form JLF F-1 is readily available to all staff members, either in hard copy form, or through the District's or school's websites.**

D. Training Required.

The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with ~~annual~~ **biennial renewal training** refreshers thereafter, on the mandatory reporting requirements, **this policy, and the materials described in Board policy GBCE and RSA 189:13-a, XII. including how to identify suspected child abuse or neglect.**

District Policy History:

First reading: November 13, 2019

Second reading/adopted: December 11, 2019

District revision history: 11/18/24 for the Policy Committee

First reading: 12/11/2024

Final reading:

Legal References:

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

Organization LOGO

JLF-F Child Abuse and/or Neglect Reporting Form

Report to the New Hampshire Division for Children, Youth and Families (DCYF) Central Intake:

CALL: 1 (800) 894-5533 / (603) 271-6562

Central Intake Fax: 603-271-6565

In cases of current emergency, imminent danger or safety concerns, call 911.

School or Organization: (Check One) <input type="checkbox"/> <Program Name(s) – Add ALL Applicable>				Report Form Date & Time: Date: _____ Time: _____	
Child Information:					
Child Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Additional Information Regarding Special Needs/Considerations: (e.g., communication, developmental delays, IEP, etc.)					
If KNOWN, Provide Sibling Information (or Information of other children in the home). If UNKNOWN, skip.					
Sibling # 1 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 2 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 3 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 4 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 5 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Additional Information Regarding Special Needs/Considerations of Siblings: (e.g., communication, developmental delays, IEP, etc.)					
Legal Parent(s)/Guardian Information:					

Legal Parent/Guardian Name(s): 1. 2.	Address (Where Child Resides with Parent(s)/Guardian(s):
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Phone Number(s): (Provide any KNOWN Phone Number(s) & Work Names):			
Home:	Cell:	Work:	Work Name:
1.	1.	1.	1.
2.	2.	2.	2.

Additional Information Regarding Special Needs/Considerations of Parent(s)/Guardian(s): (e.g., communication, developmental delays, mental health, substance use, domestic violence, etc.)

Incident Information:

Reporter Name: First: Last:	Title/Role at <School/Org./Program Name>:
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<School/Org./Program Name> Address:

Date of Report to NH DCYF:	Time of Report to DCYF:	Mode of Report: (Check ONE) <input type="checkbox"/> Disclosure Allowed <input type="checkbox"/> Disclosure NOT Allowed <input type="checkbox"/> Anonymous
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Person Completing this Report (If different from "Reporter Name" above)
--

Name: First: Last:	Title/Role at <School/Org./Program Name>:
---------------------------------	--

Reason for Report (e.g., Alleged Perpetrator, Type of Suspected Abuse (Physical/Sexual/Emotional)/Neglect and Date)
--

NOTE: For suspected physical or sexual abuse, do NOT contact the parent(s)/guardian(s) regarding this report. Let DCYF/Law Enforcement be the first point of contact with the parent(s)/guardian(s) to protect the child and any potential evidence.

Did the Child Disclose Information? <input type="checkbox"/> Yes <input type="checkbox"/> No

If YES, provide the child's EXACT words and any dialog you had with the child. If NO, please explain what led to your suspicion of child abuse/neglect. Use additional paper as needed.
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NH DCYF Response:	<input type="checkbox"/> Screened-In <input type="checkbox"/> Screened-Out	Report Number:
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Additional DCYF Response Directions:	(Provided by NH DCYF Central Intake):
	DCYF Central Intake Worker Name:

<School/Org. /Program Name> XXX Pricpal/Director Informed:	<input type="checkbox"/> Yes <input type="checkbox"/> No
--	--

If YES, XXX Principal/Director Name/Title:	Check ALL that Apply: <input type="checkbox"/> Verbally Notified <input type="checkbox"/> Provided this Report Form
---	--

Police Notification: <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If YES, Police Department Name:	Check ALL that Apply:
Officer Name/Title:	<input type="checkbox"/> Verbally Notified
Reporter Degree of Concern Communicated: <small>(Circle ONE)</small>	<input type="checkbox"/> Provided this Report Form
(Low) 1 2 3 4 5 6 7 8 9 10 (High)	

Reporter Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

JLP - PARENTAL NOTIFICATION OF AND INVOLVEMENT IN STUDENT WELFARE

Pursuant to New Hampshire RSA 186:11, IX-e, the District will not adopt policies, procedures, or student support forms that prohibit District personnel from answering questions from a parent/guardian about that parent's/guardian's student's mental, emotional, or physical health or well-being, sexuality, or a change in related services or monitoring, or that have the effect of encouraging a student to withhold from a parent/guardian such information.

District personnel will not discourage or prohibit parental/guardian notification of and involvement in critical decisions affecting that parent's/guardian's student's mental, emotional, or physical health or well-being.

The Superintendent is authorized to adopt procedures that permit District personnel to withhold any of the above information from a parent if a reasonably prudent person would believe that such disclosure would result in abuse, abandonment, or neglect of a student or other child as those terms are defined in RSA 169-C:3.

To the extent that any other school board/district/school/class policy, procedure, rule or regulation, conflicts with the above, this policy shall supersede - but not otherwise impact - such policy, procedure, rule or regulation.

Legal References:

NH RSA 169-C:3, 186:11, IX-3
New Policy: September 2024

Revision History: for 11.18.24 policy committee

First reading: 12/11/2024

Final reading:

KFD- USE AND LOCATION OF AUTOMATED EXTERNAL DEFIBRILLATORS

Category R

Also GBGBA & JLCEA

The Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use.

The use/administration/maintenance of the AED is subject to the following conditions:

1. Location of the AED (s)

The Superintendent, working with the building principal and school nurse, shall select and approve the location(s) for the AED(s). **At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.**

2. Authorized Employees/Training of Users

AEDs will only be administered by those employees designated by the Principal, in consultation with the school nurse. Employees will only be authorized after they have successfully received and completed appropriate training in cardiopulmonary resuscitation and AED use, provided by the School Nurse or his/her designee, or from another source acceptable to the School Nurse.

3. Maintenance

AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s).

4. Registration of AED(s)

In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

5. Incident Reporting

The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.

6. Liability Limited

The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

Statutory Reference:

RSA 153-A:28-33, Automated External Defibrillation

Further Information: State of NH, Bureau of Emergency Medical Services, 271-4568

Appendix KFD-R

Reviewed: October, 2004

New Policy: September, 2003

Revision History: 11.18.24 for the Policy Committee

First reading: 12/11/2024

Final reading: