

NOTICE OF MEETING WASHINGTON SCHOOL DISTRICT

WASHINGTON SCHOOL BOARD

The Washington School Board will meet on **Monday, November 8, 2021 at 6:00pm**
in the **Washington Elementary School, Multi-Purpose Room.**

MEETING AGENDA

1.0 CALL TO ORDER

- 1.1 Pledge of Allegiance
- 1.2 Moment of Silence

2.0 STUDENT REPRESENTATIVE REPORT – Megan Belanger

3.0 CORRESPONDENCE

4.0 PUBLIC COMMENT

- limited to approximately five minutes per person

5.0 CONSENT AGENDA (requires action)

- 5.1 **Minutes of meeting, October 12, 2021**
- 5.2 **Appointments, Leaves, and Resignations - none**
- 5.3 **Policies Requiring Action**
 - 5.3.1 EHAC Electronic/Digital Records & Signatures – Final Approval
 - 5.3.2 DK Payments Checks and Manifests – Final Approval
 - 5.3.3 GBEA Staff Ethics – First Reading
 - 5.3.4 GBEB Staff Conduct – First Reading

6.0 INFORMATIONAL ITEMS and REPORTS

- 6.1 Enrollment Report – H/D Middle 21, H/D High 47, WES 53 (K-9, 1st-12, 2nd-9, 3rd- 8, 4th-12, 5th- 3)
- 6.2 Superintendent's Report
 - 6.2.1 General Information
 - 6.2.2 Pandemic Response Mitigation Decision Matrix Update
 - 6.2.3 Monthly Financial Report – Mary Henry
 - 6.2.4 ESSER Report
 - 6.2.5 Five Year Plan
- 6.3 Principal's Report

7.0 NEW BUSINESS (requires action)

- 7.1 Safer at School Screening
- 7.2 Budget Timeline for FY2022-23 Budget Building
- 7.3 General FY2022-23 Budget Guidelines

8.0 NON-PUBLIC – RSA 91-A:3 II. (a)

9.0 CALL BACK TO ORDER and ACTION AFTER NON-PUBLIC

10.0 ADJOURNMENT

Per RSA 91-A:3 II. (a) -(e), (k) and (l) only the following matters may be considered or acted upon by a school board in non-public session:

- a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;
- b) the hiring of any person as a public employee;
- c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

WASHINGTON SCHOOL BOARD MEETING

Tuesday, October 12, 2021 at 6:00pm

Washington Elementary School, Multi-Purpose Room

MINUTES

In Attendance:

Board Members:

Linda Musmanno

Arin Mills

Kathy Atkins

Cameo Mulliner

Danielle Moore

Administration:

Patricia Parenteau, Superintendent

Mary Henry, Business Manager

Kelli Colarusso, Principal

Jennifer Crawford, Director of Curriculum
Instruction and Assessment

1. CALL TO ORDER @ 6:00pm

1.1. Pledge of Allegiance

1.2. Moment of Silence

2. STUDENT REPRESENTATIVE REPORT - Megan Belanger

2.1. Student Voice planned a homecoming day

2.2. Hoping to plan something for Halloween.

2.3. The National Honor Society would like to do something with the ES after the HS Day has ended.

2.4. Bass fishing placed 9th in their competition.

2.5. Golf season has ended early

2.6. PSAT is taking place October 13th

3. CORRESPONDENCE

3.1. None

4. PUBLIC COMMENT

4.1. None

5. CONSENT AGENDA

5.1. Minutes of meeting, September 13, 2021

5.2. Appointments, Leaves, and Resignations

5.2.1. Meg Jones – Mentor, \$500 stipend, effective for 21-22 school year (Title Ila grant funded)

5.2.2. Culture Team Members - up to 8 hours, effective 9/10/21 9/30/21 (Title IV funded)

5.2.2.1. Shirley Bergstresser - \$35/hour

5.2.2.2. Emily Primrose - \$35/hour

5.2.2.3. Kristen Hjelm - \$12.08/hour 5.3 Policies Requiring Action

5.3. EBBB Accident Reports – Revision

5.4. JCA Change of Class or School Assignment - Best Interests and Manifest Hardship - Revision (JEC Change of School or Assignment Manifest Education Hardship has been incorporated into this revision)

- 5.5. EHAC Electronic/Digital Records & Signatures - First Reading
- 5.6. DK Payments Checks and Manifests - First Reading
- 5.7. **Consent Agenda Vote - REMOVED 5.1 and 5.2**
 - 5.7.1. Atkins Moved to approve the consent agenda as presented, minus 5.1 and 5.2. Mills seconds. Motion passed 5-0
 - 5.7.2. Atkins moved to amend the minutes 6.2.5.3 - Change Chamber to Selectmen and approve as amended. Mulliner seconds. Motion passed 5-0
 - 5.7.3. Atkins Moved to approve the appointments, leaves, and resignations as presented. Mulliner Seconds. Motion passed 5-0

6. **INFORMATIONAL ITEMS and REPORTS**

- 6.1. Enrollment Report - H/D Middle 20, H/D High 46, WES 52 (K-9,1st-12, 2nd-9, 3rd- 8, 4th-11, 5th-3)

6.2. **Superintendent's Report**

6.2.1. **General Information**

- 6.2.1.1. Homecoming went well

6.2.2. **Pandemic Response Mitigation Decision Matrix Update**

- 6.2.2.1. See Attached Sheets
- 6.2.2.2. There have been more clusters of Covid in NH schools since the start of school this year than there were all of last year.

6.2.3. **Monthly Financial Report - Mary Henry**

- 6.2.3.1. Bottom line balance is around \$200,000 (unaudited)
- 6.2.3.2. Board needs to decide if they will hold any funds or return all of the unassigned fund balance to the taxpayers.
- 6.2.3.3. The Board also needs to decide if they will hold a special meeting to use the additional adequacy aid from the state, or return it to the taxpayers.

6.2.3.4. **Discussion**

- 6.2.3.4.1. We have always held 2.5% of the remaining fund balance to give ourselves a buffer in the event that we run into a deficit.
- 6.2.3.4.2. We have returned money to the town each year.

6.2.3.5. **Vote**

- 6.2.3.5.1. Atkins moved to retain 2.5% from the remaining fund balance for the FY21. Moore seconds. Motion passed 5-0
- 6.2.3.5.2. Mulliner Moved to return \$63,970.00 to the taxpayers. Atkins seconds. Motion passed 4-1-0 (Mills opposed).

6.2.4. **Principal's Report**

- 6.2.4.1. September 22nd was the first early release Professional Development day
- 6.2.4.2. October 20th will be another Professional Development day
- 6.2.4.3. Students have been taking the reading and math iReady testing.
- 6.2.4.4. October 15th will be Fall Fun Day for the students
 - 6.2.4.4.1. Will build scarecrows and carve pumpkins

7. **NEW BUSINESS**

7.1. **IT and Facilities Service Agreements**

- 7.1.1. Does the Washington Board want to continue with the agreements this year?

7.1.2. Vote

7.1.2.1. Atkins Moved to continue with the IT and Facilities Service Agreement for the 2021-2022 School Year pending the HDSB Approval. Moore Seconds. Motion passed 5-0.

7.1.2.2. Moore Moved to continue with the Facilities Service Agreement for the 2021-2022 School Year. Mulliner Seconds. Motion passed 5-0

7.2. Building Use of Washington Elementary buildings

7.2.1. Washington does not have a process for this, or policies in place.

7.2.2. We need to have a process and form for people to fill out if they are going to be using the building.

7.2.2.1. This is really important for insurance purposes.

7.2.3. There are currently three building requests for the Board to review

7.2.3.1. Musmanno Moved to decline the building use requests citing Due to Covid, the buildings will not be open to outside groups at this time. Mills seconds. Motion passed 5-0

7.2.4. Will table this discussion and revisit at the next meeting.

8. NON-PUBLIC - (if needed)

9. CALL BACK TO ORDER and ACTION AFTER NON-PUBLIC

10. ADJOURNMENT

10.1. Atkins moved to adjourn. Mills seconds. Motion passed 5-0 @ 7:20pm

Respectfully Submitted,
Meagan Fleagle

Comparative Covid Data September 2, 2020 - October 12, 2021

The Rest of Hillsborough County			
Date	Level of Transmission	New Cases per 100k over 14 days	7-Day Total Test Positivity Rate %
Sept 2, 2020	Minimal	21.5	1.2
Oct 1, 2020	Minimal	32.2	1.7
Nov 1, 2020	Substantial	109.7	1.8
Dec 1, 2020	Substantial	473.9	5.1
Jan 3, 2021	Substantial	649.9	11.0
Feb 1, 2021	Substantial	598	6.2
March 1, 2021	Substantial	273.6	4.3
April 1, 2021	Substantial	396.4	6.4
May 3, 2021	Substantial	250.2	3.6
June 1, 2021	Moderate	66.3	2.2
July 1, 2021	Minimal	11.1	0.6
July 30, 2021	Minimal	46.4	3.1
August 17, 2021	Substantial	192.4	6.8
September 1, 2021	Substantial	277.2	7.1
September 17, 2021	Substantial	344.5	5.9
October 1, 2021	Substantial	429.8	5.0
October 12, 2021	Substantial	405.7	6.3

Comparative Covid Data September 2, 2020 - October 12, 2021

Sullivan County			
Date	Level of Transmission	New Cases per 100k over 14 days	7-Day Total Test Positivity Rate %
Sept 2, 2020	Minimal	9.3	0.2
Oct 1, 2020	Minimal	18.5	0.6
Nov 1, 2020	Moderate	57.9	1.4
Dec 1, 2020	Substantial	139.1	3
Jan 3, 2021	Substantial	190.1	7.7
Feb 1, 2021	Substantial	586.4	7.4
March 1, 2021	Substantial	213.2	3.1
April 1, 2021	Substantial	157.6	3.7
May 3, 2021	Substantial	243.4	6.0
June 1, 2021	Moderate	97.3	2.1
July 1, 2021	Minimal	48.7	1.1
July 30, 2021	Minimal	30.1	1.8
August 17, 2021	Substantial	194.7	6.1
September 1, 2021	Substantial	210.9	2.6
September 17, 2021	Substantial	338.4	6.9
October 1, 2021	Substantial	658.2	6.3
October 12, 2021	Substantial	1,036.0	12.2

Comparative Covid Data September 2, 2020 - October 12, 2021

Date	Statewide Number of Hospitalizations Due To Covid-19	Statewide Percent of Population Fully Vaccinated
Sept 2	9	
Oct 1	15	
Nov 1	38	
Dec 1	160	
Jan 3	325	
Feb 1	193	
March 1	90	Data first reported March 4th: 7.8%
April 1	77	16.8%
May 3	80	26.2%
June 1	26	48.5%
July 1	15	53.9%
July 30	29	53.7%
August 17	68	53.8%
September 1, 2021	112	54.1%
September 17, 2021	122	56.0%
October 1, 2021	150	54.4%
October 12, 2021	140	54.5%

Washington Elementary School School Local Decision Pandemic Response Mitigation Matrix

This matrix serves as a guide when planning and making decisions regarding implementing mitigation strategies. The Washington School District reserves the right to take a more restrictive approach as the situation warrants.

Executive Orders/Public Health Department Guidance supersede local decision making

Considerations <i>Listed below are factors that will be taken into consideration when determining the level of mitigation required.</i>	Minimal Mitigation	Moderate Mitigation	Substantial Mitigation
	1.Promote Vaccination 2.Face Mask Use*: <ul style="list-style-type: none"> • mandatory on buses • optional indoors and outdoors 3.Physical Distancing of at least 3 feet when possible 4.Screening Testing of higher risk groups such as sports teams 5.Increase Ventilation 6.Handwashing & Respiratory Etiquette 7.Stay home when sick & get tested 8.Contact Tracing in combination with Isolation & Quarantine 9.Daily Cleaning & disinfection when known virus contact	1.Promote Vaccination 2.Face Mask Use*: <ul style="list-style-type: none"> • mandatory on buses • optional but recommended indoors • optional outdoors 3.Physical Distancing of 3-6 feet when possible 4.Increased Screening Testing 5.Increase Ventilation 6.Handwashing & Respiratory Etiquette 7.Stay home when sick & get tested 8. Contact Tracing in combination with Isolation & Quarantine 9.Daily Cleaning & disinfection when known virus contact	1.Promote Vaccination 2.Face Mask Use*: <ul style="list-style-type: none"> • mandatory on buses • Required indoors • optional outdoors 3.Physical Distancing of 3-6 feet when possible 4.Significant Screening Testing 5.Increase Ventilation 6.Handwashing & Respiratory Etiquette 7.Stay home when sick & get tested 8. Contact Tracing in combination with Isolation & Quarantine 9.Daily Cleaning & disinfection when known virus contact

Decision Matrix: NH Department of Health and Human Services recommendations for use of facemasks indoors based on the level of community transmission and COVID-19 transmission within a facility.

		Level of Community Transmission		
		Minimal	Moderate	Substantial
Cases within School Facility	Sporadic cases without evidence of facility transmission	Optional*	Optional*	Universal X
	Single Cluster	Targeted	Targeted	Universal
	Multiple clusters or a larger outbreak	Universal	Universal	Universal
Per Federal Mandate all drivers and riders on school busses or vans are required to wear masks that cover their mouth and nose while on board.				

Facemasks still recommended for people who want maximal protection for themselves or others (e.g. a household member who is unvaccinated or medically vulnerable)

Community Transmission and Vaccination Data Tracked Using The New Hampshire COVID-19 Data Dashboard

Last updated: OCTOBER 12, 2021 4:45pm

Level of Community Transmission			
<i>Per the state of NH Department of Health and Human Services: "The overall level of community transmission is defined using the metrics shown below. Each metric is assigned a level of 'Minimal', 'Moderate', or 'Substantial'. A community is then assigned an overall level based on the highest level determination for any specific metric."</i>			
Numbers of new infections per 100,000 population over prior 14 days	<50	50-100	>100
Sullivan County:			1,036.0
COVID-19 total test positivity as a 7 day average	<5%	5-10%	>10%
Sullivan County:			12.2%

Cases within the school facility			
	Sporadic cases without evidence of facility transmission	Single Cluster	Multiple clusters or a larger outbreak
WES	X		

	Washington	Sullivan County
Current Vaccination Rates	49.7%	49.6%

Additional Data Tracked by the Washington School District

Availability of Cleaning and Protective Supplies necessary to implement NH DHHS Recommendations			
	The district has the supplies necessary to meet state guidelines and to implement the SAU plan	The district is having difficulty securing future supplies necessary to meet state guidelines and to implement the SAU plan	The district is unable to secure the supplies necessary to meet state guidelines and to implement the SAU plan
Washington School District	X		

Compliance with Mitigation Strategies

	There is a rare need for someone to leave school due to illness. Mask wearing, physical distancing and other protective measures are followed by the community	There are small gaps in compliance to the protective measures in place	There are significant gaps in compliance to the protective measures in place
Washington School District	X		

Student Absence Due to Illness

	<15%	15-30%	>30%
WES	X		

Staff Capacity to Conduct Classes and School Operations

	Normal: The school is able to provide coverage and manage absenteeism with little impact to instruction	Strained; It is difficult for the school to provide coverage and manage absenteeism. There is impact to instruction.	Critical: The level of staff absenteeism is too high to effectively manage.
WES	X		

WASHINGTON SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

From Date: 10/1/2021 To Date: 10/31/2021

☐ Include pre encumbrance☐ Exclude inactive accounts with zero balance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	TEACHERS	\$402,289.88	\$0.00	\$402,289.88	\$10,271.33	\$60,497.49	\$341,792.39	\$295,937.42	\$45,854.97	11.40%
10.0000.000.111.0	SUPPORT STAFF	\$53,941.08	\$0.00	\$53,941.08	\$1,625.94	\$5,318.74	\$48,622.34	\$27,351.03	\$21,271.31	39.43%
10.0000.000.113.0	PRINCIPAL OFFICE SALARY	\$44,817.36	\$0.00	\$44,817.36	\$1,260.12	\$12,974.90	\$31,842.46	\$30,123.69	\$1,718.77	3.84%
10.0000.000.116.0	SUMMER SALARY	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$1,728.41	\$4,471.59	\$0.00	\$4,473.59	72.15%
10.0000.000.120.0	SUBSTITUTES	\$7,500.00	\$0.00	\$7,500.00	\$160.00	\$500.00	\$7,000.00	\$0.00	\$7,000.00	93.33%
10.0000.000.211.0	HEALTH INSURANCE	\$103,100.99	\$0.00	\$103,100.99	\$3,848.48	\$19,107.37	\$63,993.62	\$80,952.31	\$3,041.31	2.95%
10.0000.000.212.0	DENTAL INSURANCE	\$6,309.72	\$0.00	\$6,309.72	\$264.82	\$1,214.05	\$5,095.67	\$5,670.35	(\$574.68)	-9.11%
10.0000.000.213.0	LIFE INSURANCE	\$518.40	\$0.00	\$518.40	\$19.98	\$99.16	\$419.24	\$419.24	\$0.00	0.00%
10.0000.000.214.0	LONG TERM DISABILITY	\$809.52	\$0.00	\$809.52	\$28.86	\$151.41	\$658.11	\$699.31	\$58.80	7.28%
10.0000.000.220.0	FICA	\$38,804.65	\$0.00	\$38,804.65	\$1,337.92	\$6,421.30	\$32,383.35	\$28,540.92	\$5,842.43	15.08%
10.0000.000.230.0	NHRS	\$85,505.55	\$0.00	\$85,505.55	\$2,852.97	\$14,084.71	\$71,420.84	\$55,335.75	\$16,085.09	18.81%
10.0000.000.240.0	TRAINING AND TUITION	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$0.00	\$5,000.00	\$100.00	\$4,900.00	98.00%
10.0000.000.250.0	REIMBURSEMENT	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	UNEMPLOYMENT	\$2,636.00	\$0.00	\$2,636.00	\$0.00	\$0.00	\$2,636.00	\$0.00	\$2,636.00	100.00%
10.0000.000.280.0	WORKERS COMPENSATION	\$400.00	\$0.00	\$400.00	\$0.00	\$0.00	\$400.00	\$0.00	\$400.00	100.00%
10.0000.000.310.0	BENEFITS	\$174,478.00	\$0.00	\$174,478.00	\$40,971.00	\$81,942.00	\$92,536.00	\$81,943.00	\$10,593.00	6.07%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$58,675.00	\$0.00	\$58,675.00	\$510.00	\$1,120.00	\$57,555.00	\$9,130.00	\$48,425.00	82.55%
10.0000.000.380.0	LEGAL AND AUDIT FEES	\$15,000.00	\$0.00	\$15,000.00	\$0.00	\$1,927.32	\$13,072.68	\$572.68	\$12,500.00	83.33%
10.0000.000.410.0	SNOW FLOWING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$35,918.50	\$0.00	\$35,918.50	\$1,139.08	\$3,527.89	\$32,390.61	\$8,289.64	\$24,100.97	67.10%
10.0000.000.440.0	RENTAL OF EQUIPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,802.13	\$3,197.87	\$2,875.72	\$522.15	10.44%
10.0000.000.510.0	TRANSPORTATION	\$197,420.00	\$0.00	\$197,420.00	\$17,166.71	\$25,760.01	\$171,653.99	\$154,500.39	\$17,169.80	8.70%
10.0000.000.520.0	INSURANCE PROPERTY	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$2,275.68	\$726.32	\$0.00	\$726.32	24.19%
10.0000.000.531.0	TELEPHONE	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$625.19	\$2,874.81	\$2,864.81	(\$10.00)	-0.25%
10.0000.000.534.0	POSTAGE	\$250.00	\$0.00	\$250.00	\$0.00	\$19.45	\$230.55	\$130.55	\$100.00	40.00%
10.0000.000.540.0	ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,343.72	(\$343.72)	\$87.80	(\$431.52)	-43.15%
10.0000.000.550.0	PRINTING	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
10.0000.000.561.0	TUITION	\$1,650,819.00	\$0.00	\$1,650,819.00	\$0.00	\$0.00	\$1,650,819.00	\$0.00	\$1,650,819.00	100.00%
10.0000.000.580.0	TRAVEL	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
10.0000.000.610.0	SUPPLIES	\$14,700.00	\$0.00	\$14,700.00	\$59.68	\$5,084.28	\$9,615.72	\$1,249.01	\$8,366.71	36.92%
10.0000.000.620.0	ELECTRICITY	\$17,000.00	\$0.00	\$17,000.00	\$1,454.80	\$3,999.12	\$13,000.88	\$13,000.88	\$500.00	2.86%
10.0000.000.623.0	GAS UTILITY	\$17,000.00	\$0.00	\$17,000.00	\$0.00	\$0.00	\$17,000.00	\$0.00	\$17,000.00	100.00%
10.0000.000.640.0	BOOKS	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$1,106.66	\$3,093.34	\$0.00	\$3,093.34	73.65%
10.0000.000.641.0	SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$458.00	\$4,542.00	\$0.00	\$4,542.00	90.88%

WASHINGTON SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

☐ Include pre encumbrance

☐ Exclude inactive accounts with zero balance

From Date: 10/1/2021

To Date: 10/31/2021

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10,000,000,730.0	EQUIPMENT	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$0.00	\$3,350.00	\$134.95	\$3,215.05	96.97%
10,000,000,810.0	DUES & FEES	\$4,644.00	\$0.00	\$4,644.00	\$0.00	\$3,169.74	\$1,474.26	\$0.00	\$1,474.26	31.75%
10,000,000,890.0	MISCELLANEOUS	\$2,975.00	\$0.00	\$2,975.00	\$0.00	\$23.59	\$2,951.41	\$0.00	\$2,951.41	99.21%
10,000,000,930.0	FUND TRANSFER	\$67,000.00	\$0.00	\$67,000.00	\$0.00	\$0.00	\$67,000.00	\$0.00	\$67,000.00	100.00%
Grand Total:		\$3,042,664.65	\$0.00	\$3,042,664.65	\$82,771.69	\$257,631.17	\$2,785,033.48	\$797,829.45	\$1,987,204.03	65.31%

End of Report

ELECTRONIC/DIGITAL RECORDS & SIGNATURES**A. Statement of Policy.**

Electronic or digital signatures can take many forms and can be created using many different types of technology. The authenticity and reliability of electronic signatures relating to transactions are dependent on the accompanying processes, supplemental records and the overall context in which records are created, transferred, and signed. The School Board adopts the following policy with respect to the use of electronic records and signatures in connection with its communications with parents, guardians, or other persons having control over a child enrolled in the District.

B. Definitions.

“Attribution” or “Attributable to” – An electronic record or electronic signature is attributable to a person if it was the act of the person. The act of the person may be shown in any manner, including a showing of the efficacy of any security procedure applied to determine the person to which the electronic record or electronic signature was attributable. The effect of an electronic record or electronic signature attributed to a person under paragraph I is determined from the context and surrounding circumstances at the time of its creation, execution, or adoption, including the parties' agreement, if any, and otherwise as provided by law.

“Digital” – As used in the title or otherwise in this policy is intended to have the same meaning as or as a sub-category of “Electronic”.

“Electronic record”– Means a record created, generated, sent, communicated, received, or stored by electronic means.

“Electronic signature”– Means an electronic sound, symbol, or process attached to or logically associated with a record and executed or adopted by a person with the intent to sign the record.

“Record”– Means information that is inscribed on a tangible medium or that is stored in an electronic or other medium and is retrievable in perceivable form.

C. Applicability.

This policy applies to parents, guardians, and other persons having control or charge of a child enrolled or formerly enrolled in the District, eligible students as used in the Family Educational Rights and Privacy Act; and also to individuals affiliated with the District, whether employees or not, paid or unpaid, including but not limited to teachers, administrators, staff, students, affiliates, and volunteers.

D. Acceptance, Use and Issuance of Electronic Records and Signatures.

1. The District may receive and accept as original, electronic records and signatures so long as the communication, on its face, appears to be authentic and is not otherwise precluded by law.
2. The District, through the Superintendent, shall maintain an electronic recordkeeping system that can receive, store, and reproduce electronic records and signatures relating to communications and transactions in their original form. Such system should include security procedures whereby the District can:

- a) assure signature intent,
 - b) verify the attribution of a signature to a specific individual,
 - c) allow for reliable access and use to those who would have access to the record if in hard copy form for the period required under the District's Data/Records Retention Policy EHB and Schedule EHB-R,
 - d) detect changes or errors in the information contained in a record submitted electronically,
 - e) protect and prevent access, alteration, manipulation or use by an unauthorized person, and
 - f) provide for nonrepudiation through strong and substantial evidence that will make it difficult for the signer to claim that the electronic representation is not valid.
3. To the extent practicable, the Superintendent will implement and maintain a system to require a secure hard copy log of the actual signature of any individual authorized to provide an electronic signature on behalf of the District, or on behalf of the School Board specifically.
 4. The Superintendent shall ensure that all electronic records and signatures are capable of being accurately reproduced for later reference, and are retained until such time as all legally mandated retention requirements are satisfied.
 5. Any electronic records or electronic signatures technology shall comply with the District's Data Governance and Security Plan.

E. Electronic Records.

Electronic records created or received by the District shall be appropriately attributed to the individual(s) responsible for their creation and/or authorization or approval. The District shall utilize available technology to implement reliable methods for generating and managing electronic records. Any electronic record filed with or issued by the District may be given full force and effect of a paper communication if the following conditions are satisfied:

1. The communication is an electronic filing or recording and the District, through the School Board Chair, or the Superintendent or his/her delegate, agrees to accept or send such communication electronically; and
2. If a signature is required on the record or communication by any statute, rule or other applicable law or School Board policy, the electronic signature must conform to the requirements set forth in this policy governing the use of electronic signature, and any other standards required by applicable law or regulation.

F. Electronic Signatures.

An electronic signature may be used whenever a signature is required, unless there is a specific statute, regulation, or policy that requires records to be signed in non- electronic form. The issuance and/or acceptance of an electronic signature by the District may be permitted in accordance with the provisions of this policy and all applicable state and federal law. If

permitted, such electronic signature shall have the full force and effect of a manual signature only if the electronic signature satisfies all of the following requirements:

1. The electronic signature identifies the individual signing the document by his/her name and title;
2. The electronic signature is unique to the signer;
3. The District and the other party have agreed to the use of electronic signatures (need not be a formal agreement);
4. The identity of the individual signing with an electronic signature is capable of being validated through the use of an audit trail;
5. The electronic signature and the document to which it is affixed cannot be altered once the electronic signature has been affixed;
6. The electronic signature conforms to all other provisions of this policy and applicable law;

G. Procedures and Practices.

The Superintendent may adopt procedures and/or practices to implement this policy, including for such things as format requirements, regulations with respect to use of email signatures, saving and retention of electronic records, or records transmitted via email.

Legal References:

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

RSA Chapter 294-E, Uniform Electronic Transactions Act

"Electronic Signatures Analysis and Implementation Guide", N.H. Dept. of Information, N.H. Dept. of Administrative Services Technology, N.H. Secretary of State, October 12, 2012

Policy Adoption & Revision History:

First Reading: 10/12/21

Board Approval:

PAYMENTS CHECKS AND MANIFESTS

All payments of District funds must be authorized by the District Treasurer. However, pursuant to RSA 197:23-a, the Treasurer shall authorize any payment upon order of a majority of the School Board or upon orders of two or more members of the School Board whom a majority of the Board has empowered to authorize payments.

Moneys drawn on the District's general fund or any special fund (with the exception of an activity fund) will require the signature of the Treasurer. Payments drawn on activity funds will require signature from the building principal. The activity advisor shall not be an authorized signor.

All payments or disbursements involving Federal Grant Funds, shall comply with the provisions of Board Policy DAF.

Electronic signatures, including computer generated signatures, may only be used as provided under Board policy EHAC. Electronic or digital payments may be made after approval or pre-approval by the Board and by the Treasurer.

Functions of the Treasurer may be carried out in the Treasurer's absence by a duly appointed Deputy Treasurer or Acting Treasurer. The Treasurer is authorized to delegate approval authority to the Business Administrator to make payroll related electronic payments, provided such payments have been previously authorized by the School Board.

The Board strictly prohibits any person from signing a blank check, and physical (paper) checks will be pre-numbered.

Legal References:

RSA 197:23-a, Treasurer's Duties

RSA 294-E, Uniform Electronic Transfers Act

Policy Adoption & Revision History:

First Reading: 10/12/21

Board Approval:

STAFF ETHICS

All employees of the District are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving their interactions with students, the school community, colleagues, parents and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators.

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the District, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators (the “NH Code of Ethics”), as the same may be amended by the State from time to time.

B. Additional Ethical Standards.

In addition to the ethical standards set forth in the New Hampshire Code of Ethics, and without limiting the application thereof to District employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions.
- Staff members shall maintain a reasonable standard of care for the supervision, control and protection of students commensurate with their assigned duties and responsibilities.
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others.
- Fulfill their job responsibilities with honesty and integrity.
- Direct any criticism of other staff members toward improving the District. Such constructive criticism is to be made directly to the building administrator.
- Obey all local, state, and national laws.
- Obey and implement the School Board’s policies, administrative rules and regulations.
- Avoid using position for personal gain through political, social, religious, economic, or other influence.
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development.

- Honor all contracts until fulfillment or release.
- Maintain all privacy and confidentiality standards as required by law.
- Exhibit professional conduct both on and off duty.

C. Dissemination.

The content of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

N.H. Dept. of Education, Code of Ethics for NH Educators

Policy Adoption & Revision History:

First Reading:

Board Approval:

STAFF CONDUCT**A. General Provisions.**

All employees have the responsibility to make themselves familiar with, and abide by, the laws of the State of New Hampshire as they affect their work, all policies and decisions of the Board, and the administrative regulations and directives designed to implement them.

All employees shall be expected to carry out their assigned duties, support and enforce Board policies and administrative regulations, submit required reports, protect District property, provide oversight of students and contribute to the education and development of the District's students.

Employees are advised that failure to abide by this and other school board policies can lead to disciplinary action, up to and including dismissal, and can result in non-renewal. Any action taken regarding an employee's employment with the District will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

B. Adoption and Incorporation of Standards of Code of Conduct for New Hampshire Educators.

The Board incorporates by reference, and adopts as independent standards of conduct relative to employment in the District, the provisions of the New Hampshire Code of Conduct for New Hampshire Educators (Ed 510.01-510.05) (the "NH Code of Conduct"), as the same may be amended by the State from time to time. The District reserves the right to take employment action against any employee based upon the District's interpretation of the provisions of the NH Code of Conduct and the District's independent assessment of whether an employee has violated said provisions. The District's interpretation, assessment and/or action thereon, are independent of any interpretation by the New Hampshire Department of Education ("DOE") with respect to those standards, and irrespective of any investigation by or action taken by the DOE relative to a District employee's conduct.

C. Mandatory Code of Conduct Reporting – All Employees.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the "NH Code of Conduct") imposes various reporting requirements upon each "Credential Holder" as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. Reporting any "suspected violation of the code of conduct" (see NH Code of Conduct at Ed 510.05 (a)); and
2. Self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V ("Section V Offenses") (see NH Code of Conduct, at Ed 510.01 (b)(2)).

D. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted party.

Legal References:

N.H. Dept. of Education Administrative Rule – Ed 303.01

N.H. Dept. of Education Administrative Rule – Ed 510.01- 510.05, Code of Conduct for NH Educators

NH Code of Administrative Rules, Section Ed 511, Denial, Suspension or Revocation of Certified Personnel

*N.H. Dept of Education, Code of Ethics for NH Educators
RSA 189:13, Dismissal of Teacher
RSA 189:14-a, Failure to be Renominated or Reelected
RSA 189:14-d, Termination of Employment*

Policy Adoption & Revision History:

First Reading:

Board Approval:

WASHINGTON SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

From Date: 11/1/2021 To Date: 11/30/2021

☐ Include pre encumbrance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range☐ Exclude inactive accounts with zero balance

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	TEACHERS	\$402,289.88	\$0.00	\$402,289.88	\$10,790.94	\$90,028.29	\$312,261.59	\$273,348.92	\$38,912.67	9.67%
10.0000.000.111.0	SUPPORT STAFF	\$53,941.08	\$0.00	\$53,941.08	\$1,691.72	\$8,702.18	\$45,238.90	\$23,967.59	\$21,271.31	39.43%
10.0000.000.113.0	PRINCIPAL OFFICE SALARY	\$44,817.36	\$0.00	\$44,817.36	\$1,271.08	\$16,332.94	\$28,484.42	\$26,776.63	\$1,707.79	3.81%
10.0000.000.116.0	SUMMER SALARY	\$6,200.00	\$0.00	\$6,200.00	\$0.00	\$1,726.41	\$4,473.59	\$0.00	\$4,473.59	72.15%
10.0000.000.120.0	SUBSTITUTES	\$7,500.00	\$0.00	\$7,500.00	\$1,011.25	\$2,062.50	\$5,437.50	\$0.00	\$5,437.50	72.50%
10.0000.000.211.0	HEALTH INSURANCE	\$103,100.99	\$0.00	\$103,100.99	\$3,848.48	\$26,804.33	\$76,296.66	\$73,255.35	\$3,041.31	2.95%
10.0000.000.212.0	DENTAL INSURANCE	\$6,309.72	\$0.00	\$6,309.72	\$264.82	\$1,743.69	\$4,566.03	\$5,140.71	(\$574.68)	-9.11%
10.0000.000.213.0	LIFE INSURANCE	\$518.40	\$0.00	\$518.40	\$19.98	\$139.12	\$379.28	\$379.28	\$0.00	0.00%
10.0000.000.214.0	LONG TERM DISABILITY	\$809.52	\$0.00	\$809.52	\$29.60	\$210.27	\$598.25	\$555.65	\$43.60	5.39%
10.0000.000.220.0	FICA	\$38,804.65	\$0.00	\$38,804.65	\$1,447.98	\$9,268.22	\$29,536.43	\$24,345.48	\$5,190.95	13.38%
10.0000.000.230.0	NHRS	\$85,505.55	\$0.00	\$85,505.55	\$2,729.45	\$19,510.53	\$65,995.02	\$51,377.78	\$14,617.24	17.10%
10.0000.000.240.0	TRAINING AND TUITION REIMBURSEMENT	\$5,000.00	\$0.00	\$5,000.00	\$960.00	\$1,060.00	\$3,940.00	\$0.00	\$3,940.00	78.80%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.260.0	WORKERS COMPENSATION	\$2,636.00	\$0.00	\$2,636.00	\$0.00	\$1,418.10	\$1,217.90	\$0.00	\$1,217.90	46.20%
10.0000.000.290.0	BENEFITS	\$400.00	\$0.00	\$400.00	\$0.00	\$227.25	\$172.75	\$0.00	\$172.75	43.19%
10.0000.000.310.0	PROFESSIONAL SERVICES	\$174,478.00	\$0.00	\$174,478.00	\$0.00	\$81,942.00	\$92,536.00	\$81,943.00	\$10,593.00	6.07%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$58,675.00	\$0.00	\$58,675.00	\$56.73	\$3,152.51	\$55,522.49	\$8,163.27	\$47,359.22	80.71%
10.0000.000.380.0	LEGAL AND AUDIT FEES	\$15,000.00	\$0.00	\$15,000.00	\$1,022.50	\$2,949.82	\$12,050.18	\$4,550.18	\$7,500.00	50.00%
10.0000.000.422.0	SNOW PLOWING	\$1,500.00	\$0.00	\$1,500.00	\$0.00	\$0.00	\$1,500.00	\$0.00	\$1,500.00	100.00%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$35,918.50	\$0.00	\$35,918.50	\$0.00	\$4,045.39	\$31,873.11	\$8,274.64	\$23,598.47	65.70%
10.0000.000.442.0	RENTAL OF EQUIPMENT	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$1,817.64	\$3,182.36	\$2,660.21	\$522.15	10.44%
10.0000.000.510.0	TRANSPORTATION	\$197,420.00	\$0.00	\$197,420.00	\$0.00	\$42,964.50	\$154,455.50	\$137,763.70	\$16,691.80	8.45%
10.0000.000.520.0	INSURANCE PROPERTY	\$3,002.00	\$0.00	\$3,002.00	\$0.00	\$2,275.68	\$726.32	\$0.00	\$726.32	24.19%
10.0000.000.531.0	TELEPHONE	\$3,500.00	\$0.00	\$3,500.00	\$0.00	\$953.77	\$2,546.23	\$2,556.23	(\$10.00)	-0.29%
10.0000.000.534.0	POSTAGE	\$250.00	\$0.00	\$250.00	\$0.00	\$26.83	\$223.17	\$123.17	\$100.00	40.00%
10.0000.000.540.0	ADVERTISING	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$1,365.64	(\$365.64)	\$65.88	(\$431.52)	-43.15%
10.0000.000.550.0	PRINTING	\$150.00	\$0.00	\$150.00	\$0.00	\$0.00	\$150.00	\$0.00	\$150.00	100.00%
10.0000.000.561.0	TUITION	\$1,650,819.00	\$0.00	\$1,650,819.00	\$0.00	\$0.00	\$1,650,819.00	\$0.00	\$1,650,819.00	100.00%
10.0000.000.560.0	TRAVEL	\$1,250.00	\$0.00	\$1,250.00	\$0.00	\$0.00	\$1,250.00	\$0.00	\$1,250.00	100.00%
10.0000.000.610.0	SUPPLIES	\$14,700.00	\$0.00	\$14,700.00	\$30.76	\$6,373.03	\$8,326.97	\$1,235.24	\$7,091.73	48.24%
10.0000.000.622.0	ELECTRICITY	\$17,500.00	\$0.00	\$17,500.00	\$0.00	\$5,409.48	\$12,090.52	\$11,590.52	\$500.00	2.86%
10.0000.000.623.0	GAS UTILITY	\$17,000.00	\$0.00	\$17,000.00	\$1,060.77	\$2,871.99	\$14,128.01	\$7,267.45	\$6,860.56	40.36%
10.0000.000.640.0	BOOKS	\$4,200.00	\$0.00	\$4,200.00	\$0.00	\$1,106.66	\$3,093.34	\$0.00	\$3,093.34	73.65%
10.0000.000.641.0	SOFTWARE	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$456.00	\$4,544.00	\$0.00	\$4,544.00	90.88%

WASHINGTON SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2021-2022

☐ Include pre encumbrance☐ Exclude inactive accounts with zero balance☐ Print accounts with zero balance☒ Filter Encumbrance Detail by Date Range

From Date: 11/1/2021

To Date: 11/30/2021

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.730.0	EQUIPMENT	\$3,350.00	\$0.00	\$3,350.00	\$0.00	\$134.95	\$3,215.05	\$0.00	\$3,215.05	95.97%
10.0000.000.810.0	DUES & FEES	\$4,644.00	\$0.00	\$4,644.00	\$0.00	\$3,169.74	\$1,474.26	\$0.00	\$1,474.26	31.75%
10.0000.000.890.0	MISCELLANEOUS	\$2,975.00	\$0.00	\$2,975.00	\$0.00	\$23.59	\$2,951.41	\$0.00	\$2,951.41	99.21%
10.0000.000.930.0	FUND TRANSFER	\$67,000.00	\$0.00	\$67,000.00	\$0.00	\$0.00	\$67,000.00	\$0.00	\$67,000.00	100.00%
Grand Total:		\$3,042,664.65	\$0.00	\$3,042,664.65	\$26,236.06	\$340,273.05	\$2,702,391.60	\$745,340.88	\$1,957,050.72	64.32%

End of Report

**WASHINGTON SCHOOL DISTRICT
PRELIMINARY BUDGET TIMELINE FOR 2022-23 FISCAL YEAR**

Date	Event	RSA	Comment
November 8, 2021	Board approve budget timeline & preliminary discussion		
December 13, 2021	Board Meeting - discuss draft budget		
January 10, 2022	Board Meeting - finalize budget for hearing		
February 1, 2022	Last day to post notice for budget hearing	32:5,l	" ... at least 7 days in advance..."
February 3, 2022	Last date for petition warrant articles	197:6	not later than 30 days before ann mtg
February 8, 2022	Budget Hearing / Board Meeting		
February 9, 2022	Snow date for continued Budget Hearing	32:5,l	not later than 25 days before ann mtg
February 11, 2022	Finalize Annual Report (<i>must be done AFTER Budget Hearing</i>)		
February 18, 2022	Last day to post warrant and budget	197:7	14 days before ann mtg
February 25, 2022	Annual Report available to public	32:5,VII (a)	7 days before ann mtg
March 5, 2022	School District Annual Meeting	197:1	Between Mar 1 and 25
Officers to be elected			
	Moderator		1 Year Term
	Clerk		1 Year Term
	Treasurer		1 Year Term
	School Board Members:		3 Year Term
		Two for a	
Current Board			
	Linda Musmano (Chair)	2022	
	Cameo Mulinier	2022	
	Kathy Atkins (Vice Chair)	2023	
	Arlin Mills	2024	
	Danielle Moore	2024	