

## AGENDA

### MEETING OF THE BOARD OF SCHOOL COMMITTEE MANCHESTER SCHOOL DISTRICT SAU #37

**January 25, 2021**

**Mayor and all School Board Members**

**6:00 p.m.**

**Remote Meeting of Board**

**Accessible at MPTV – Channel 22**

**Call in Phone Number for public: (978) 990-5000**

**Access code: 761615#**

#### **1. Mayor Craig calls the regular meeting to order.**

As Mayor of the City of Manchester and Chair of the Board of School Committee, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Manchester Public Television, Channel 22 for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through google meets, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing the following phone # 978-990-5000 and password 761615#.

- b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting telephonically, located on the website of the Board at:

<https://sites.google.com/a/mansd.org/bosc/>.

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access: If anybody has a problem, please call 715-5280 or email at: [publiccomment@mansd.org](mailto:publiccomment@mansd.org).
- d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled. Please note that all votes that are taken during this meeting shall be done by roll call vote. Let's start the meeting by taking a roll call attendance. When each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

#### **2. The Clerk calls the roll.**

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## **PUBLIC FORUM**

3. Mayor Craig advises that the purpose of the public forum is to give the residents of Manchester the opportunity to address the board on items of concerns affecting the community; each person will be allowed only one submission; comments shall be submitted via email to [publiccomment@mansd.org](mailto:publiccomment@mansd.org) and **shall be limited to 400 words or less**. Your email **MUST** include your **name and address** and must be submitted to the email by 5:00 on the date of the meeting. The submitted public comments will be read at the meeting by the clerk. Submissions should be regarding items on this agenda. Submission of comments shall not be to make complaints of school personnel or complaints against any person connected with the District, other channels are provided for Board consideration and disposition of legitimate complaints involving individuals which should be referred to the superintendent.
4. Mayor Craig advises that if there was no one else present wishing to speak, a motion would be in order to take all comments under advisement and further to receive and file any written documentation presented.
5. Response to Public Comment  
(*Note: Motions limited to sending items to Committees only.*)

## **6. RECOGNITION/PRESENTATIONS**

7. Presentation: *What Should MSD Graduates Know, Understand, & be Able to Do?* **1 – 6**
  - Michael Skelton, President & CEO, Greater Manchester Chamber of Commerce
  - Topic: Skills Needed in the Workplace

## **8. ACTION AGENDA**

9. Manchester Board of School Committee and Manchester Certified Instructors NEA-NH Association Tentative Agreement  
**Ladies and Gentlemen, what is your pleasure?** **7 – 11**

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**10. CONSENT AGENDA (ITEMS 10 – 17)**

- 11.** Mayor Craig advises if you desire to remove any of the following items from the Consent Agenda, please so indicate. If none of the items are to be removed, one motion only will be taken at the conclusion of the presentation.
- 12.** Approval of minutes: January 6, 2021 Special Meeting; January 11, 2021 Special Meeting; and January 11, 2021 Regular meeting.
- 13.** Report(s) of the Committee of Policy, if available. **12 – 43**
- a.** Policy Updates – Foundations **12 – 19**
    - 1.** Foundations 101 – District Equity Policy **14 – 15**
    - 2.** Foundations 101.2 – Non-Discrimination Policy **15 – 19**
  - b.** Policy Updates – Right to Know Policies **20 – 25**
    - 1.** Safety 124 – Data Management **22 – 24**
    - 2.** Fiscal 128 – Copying and Research Fees **25**
  - c.** Policy Update – Students 100.1 – Transgender and Gender Non-Conforming Students **26 – 37**
  - d.** Policy Update – Safety 106 – School Closings and Cancellations **38 – 43**
- 14.** Report(s) of the Committee of Teaching and Learning, if available.
- 15.** Report(s) of the Committee of Finance and Facilities, if available. **44 – 75**
- a.** Financial Reports **44 – 58**
  - b.** Treasurer’s Report **59 – 64**
  - c.** City Services Invoices (\$2,125,493.67) **65 – 67**
  - d.** Manifest of Authorized Expenditures (\$13,996,695.75) **68 – 70**
  - e.** Update on Bequest from the Bruce I. Coggin’s Trust for the Coggin’s Manchester New Hampshire Central High School Scholarship (\$135.41) **71 – 74**
  - f.** Motion to give our Attorney, Power of Attorney, regarding the IRS Matter, if needed. **75**
- 16.** Report(s) of the Special Committee on Education Legislation, if available. **76 – 78**
- A.** A resolution that this Committee communicate with our Congressional Delegation to request the incoming administration to initiate two immediate actions – by Committee Chair Jim O’Connell

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- a. To adequately fund special education resulting in the elimination of an existing unfunded mandate; and,
- b. To initiate and fund a National Program of school building and infrastructure development as part of any proposed federal infrastructure project

17. Report(s) of the Committee of Student Conduct, if available.

**LADIES AND GENTLEMEN, HAVING DULY READ THE CONSENT AGENDA, A MOTION WOULD BE IN ORDER THAT THE CONSENT AGENDA BE APPROVED.**

**COMMUNICATIONS**

18. Superintendent's Communications.

- a) Teaching and Learning Update - by Assistant Superintendent Allen and Stephen Cross
  - a. Trimester 1 Elementary Report Cards 79
  - b. Wi-Fi and Broadband Update 80 – 81
- b) Verification and Validation of the Data presented in the Facilities study and overview of the Assumptions and the Metrics
- c) Vaccination Update
- d) Update on Hybrid Learning
- e) Log-In information for Athletics 82

19. Board of School Committee Members' Communications.

- a) Discussion and Approval of the Superintendent's Goals for the 2021/2022 School Year 83
- b) Letter from Mayors and School Board Chairs to Commissioner Edelblut, Governor Sununu, President Morse and Speaker Packard 84 – 85

20. Personnel Report.

**Ladies and Gentlemen, what is your pleasure? CONFIDENTIAL 87 – 99**

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**21. TABLED ITEMS**

*(A motion would be in order to remove any item from the table.)*

**22. NEW BUSINESS**

- 23.** A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II *(a, b, c, e and l)* for the dismissal, promotion or compensation of any public employee or the hiring of any person as a public employee; and, for matters, which if discussed in public, would likely affect adversely the reputation of any person; consideration or negotiation of pending claims or litigation; consideration of legal advice provided by legal counsel.

**A roll call is required on the motion.**

**CONFIDENTIAL 100 – 105**

- 24.** A motion is in order to call the meeting back to order.  
**If the board so desires, a motion is in order to seal the minutes of the non-public session.**

**ADJOURNMENT**

- 25.** If there is no further business, a motion is in order to adjourn.

It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Mary Steady for staff and students. Please see above for contact information.

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MSD Graduate Profile Perspective

Greater Manchester Chamber

# ***Chamber/Business Community Perspective: What should MSD Graduates know, understand, and be able to do?***

## *Why is this important?*

- *Workforce development is consistently cited by businesses as a top challenge.*
- *Economic impact of COVID-19 will likely exacerbate and complicate our workforce challenges in the short term.*
- *Workforce challenges are a direct inhibitor to economic growth and job creation. Our quality of life and health of our communities is directly related to the strength of our workforce.*
- *NH's workforce is aging. Net in-migration of young professionals is a positive trend to build on, but we need to retain more of our young people and position them for success within the workforce.*

# ***Chamber/Business Community Perspective: What should MSD Graduates know, understand, and be able to do?***

## *What should MSD Graduates know?*

- *Foundational knowledge and understanding of core curriculum and important/relevant subjects.*
- *Core: English, Social Studies, Math, Science*
- *Subtopics from core areas worthy of emphasis –*
  - *Civics – deeper understanding of how government and politics*
  - *Economics – developing an understanding of the modern economy*
  - *Computer science, coding, app development, software, AI*
  - *Life Skills – financial literacy, common “adulting” activities – buying a home, saving for retirement, etc.*



# ***Chamber/Business Community Perspective: What should MSD Graduates know, understand, and be able to do?***

*What should MSD Graduates understand?*

- *Develop an understanding of certain key concepts, ideas, and skills that can be nurtured and built upon to position them to be successful as people, citizens, and members of the workforce.*
  - *Leadership and teamwork*
  - *Critical thinking and analysis – objective vs. subjective*
  - *“Learnability” or intellectually curious. Interest in developing new skills*
  - *“Everything is figureoutable” mindset and attitude*

# ***Chamber/Business Community Perspective: What should MSD Graduates know, understand, and be able to do?***

*What should MSD be able to do?*

- *Have a foundation of core soft skills to be further developed.*
  - *Communication and public speaking - #1 skill to standout from peers*
  - *Professional writing – in all mediums and platforms*
  - *Emotional intelligence – capacity to be aware one's emotions and others*
  - *Empathy and understanding*
  - *Resilience*
  - *Integrity*

# ***Chamber/Business Community Perspective: What should MSD Graduates know, understand, and be able to do?***



## *Summary*

- *Foundational knowledge across core subjects*
- *Develop basic understanding of key concepts and ideas that can be nurtured and coached*
- *Establish foundation of soft skills*
- *Employers are ready and expect to train employees for the specific job they are hired for. They do not expect (or want) to have to train employees on foundational soft skills or key concepts like leadership and teamwork.*

CERTIFIED INSTRUCTORS  
Tentative Agreement  
12/8/2020

|  | Incremental (Savings) / Cost by Fiscal Year |                     |                      |
|--|---|---------------------|----------------------|
|  | <u>FY21</u>                                 | <u>FY22</u>         | <u>Total</u>         |
| Operating Budget:                            |   |                     |                      |
| Salary Increase                              | \$ 6,808                                    | \$ 9,103            | \$ 15,911            |
| FICA/Retirement                              | 1,474                                       | 1,971               | 3,445                |
| Health Insurance Changes (estimated)         | (571)                                       | (1,713)             | (2,284)              |
| Total Cost Operating Budget **               | <u>7,712</u>                                | <u>9,361</u>        | <u>17,073</u>        |
| One-Time Funds:                              |   |                     |                      |
| One-time \$200 disaster supply reimbursement | 4,400                                       | -                   | 4,400                |
| Total Cost of One-Time Funds                 | <u>4,400</u>                                | <u>-</u>            | <u>4,400</u>         |
| Total Cost of Contract                       | <u><u>12,112</u></u>                        | <u><u>9,361</u></u> | <u><u>21,473</u></u> |

\*\* General Fund represents 21%



**MANCHESTER**  
**BOARD OF SCHOOL COMMITTEE**  
**AND**  
**MANCHESTER**  
**CERTIFIED INSTRUCTORS NEA-NH**  
**ASSOCIATION**

12/8/20

**TENTATIVE AGREEMENT**

**ARTICLE EIGHT**  
**ASSOCIATION AND EMPLOYEE RIGHTS**

4. (New) Certified instructors are encouraged to apply for vacant position within the district. Accordingly, certified instructors who are qualified for a teaching vacancy that apply shall be interviewed for the vacancy. If all qualifications are equal, preference shall be given to the certified instructor over persons being hired from outside of the district. Qualifications shall include:

1. Demonstrated teaching ability.
2. Certification(s).
3. Performance evaluations.
4. Prior teaching experience.
5. Professional references.

For the purposes of this agreement, the term “vacancy” shall be interpreted as an open teaching position which the district intends to fill that was not otherwise filled in accordance with the requirements of the collective bargaining agreement between the Manchester Board of School Committee and the Manchester Education Association-NEA/NH.

**ARTICLE TEN**  
**OCCUPATIONAL AND PROFESSIONAL IMPROVEMENT**

3. Members of the bargaining unit shall have the option to attend the professional development sessions for teachers that are held when students are not in the buildings, including days prior to the beginning of the school year, to the extent budgeted by the District.

## **ARTICLE SEVENTEEN**

### **JURY DUTY**

1. Any bargaining unit member who is called for jury duty shall notify the Superintendent or his/her designee within five (5) work days after being summoned to appear for jury duty. Notification to the Superintendent or his/her designee must be made in advance of the jury duty assignment with supporting documentation. Upon proper notification of ~~full time~~ employees being called for jury duty, such ~~full time~~ employees will be paid the difference between the fee received for jury duty and the amount of straight time earning lost by reason of the jury duty. Satisfactory evidence of actual jury duty must be submitted to the Superintendent or his/her designee.
2. Bargaining unit members who are excused from jury duty for a day or days shall be responsible to report to their assignment as set forth herein. Employees, serving as jurors in the courts of Rockingham, Merrimack or Hillsborough Counties shall, if there are more than two (2) hours remaining in the normal work day, be responsible to report to their work site as soon as possible after being released. Failure of ~~full time~~ employees to report to work will disqualify the employee from the District's Jury Duty Leave payment. In this case, the ~~full time~~ employee will retain the daily stipend paid by the Court in which the employee serves as a juror.
3. ~~Regular part time and~~ Part time employees shall be entitled to the same jury duty leave benefit as the full time **and regular part time** employees but without pay.

## **ARTICLE NINETEEN**

### **INSURANCE**

1. The Board agrees to provide full time employees with the following health insurance plans:

Lumenos Regional High deductible Health Saving Account (HSA) Plan  
\$2,000/\$4,000 plan year deductible; or  
Lumenos National High deductible Health Saving Account (HSA) Plan  
\$2,000/\$4,000 plan year deductible.

The District shall pay eighty percent (80%) of the monthly the Lumenos HSA plan premium. For those employees electing to take either plan specified in Section 1 above, they shall receive from the School District annually \$1,500 for those on the single plan and \$3,000 for those on the two-person or family plan that shall be deposited into a Health Savings Account (HSA). Said contributions and funds shall be governed by the applicable federal law. Half of the School District's annual contribution amount shall be deposited in the HSA at the beginning of the plan year with the second half being deposited over the course of the remaining plan year. Provided however, if the employee experiences a catastrophic illness during the plan year that results in the employee incurring medical bills that exceed the amount of the funds then in the HSA, upon presentation of an explanation of benefits form, the School District shall contribute additional funds up to the maximum annual contribution by the School District as may be permitted by law. The above referenced contributions to the HSA shall be prorated based upon the effective dates of coverage.

2. The District shall pay eighty percent (80%) of the monthly premium of the following HMO/~~POS~~ plans or eighty percent (80%) of the Lumenos HSA plan premium, whichever is less **for employees hired prior to July 1, 2021.**
  - a. ~~BC/BS POS with \$1,500.00 deductible as set forth in the attached Appendix B~~ **BC/BS HMO Site of Service** with \$1,500.00 deductible as set forth in the attached Appendix B.
  - b. Blue Cross/Blue Shield HMO Access Blue New England **Site of Service** with a \$250 deductible as set forth in the attached Appendix B.
  - c. ~~Blue Cross/Blue Shield POS Blue Choice New England with a \$300 deductible as set forth in the attached Appendix B.~~

The Parties agree that the Board may discontinue any of the above-referenced health plans in the event that the plan will incur an excise tax or other penalty under the requirements of the Affordable Care Act. In such case, notice of discontinuance shall be provided during open enrollment or under such other circumstances as necessitated to avoid the excise tax or penalty. Employees shall receive no less than thirty (30) days prior notice of discontinuance.

## **ARTICLE TWENTY-TWO** **COMPENSATION**

1. Effective upon **tentative agreement**, employees will receive an increase in pay equal to ~~one half (1/2) of the 2.10% percent~~, **with no retroactivity.**

**Effective July 1, 2021, employees shall receive an percentage increase in wages equal to** ~~age of the District's allocated tax cap (as calculated by the City of Manchester's Finance Director) for the 2022 fiscal year. For any additional year covered by this agreement, employees will receive an increase in pay equal to the percentage of the District's allocated tax cap (as calculated by the City of Manchester's Finance Director) for the then current fiscal year, not to exceed three (3.0) percent or less than one half (.5) percent in any year of the contract.~~ The starting rate of pay shall be ~~\$15.50~~ **\$16.00** per hour. This increase will be considered granted upon attaining a rating of "effective" on their immediately preceding performance evaluation. This process may be changed at any time by mutual agreement. Evaluation increases will stop when an employee reaches the top of their respective pay range. **Pay increases shall not be withheld because the District fails to conduct evaluations.**

**Effective within 30 days after ratification, employees shall receive a disaster supply reimbursement of \$200.00.**

**ARTICLE TWENTY-FOUR**

**DURATION**

The provisions of this Agreement shall be effective upon ratification, unless otherwise agreed by the parties, and shall continue in full force and effect through June 30, 2022. Each year thereafter, the Agreement shall automatically renew itself unless by December 1 of any succeeding year, either party gives written notice to the other party of its desire to modify or terminate the Agreement.

The persons whose signatures appear below certify that they are authorized representatives of the parties for the purpose of executing this Agreement.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manchester School District

\_\_\_\_\_  
Date

\_\_\_\_\_  
Manchester Certified Instructors

TO: Board of School Committee

FROM: Committee on Policy  
Committee Members Want, Beaudry, O'Connell, Perich and Leapley

DATE: January 25, 2021

RE: Policies Updates - Foundations:

- 1) Foundations 101: District Equity Policy
- 2) Foundations 101.2: Non-Discrimination Policy

At the January 12, 2021, Committee on Policy meeting, it was moved to approve Policies Foundation 101 and Foundations 101.2, as amended, and forward this item to the full Board of School Committee for approval.

Committee Members Want, Beaudry, O'Connell, Perich and Leapley were in favor.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

## MANCHESTER SCHOOL DISTRICT

**TITLE:** Policy Updates - Foundations

**COMMITTEE ON** Policy **MEETING OF:** January 12, 2021

**ACTION:** x

**CONSENT:**

**INFORMATION:**

**BACKGROUND:** Attached please find the following proposed policies:

**Foundations 101 District Equity Policy**

**Foundations 101.2 Non-Discrimination Policy**

**FISCAL IMPACT:** None.


**FISCAL VERIFICATION:** \_\_\_\_\_

**RECOMMENDATION:**

That the Committee on Policy moves to approve Foundations 101 and Foundations 101.2

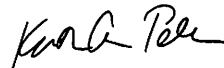
and forward to the full Board of School Committee for approval.

Prepared by:



Katie Cox Pelletier  
Attorney

Presented by:



Katie Cox Pelletier  
Attorney



Leslie Want  
Committee Chair

## **FINAL VERSION OF POLICY – WITH RECOMMENDED CHANGES BY POLICY COMMITTEE**

### **FOUNDATIONS 101 DISTRICT EQUITY POLICY [ACA - DISTRICT EQUITY POLICY]**

The Manchester School District is committed to equity and the success of every student. The district recognizes that our public schools are not immune to the major historical and societal factors in our nation that contribute to inequity. This commitment means that a student's success will not be predictable by their race, ethnicity, family economics, mobility, gender, sexual orientation, disability, or initial proficiencies. The responsibility for addressing these disparities among students rests with the adults, not with the students. All district students deserve a safe and respectful learning environment that maximizes their potential for success in college, career, and community leadership. Equity is achieved when there is sufficient evidence that each child has a high-quality educational experience and when outcomes and successes cannot be predicted by a student's belonging to a historically marginalized population.

To break the predictive link between student demographics and student achievement, the district will apply an equity lens to all policies, programs, operations, and practices to reduce opportunity gaps and ensure all students have access to a high-quality education.

To this end, the district will:

Provide every student equitable access to effective teachers and principals; high-quality culturally and personally relevant instruction, curricula, sufficient support services, facilities, and other educational resources, including multi-tiered systems of support, and differentiated instruction.

Identify and mitigate culturally biased instructional materials, assessments, and pedagogies that result in achievement disparities.

Disaggregate any data used in decision-making by race, ethnicity, language, gender identity, special education status, sexual orientation, socioeconomic background, and mobility (when available). Track related data and report it annually both to the BOSC and on the district website.

Create and nurture an inclusive and welcoming environment for all students, families, and staff. Collect data on climate using student, staff, and family surveys and report this data annually to the Board and post to the district website.

Ensure that all families whose first language is not English have equitable access to translated documents.

Incorporate the voice and perspectives of all students and families, including families of color and those families whose first language may not be English, into decisions that impact student success. Work to empower them as partners in education, planning, and decision making and create opportunities for their leadership development.

Track and analyze data regarding students who lose instructional time due to disciplinary referrals. Present findings annually to the Board. Work to eliminate any loss of instructional time due to disciplinary referrals.

Actively encourage advanced academic opportunities for all students. Examine enrollment

## **FINAL VERSION OF POLICY – WITH RECOMMENDED CHANGES BY POLICY COMMITTEE**

processes and track data to ensure equitable access for all students. Analyze and report this data annually to the Board.

Recruit, hire, and retain high-quality personnel that reflects student demographics at all organizational levels. Track demographic data and evidence of the district's recruiting, hiring, and retention efforts, reporting to the Board annually.

Give all employees and students opportunities to develop the critical racial, ethnic, and cultural competence to understand the contexts in which they teach, work, and learn.

Develop employees' personal, professional, and organizational skills and knowledge to empower them to recognize and address racial and ethnic disparities.

Encourage and support personnel at all organizational levels to engage in high-quality training in culturally-responsive practices. This should be evident in the district professional development plan.

### Legal References:

RSA 193:38: Discrimination in Public Schools

First Reading Coordination: 7/11/16

Second Reading and Approval BOSC: 8/8/16

### 2021 Updates:

First Reading (Policy Committee):

Second Reading and BOSC Approval:



## **Foundations 101.2 – NON-DISCRIMINATION**

It is the policy of the Manchester School Board that there will be no discrimination on the basis of age, **sex**, gender, **gender identity**, race, creed, color, religion, marital status, **familial status**, sexual orientation, national ethnic origin, economic status or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the Manchester School District.

The Manchester School District will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the Manchester School District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

NHSBA Note, September 2014: Addition of provision prohibiting discrimination on the basis of economic status, per RSA 186:11, XXXIII (effective July 2014). Addition of new paragraph prohibiting discrimination in employment matters against victims of domestic violence, harassment, sexual assault, or stalking, per RSA 275:71 (effective July 2014).

### **Legal References:**

*RSA 354-A:6, Opportunity for Employment without Discrimination a Civil Right*

*RSA 354-A:7, Unlawful Discriminatory Practices*

***RSA 354-A: Definitions***

*The Age Discrimination in Employment Act of 1967*

*Title II of The Americans with Disabilities Act of 1990*

*Title VII of The Civil Rights Act of 1964 (15 or more employees)*

*RSA 186:11, XXXIII, Discrimination*

*RSA 275:71, Prohibited Conduct by Employer*

***RSA 193:38: Non Discrimination in Public Schools***

NHSBA Code AC

First Reading Coordination:08/14/2018

Second Reading and. Approval BOSC: 08/27/2018

**2021 Amendments**

First Reading (Policy Committee):

Second Reading and BOSC Approval:

## **Foundations 101.2 – NON-DISCRIMINATION**

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*Title VII of The Civil Rights Act of 1964 (15 or more employees)*

*RSA 186:11, XXXIII, Discrimination*

*RSA 275:71, Prohibited Conduct by Employer*

*RSA 193:38: Non Discrimination in Public Schools*

NHSBA Code AC

First Reading Coordination:08/14/2018

Second Reading and. Approval BOSC: 08/27/2018

2021 Amendments

First Reading (Policy Committee):

Second Reading and BOSC Approval:

TO: Board of School Committee

FROM: Committee on Policy  
Committee Members Want, Beaudry, O'Connell, Perich and Leapley

DATE: January 25, 2021

RE: Policies Updates – Right to Know Policies:

- 1) Safety 124 – Data Management
- 2) Fiscal 128 – Copying and Research Fees

At the January 12, 2021, Committee on Policy meeting, it was moved to approve the Right to Know Policies Safety 124 and Fiscal 128 and forward this item to the full Board of School Committee for approval.

Committee Members Want, Beaudry, O'Connell, Perich and Leapley were in favor.

Respectfully submitted,

A handwritten signature in blue ink that reads "Angela Carey". The signature is written in a cursive, flowing style.

Angela Carey

Clerk of the Board of School Committee

## MANCHESTER SCHOOL DISTRICT

**TITLE:** Policy Update - Right to Know Policy

**COMMITTEE ON** Policy **MEETING OF:** January 12, 2021

**ACTION:** x

**CONSENT:**

**INFORMATION:**

**BACKGROUND:** Attached please find the following proposed policy updates:

**Safety 124: Data Management**

**Fiscal 128: Copying and Research Fees**

**FISCAL IMPACT:** None.

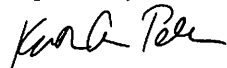
**FISCAL VERIFICATION:** \_\_\_\_\_

**RECOMMENDATION:**

That the Committee on Policy moves to approve Safety 124 and Fiscal 128

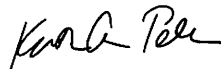
and forward to the full Board of School Committee for approval.

Prepared by:



Katie Cox Pelletier  
Attorney

Presented by:



Katie Cox Pelletier  
Attorney



Leslie Want  
Committee Chair

## **Safety 124 DATA MANAGEMENT**

### **Also Safety 123**

#### **(Public Use of School Records)**

#### **[EH-R: Right to Know Requests]**

The Superintendent and/or his/her designee is hereby designated the custodian of all District Records for purposes of requests pursuant to RSA 91-A. This policy shall apply to all requests to inspect or obtain copies of "District records," which shall have the same meaning as "governmental records" as that term is defined in New Hampshire'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, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent or his/her designee shall create an administrative procedure clearly outlining the process for the public to make a Right to Know request for records, and shall make this policy and the corresponding procedure available on the District's web page.

All requests for public information are to be forwarded to the Superintendent and/or his/her designee immediately upon receipt. The Superintendent and/or his/her designee shall thereupon make a determination as to whether or not the information requested is public in nature, always considering the privacy requirements of FERPA and IDEA. If public, the Superintendent and/or his/her designee shall provide the information in a timely manner which does not disrupt the operation of the schools. 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, and/or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent or his/her designee will, within five (5) business days of the initial request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee 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. Any clarification or narrowing of the request shall be documented in writing and a copy of the re-formed request provided to the person making the request.

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. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent or his/her 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) withheld.*** If the information is in active use or otherwise unavailable, the party requesting the information shall be notified immediately upon it becoming available. Requests for research including de-identified student data will be complied with to the extent possible while maintaining student confidentiality. Requests for research documents outside the ambit of 91-A shall require the requestor to state their affiliation, and provide proof of approval for research from their institution, where applicable.

If the Superintendent and/or his/her designee finds the information is not exempted from disclosure or confidential pursuant to FERPA or IDEA and if the information is public in nature pursuant to RSA 91-A:4, he or she shall direct that it be reproduced on the premises. If the Superintendent and/or his/her designee finds the information to not be public in nature, he or she shall inform the requesting party and shall for no reason release such information. Student confidentiality shall be maintained at all times in the release of any information that is determined to be public in nature.

The District will charge a fee of \$0.25 per page for copying/ photocopies of records when the person requests a paper copy. No cost or fee shall be charged for the inspection or delivery, without copying of records, whether in paper, electronic, or other form. Electronic records may be provided 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.

All District records shall be retained, deleted or destroyed in accordance with Board policy Safety 126: Data Records/ Retention. Minutes of school board meetings shall also be made available in accordance with Board policy

If the Superintendent and/or his/her designee is unable to ascertain whether or not the information requested is public in nature, he or she is hereby authorized to request, on behalf of the Board, an opinion from the District's attorney as to the nature of the information. Such opinion requests shall be made within ten (10) days of the original request for the information. The Superintendent and/or his/her designee shall notify the person requesting such information that an opinion is being requested of the attorney and shall notify such person immediately upon receipt of an answer from the attorney.

Statutory Reference:

RSA 91-A: Access to Governmental Records and Meetings (Minutes and Records Available for Public Inspection

NHSBA Code EH

08/94 revised as follows

First Reading Coordination: 02/13/02

Second Reading and Approval BOSC: 03/11/02

Revised January 2021



Second Reading & Approval by Full Board:

## **Fiscal 128 COPYING AND RESEARCH FEES**

It is the policy of the Board of School Committee that the District charge fees for copying and research time that are reasonably calculated to reimburse the District's actual cost for reproducing records, for the use of its equipment to copy records as well as staff time to research and develop data required to respond to a request. These fees do not apply to any request made pursuant to New Hampshire's Right to Know Law, but shall apply to any requests for research documents and any other requests that are not made pursuant to the Right to Know law. Fees shall be as follows:

### **Copying Fees:**

Copies of existing documents: Twenty-five (25) cents per page  
Transcripts: No charge for current students, two (2) dollars for post graduates per transcript

### **Research and Development Fees:**

Twenty-five (25) dollars per hour to develop data that does not already exist  
Receipts shall be provided for all monies collected.

Monies collected by the Superintendent's Office shall be accounted for in the general ledger as "Copying Receipts", revenue code 41911.  
Whenever possible transcripts shall be provided electronically.

Also See Fiscal 123 Cash in School Buildings

Revised from 5/10/10

First Reading Coordination: 1/8/13

Second Reading and Adoption by BOSC: 1/14/13

Revised January 2021

First Reading (Policy Committee):

Second Reading & Approval by Full Board:

TO: Board of School Committee

FROM: Committee on Policy  
Committee Members Want, Beaudry, O'Connell, Perich and Leapley

DATE: January 25, 2021

RE: Policy Update – Students 100.1 – Transgender and Gender Non-Conforming Students

At the January 12, 2021, Committee on Policy meeting, it was moved to Policy Students 100.1 and forward this item to the full Board of School Committee for approval.

Committee Members Want, O'Connell, Perich and Leapley were in favor. Committee Member Beaudry voted nay.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

## MANCHESTER SCHOOL DISTRICT

**TITLE:** Policy Update - Transgender Rights

**COMMITTEE ON** Policy **MEETING OF:** January 12, 2021

**ACTION:** x

**CONSENT:**

**INFORMATION:**

**BACKGROUND:** Attached please find the following proposed policy update:

**Students 100.1 Transgender and Gender Non-Conforming Students**

**FISCAL IMPACT:** None.

**FISCAL VERIFICATION:** \_\_\_\_\_

**RECOMMENDATION:**

That the Committee on Policy moves to approve Students 100.1

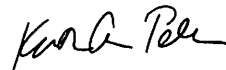
and forward to the full Board of School Committee for approval.

Prepared by:



Katie Cox Pelletier  
Attorney

Presented by:



Katie Cox Pelletier  
Attorney



Leslie Want  
Committee Chair

## **Students 100.1: Transgender and Gender Non-Conforming Students**

[JBAB: Transgender and Gender Non-Conforming Students]

### **I. PURPOSE**

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students in accordance with RSA 193:38, which protects students from discrimination on the basis of Sex, Gender Identity, and Sexual Orientation. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

### **II. DEFINITIONS**

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of District staff. Students might or might not use these terms to describe themselves.

"Gender identity" is a person's deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

"Transgender" describes people whose gender identity is different from their gender assigned at birth.

"Gender expression" refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.

### **III. GUIDANCE**

#### **A. Privacy**

The Board recognizes a student's right to keep private one's transgender status or gender nonconforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information. School personnel should not disclose information that may reveal a student's transgender status or gender nonconforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure.

Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

#### **B. Official Records**

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

#### **C. Names/Pronouns**

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

#### **D. Gender-Segregated Activities**

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

### **E. Restroom Accessibility**

Students shall have access to the restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom.

### **F. Locker Room Accessibility**

The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as the use of a private area (e.g., a nearby restroom stall with a door, an area separated by a curtain, a P.E. instructor's office in the locker room, or a nearby health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

### **G. Physical Education Classes & Intramural Sports**

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

### **H. Interscholastic Competitive Sports Teams**

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.

### **I. Dress Codes**

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

### **J. Discrimination/Harassment**

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on

a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

Legal References:

NH RSA 193:38: Discrimination in Public Schools

2021 Adoption

First Reading (Policy Committee):

Second Reading and BOSC Approval:



## **ACLU-NH RELEASES REPORT DETAILING STARTLING LACK OF COMPREHENSIVE POLICIES PROTECTING TRANS PUBLIC SCHOOL STUDENTS**

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### **MEDIA CONTACT**

Ari Schechter, [ariana@aclu-nh.org](mailto:ariana@aclu-nh.org) (<mailto:ariana@aclu-nh.org>)

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DECEMBER 1, 2020

*Two-thirds of N.H. students go to a school without  
comprehensive protections for trans students*

*Calls on schools and districts to adopt comprehensive policies  
to protect trans students*

CONCORD, N.H. – The ACLU of New Hampshire today released a startling new report that shows more than 66 percent of N.H. public school students attend a school without comprehensive protections for transgender students.

Despite the momentum in recent years to create lived equality for transgender Granite Staters, the New Hampshire chapter of [GLSEN](https://www.glsen.org/chapter/new-hampshire) (<https://www.glsen.org/chapter/new-hampshire>), an LGBTQ+ rights organization, estimates that half of trans students in New Hampshire still face some kind of discrimination at school.

“It is critical that New Hampshire schools provide comprehensive protections for transgender students, which are fundamental to making clear that trans students are worthy of a full and social life,” **said Devon Chaffee, executive director of the ACLU of New Hampshire.** “We call on all school districts that haven’t yet implemented comprehensive anti-discrimination protections for transgender students to do so expeditiously, because these students’ lives are being affected every day they attend school without them.”

“Without policies in place in every New Hampshire school district, transgender and gender non-conforming students are left to advocate for themselves as they seek respect and understanding throughout the school day,” **said Palana Belken, policy advocate and author of the report.** “Talking to trans high school students in New Hampshire is heartbreaking: the discrimination they face on a daily basis and the lengths they go to in order to avoid harassment are unacceptable. It is on us all to call on the majority of school districts in New Hampshire that do not have a comprehensive policy for their transgender students and urge that they adopt one as soon as possible.”

The ten largest schools or districts without a comprehensive trans student policy are Manchester, Concord, Bedford, Londonderry, Merrimack, Salem, Timberlane, Derry Cooperative, Hudson, and Pinkerton Academy. These districts served 46,604 students in the 2019-2020 school year, and if even just these schools/districts adopted a trans student policy, New Hampshire would move from a third to well over half of New Hampshire students (59.22%) attending a school with a trans student policy.

The N.H. School Boards Association issued a model policy in April 2015, called JBAB, that is available to all school districts in the state – and in the five years since its introduction, only 48 of New Hampshire’s 196 active school districts and charter schools have adopted that or a similar policy. Of the 48 that adopted a policy, 26 adopted the JBAB policy nearly verbatim. The other 22 districts weakened the policy.

In 2019, New Hampshire enacted three pieces of non-discrimination legislation for transgender people, which included expanding non-discrimination provisions to health insurance and other areas, adding a non-binary gender marker (X) option to state identification documents, and calling for a universal set of non-discrimination protections for students at New Hampshire public schools—including advice that each school district and chartered public school should develop policies that address and prevent discrimination.

## **Students 100.1: Transgender and Gender Non-Conforming Students**

[JBAB: Transgender and Gender Non-Conforming Students]

### **I. PURPOSE**

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender nonconforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students in accordance with RSA 193:38, which protects students from discrimination on the basis of Sex, Gender Identity, and Sexual Orientation. This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender nonconforming student must be assessed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender nonconforming student while maximizing the student's social integration and minimizing stigmatization of the student.

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"Gender nonconforming" describes people whose gender expression differs from stereotypical expectations, such as "feminine" boys, "masculine" girls, and those who are perceived as androgynous.

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Transgender and gender nonconforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information.

When contacting the parent or guardian of a transgender or gender nonconforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

#### **B. Official Records**

The District is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the District is not required to use a student's legal name and gender on other school records or documents. The District will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff or administrators are required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff and administrators shall adopt practices to avoid the inadvertent disclosure of such confidential information.

#### **C. Names/Pronouns**

A student has the right to be addressed by a name and pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to the student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.

#### **D. Gender-Segregated Activities**

To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

### **E. Restroom Accessibility**

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### **G. Physical Education Classes & Intramural Sports**

Transgender and gender nonconforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.

### **H. Interscholastic Competitive Sports Teams**

Transgender and gender nonconforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity. This policy is in line with current (2021) New Hampshire Interscholastic Athletic Association (NHIAA) guidance regarding participation of transgender and gender nonconforming students in athletics.

### **I. Dress Codes**

Transgender and gender nonconforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.

### **J. Discrimination/Harassment**

It is the responsibility of each school and the District to ensure that transgender and gender nonconforming students have a safe school environment. This includes ensuring that any

incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender nonconformity are to be handled in the same manner as other discrimination or harassment complaints.

Legal References:

NH RSA 193:38: Discrimination in Public Schools

NHIAA By-Laws, Article 2, Section 21 (2020-2021 school year)

2021 Adoption

First Reading (Policy Committee):

Second Reading and BOSC Approval:

TO: Board of School Committee

FROM: Committee on Policy  
Committee Members Want, Beaudry, O'Connell, Perich and Leapley

DATE: January 25, 2021

RE: Policy Updates – School Closures – Safety 106: School Closings and  
Cancellations

At the January 12, 2021, Committee on Policy meeting, it was moved to approve Policy Safety 106, School Closings and Cancellations, and forward this item to the full Board of School Committee for approval.

Committee Members Want, Beaudry, O'Connell, Perich and Leapley were in favor.

Respectfully submitted,

A handwritten signature in blue ink that reads "Angela Carey". The signature is written in a cursive, flowing style.

Angela Carey

Clerk of the Board of School Committee

**MANCHESTER SCHOOL DISTRICT**

**TITLE:** Policy Update - School Closures

**COMMITTEE ON** Policy **MEETING OF:** January 12, 2021

**ACTION:** x

**CONSENT:**

**INFORMATION:**

**BACKGROUND:** Attached please find the following proposed policies:

**Safety 106 School Closings and Cancellations**

**FISCAL IMPACT:** None.

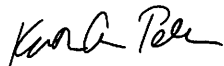
**FISCAL VERIFICATION:** \_\_\_\_\_

**RECOMMENDATION:**

That the Committee on Policy moves to approve Safety 106

and forward to the full Board of School Committee for approval.

Prepared by:



Katie Cox Pelletier  
Attorney

Presented by:



Katie Cox Pelletier  
Attorney



Leslie Want  
Committee Chair



## Safety 106 School Closings, Cancellations, and Remote Learning Days

### [EBCE - School Closings, Cancellations, and Remote Learning Days]

The Superintendent is empowered to close the schools, to delay their opening, to dismiss students early, or to determine that a remote learning day is necessary in the event of hazardous weather or other immediate or ongoing emergencies which threaten the health or safety of students and personnel. These actions may be taken for an individual school, or may be implemented across the district, according to the nature of the emergency.

Announcements: When the Superintendent decides it is necessary to delay opening or close any facility or school or cancel any school event, he/she will initiate all related communications to the public by radio, television, website, or other available means.

Delayed Opening of Schools: The Superintendent may delay the opening of schools upon determining that weather conditions appear extremely hazardous to operate school buses at the regular early morning hours, but that travel conditions will appreciably improve later in the morning. The public announcement will report the delayed opening, including the cancellation of morning kindergarten, if necessary. Schools and offices shall close on the regular schedules. After-school activities and events will not be affected by a delayed opening.

Closing of Schools Only for the Entire Day: When the Superintendent determines that weather or other conditions exist or will develop that would make it unwise to open one or more schools any time during the day, the announcement communicated to radio and television stations shall state that the school district is closed. If school is closed for the entire day, all evening programs will be cancelled.

Afternoon and Evening Program Cancellations: When schools are open to the end of the school day, but weather or other conditions deteriorate in the late afternoon, the Superintendent may decide to cancel afternoon and evening programs. Schools and offices should plan and communicate alternate dates and times to hold programs or events.

Weekend Closings: When weather or other conditions are predicted or develop that would make it hazardous to operate weekend programs or events, the Superintendent is responsible for decisions regarding cancellations and for notifying the appropriate media.

Students, parents, and staff shall be informed at the beginning of each school year of the procedures which shall be used to notify them in case of emergency closing, whether action is taken before or during school hours. When schools are closed for emergency reasons, staff members shall comply with Board policy in reporting for work.

NHSBA Code EBCD

First Reading Coordination: 12/02/01 and 01/02/02

Second Reading and Approval BOSC: 01/14/02

## 2021 Revisions

First Reading (Policy Committee):

Second Reading and BOSC Approval:

## **Safety 106 School Closings, Cancellations, and Remote Learning Days**

### **[EBCE - School Closings, Cancellations, and Remote Learning Days]**

The Superintendent is empowered to close the schools, to delay their opening, to dismiss students early, or to determine that a remote learning day is necessary in the event of hazardous weather or other immediate or ongoing emergencies which threaten the health or safety of students and personnel. These actions may be taken for an individual school, or may be implemented across the district, according to the nature of the emergency.

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NHSBA Code EBCD

First Reading Coordination: 12/02/01 and 01/02/02

Second Reading and Approval BOSC: 01/14/02

2021 Revisions

First Reading (Policy Committee):

Second Reading and BOSC Approval:

TO: Board of School Committee

FROM: Committee on Finance and Facilities  
Committee Members Beaudry, Porter, Soule, Shea and Beaulieu

DATE: January 25, 2021

RE: Financial Reports by Karen DeFrancis, Chief Financial Officer

At the January 12, 2021, Committee on Finance and Facilities meeting, it was moved to approve the Financial Reports as presented and forward this item to the Board of School Committee for approval.

Committee Members Beaudry, Porter, Soule, Shea and Beaulieu were in favor.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

**MANCHESTER SCHOOL DISTRICT**

TITLE Financial Reports

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 12, 2021

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

SIGNATURE REQUIRED \_\_\_\_\_ ORIGINAL ATTACHED \_\_\_\_\_

**BACKGROUND:**

Karen DeFrancis will be present at the meeting to review the Financial Reports.

See information attached.

**FISCAL IMPLICATIONS:**

N/A

(Fiscal verification: \_\_\_\_\_)

**RECOMMENDATION:**

That the Committee on Finance & Facilities moves to approve the Financial Reports and forward this item to the Board of School Committee for approval.

Presented by:

Karen DeFrancis  
Karen DeFrancis  
Chief Financial Officer

Prepared by:

Karen DeFrancis  
Karen DeFrancis  
Chief Financial Officer

Approval:

John Goldhardt  
John Goldhardt, Ed.D.  
Superintendent of Schools

Approval:

Arthur J. Beaudry  
Arthur J. Beaudry, Chair  
Finance & Facilities Committee



**MANCHESTER SCHOOL DISTRICT**  
**SCHOOL ADMINISTRATIVE UNIT NO. 37**  
 20 Hecker Street  
 Manchester, NH 03102  
 Telephone: 603.624.6300 • Fax: 603.624.6337

Jennifer C. Gillis, Ed.D.  
 Assistant Superintendent  
 Operations

John Goldhardt, Ed.D.  
 Superintendent of Schools

Amy L. Allen  
 Assistant Superintendent  
 Teaching, Learning and  
 Leading

Karen DeFrancis  
 Chief Financial Officer

To: Finance Committee  
 From: Karen DeFrancis, Chief Financial Officer *Karen*  
 Date: January 12, 2021  
 Subject: Executive Summary FY21 - December 31, 2020

**GENERAL FUND**

|                     | <u>12/31/20</u><br><u>FY21</u> | <u>12/31/19</u><br><u>FY20</u> | <u>Inc</u><br><u>(Dec)</u> |
|---------------------|--------------------------------|--------------------------------|----------------------------|
| Salaries            | \$ 39,278                      | \$ 38,074                      | \$ 1,204                   |
| Benefits            | 20,212                         | 20,305                         | (93)                       |
| Professional & Tech | 1,479                          | 1,703                          | (224)                      |
| Debt Service        | 533                            | 2,969                          | (2,436)                    |
| City Services       | 1,992                          | 1,910                          | 82                         |
| Tuition             | 2,466                          | 2,436                          | 30                         |
| Transportation      | 1,974                          | 2,551                          | (577)                      |
| Utilities           | 798                            | 799                            | (1)                        |
| Subtotal            | <u>68,732</u>                  | <u>70,747</u>                  | <u>(2,015)</u>             |
| Textbooks           | 460                            | 437                            | 23                         |
| Supplies            | 259                            | 431                            | (172)                      |
| Equipment           | 297                            | 1,205                          | (908)                      |
| Other               | 898                            | 1,026                          | (128)                      |
| Total Spent         | <u>70,646</u>                  | <u>73,846</u>                  | <u>(3,200)</u>             |
| Encumbrances        | 361                            | 78                             | 283                        |
| Total               | <u>\$ 71,007</u>               | <u>\$ 73,924</u>               | <u>\$ (2,917)</u>          |

*It is the policy of the Manchester Board of School Committee, in its actions, and those of its employees, that there shall be no discrimination on the basis of age, sex, race, color, marital status, physical or mental disability, religious creed, national origin or sexual orientation for employment in, or operation and administration of any program or activity in the Manchester School District. The Title IX Coordinator is Mary Steady for staff and students. Please see above for contact information.*

**SCHOOL FOOD & NUTRITION SERVICES  
FINANCIAL COMPARISON**

|                                    | <b><u>YTD</u></b><br><b><u>FY21</u></b> | <b><u>YTD</u></b><br><b><u>FY20</u></b> | <b><u>INC</u></b><br><b><u>(DEC)</u></b> |
|------------------------------------|---|---|--|
| <b>REVENUES</b>                    |   |   |  |
| Federal/State Reimb                | \$ 1,004                                | \$ 1,729                                | \$ (725)                                 |
| Lunch Sales                        | -                                       | 326                                     | (326)                                    |
| A La Carte                         | -                                       | 145                                     | (145)                                    |
| Other-net                          | 402                                     | 245                                     | 157                                      |
| Total Revenues                     | <u>1,406</u>                            | <u>2,445</u>                            | <u>(1,039)</u>                           |
| <b>EXPENSES</b>                    |   |   |  |
| Salaries & Benefits                | 1,148                                   | 1,410                                   | (262)                                    |
| Food                               | 524                                     | 706                                     | (182)                                    |
| Supplies                           | 34                                      | 62                                      | (28)                                     |
| Other-net                          | 346                                     | 590                                     | (244)                                    |
| Total Expenses                     | <u>2,052</u>                            | <u>2,768</u>                            | <u>(716)</u>                             |
| <b>OVERAGE (SHORTFALL) TO DATE</b> | <u><u>\$ (646)</u></u>                  | <u><u>\$ (323)</u></u>                  | <u><u>\$ (323)</u></u>                   |



#### **General Fund Expenditures – FY21**

We have updated our projections to reflect the transfer of expenditures to the CARES Act and State grant funds related to COVID-19. Salaries and Benefits now reflect a balance of \$966k. Our health insurance is also doing better than budget and we are projecting a transfer to the trust of \$1.5 mil. Transportation is also reflecting a balance due to the transfers made to the grants. After the bonding by the City last spring, our FY21 debt service payments are coming in lower than our budget by \$252k. Our Professional & Technical line is currently reflecting a shortfall based on the encumbrances that are in the financial system. We would expect this line item to do better by year end. If not, as these expenditures are related to special education, we can transfer funds from the expendable trust to cover the shortfall.

Overall, our expected balance is \$679k.

#### **General Fund Revenues – FY21**

Our revenues are reflecting a surplus of \$350k due to the Special Education revenue coming in higher than budgeted.

#### **Food Service – FY21**

As of this point in the year we expect a shortfall of approximately \$200k. The meals served have increased slightly from the previous months which has helped the projection.

#### **Athletics – FY21**

We are reflecting our budget will be fully spent. We will monitor this as the year continues.

#### **Grant Report – FY21**

The budget for our federal and state sources for FY21 is \$35.4 mil which includes our one-time CARES Act grant and the State grant funds for COVID-19 related expenses. \$31.6 mil is expected to be spent in FY21 and \$3.6 mil is expected to be spent in FY22, the majority of which will cover summer pays in July and August of 2021.

#### **Special Revenue Fund Report – FY21**

This report identifies our Special Revenue Funds (SRF) which include our tuition-based programs, MST program funds, donations, and grants (grants not listed in the federal and state grants report). Total fund balance is \$534k.

#### **Expendable Trust Funds – FY21**

After the reclass entries to the COVID-19 related grants for FY20, the balance in the expendable trust at the end of FY20 is \$14.6 mil, which is \$1.8 mil higher than the amount presented last month. Since our financial statements were not presented yet, our auditors advised that FY20 expenditures should be transferred to the grants in FY20. If we need to utilize the Special Education Trust for the shortfall in Professional & Technical Services, our net trust withdrawal will be \$567k leaving the balance at year end at \$14 mil.

Manchester School District  
FY21 Financial Report  
December 31, 2020  
Unaudited

| Object             | Account Name                        | FY21 Adjusted Budget | Spent as of Dec 31st | Encumbered    | Projected Expense | Total Estimated Costs | Remaining Balance | Expendable Trust Transfer | Revised Remaining Balance |
|--------------------|-------------------------------------|----------------------|----------------------|---------------|-------------------|-----------------------|-------------------|---------------------------|---------------------------|
| 100                | Salaries                            | \$ 88,347,525        | \$ 39,278,348        |               | \$ 48,299,038     | \$ 87,577,386         | \$ 770,139        | \$ -                      | \$ 770,139                |
| 200                | Employee Benefits                   | 44,968,975           | 20,212,143           |               | 23,060,832        | 43,272,975            | 1,696,000         | 1,500,000                 | 196,000                   |
| 240                | Tuition and Staff Development       | 295,000              | 65,373               | 854           | 228,773           | 295,000               | -                 | -                         | -                         |
| 300                | Professional and Technical Services | 5,740,000            | 1,479,010            | 6,328,411     | -                 | 7,807,421             | (2,067,421)       | (2,067,421)               | -                         |
| 332                | Legal Services                      | 260,000              | 41,489               |               | 218,511           | 260,000               | -                 | -                         | -                         |
| 430                | Repairs and Maintenance             | 560,742              | 358,261              | 175,927       | 26,553            | 560,742               | -                 | -                         | -                         |
| 441                | Rental of Land and Buildings        | 10,000               | 2,000                | 4,500         | 3,501             | 10,000                | -                 | -                         | -                         |
| 442                | Rental of Equipment                 | 77,400               | 1,200                | 1,200         | 75,000            | 77,400                | -                 | -                         | -                         |
| 510                | Transportation • Regular Education  | 3,217,803            | 755,643              | 2,302,239     | -                 | 3,057,882             | 159,921           | -                         | 159,921                   |
| 513                | Transportation • Student Services   | 4,600,000            | 1,218,409            | 3,343,678     | -                 | 4,562,087             | 37,913            | -                         | 37,913                    |
| 520                | Insurance                           | 400,000              | 287,749              |               | 112,251           | 400,000               | -                 | -                         | -                         |
| 531                | Telephone                           | 85,000               | 39,806               | 30,009        | 15,184            | 85,000                | -                 | -                         | -                         |
| 534                | Postage                             | 46,000               | 21,991               | 3,000         | 21,009            | 46,000                | -                 | -                         | -                         |
| 540                | Advertising                         | 6,000                | 198                  | 57            | 5,746             | 6,000                 | -                 | -                         | -                         |
| 550                | Printing & Binding                  | 35,000               | 2,260                | 692           | 32,048            | 35,000                | -                 | -                         | -                         |
| 560                | Tuition                             | 7,180,800            | 2,466,321            | 3,738,835     | 975,644           | 7,180,800             | -                 | -                         | -                         |
| 580                | Travel                              | 24,000               | 1,732                |               | 22,268            | 24,000                | -                 | -                         | -                         |
| 610                | General Supplies                    | 1,222,067            | 258,838              | 137,485       | 825,745           | 1,222,067             | -                 | -                         | -                         |
| 620                | Utilities                           | 2,285,673            | 798,258              | 30            | 1,487,385         | 2,285,673             | -                 | -                         | -                         |
| 640                | Books and Information Resources     | 450,000              | 460,416              | 159,061       | -                 | 619,477               | (169,477)         | -                         | (169,477)                 |
| 730                | Equipment                           | 1,197,645            | 297,485              | 291,558       | 608,602           | 1,197,645             | -                 | -                         | -                         |
| 733                | Furniture & Fixtures                | 25,000               | -                    | -             | 25,000            | 25,000                | -                 | -                         | -                         |
| 810                | Dues and Fees                       | 88,006               | 57,014               | 11,701        | 19,291            | 88,006                | -                 | -                         | -                         |
| 850                | City Services                       | 10,005,208           | 1,992,412            |               | 8,012,796         | 10,005,208            | -                 | -                         | -                         |
| 892                | Graduation                          | 12,000               | 31                   | 4,727         | 7,242             | 12,000                | -                 | -                         | -                         |
| 893                | Community Partnerships              | 75,000               | 16,000               |               | 59,000            | 75,000                | -                 | -                         | -                         |
| 910                | Debt Service                        | 11,837,160           | 533,484              |               | 11,052,001        | 11,585,485            | 251,675           | -                         | 251,675                   |
|                    |                                     |                      |                      |               |                   |                       |                   |                           |                           |
| Subtotal           |                                     | \$ 183,052,004       | \$ 70,645,871        | \$ 16,533,963 | \$ 95,193,419     | \$ 182,373,253        | \$ 678,751        | \$ (567,421)              | \$ 1,246,172              |
| FY20 Encumbrances  |                                     | 1,000,786            | 360,934              | 637,180       | 2,672             | 1,000,786             | -                 | -                         | -                         |
| General Fund Total |                                     | \$ 184,052,790       | \$ 71,006,805        | \$ 17,171,142 | \$ 95,196,091     | \$ 183,374,039        | \$ 678,751        | \$ (567,421)              | \$ 1,246,172              |

Manchester School District  
Budget by Object FY21 Report  
December 31, 2020  
Unaudited

| Object | Account Name                        | FY21<br>Budget        | FY21<br>Transfers | FY20<br>Encumbrances | FY21 Adjusted<br>Budget |
|--------|-------------------------------------|-----------------------|-------------------|----------------------|-------------------------|
| 100    | Salaries                            | \$ 88,347,525         |                   |                      | \$ 88,347,525           |
| 200    | Employee Benefits                   | 44,968,975            |                   |                      | 44,968,975              |
| 240    | Tuition and Staff Development       | 295,000               |                   |                      | 295,000                 |
| 300    | Professional and Technical Services | 5,740,000             |                   |                      | 5,740,000               |
| 332    | Legal Services                      | 260,000               |                   |                      | 260,000                 |
| 430    | Repairs and Maintenance             | 560,742               |                   |                      | 560,742                 |
| 441    | Rental of Land and Buildings        | 10,000                |                   |                      | 10,000                  |
| 442    | Rental of Equipment                 | 77,400                |                   |                      | 77,400                  |
| 510    | Transportation • Regular Education  | 3,217,803             |                   |                      | 3,217,803               |
| 513    | Transportation • Student Services   | 4,600,000             |                   |                      | 4,600,000               |
| 520    | Insurance                           | 400,000               |                   |                      | 400,000                 |
| 531    | Telephone                           | 85,000                |                   |                      | 85,000                  |
| 534    | Postage                             | 46,000                |                   |                      | 46,000                  |
| 540    | Advertising                         | 6,000                 |                   |                      | 6,000                   |
| 550    | Printing & Binding                  | 35,000                |                   |                      | 35,000                  |
| 560    | Tuition                             | 7,180,800             |                   |                      | 7,180,800               |
| 580    | Travel                              | 24,000                |                   |                      | 24,000                  |
| 610    | General Supplies                    | 1,222,067             |                   |                      | 1,222,067               |
| 620    | Utilities                           | 2,285,673             |                   |                      | 2,285,673               |
| 640    | Books and Information Resources     | 450,000               |                   |                      | 450,000                 |
| 730    | Equipment                           | 1,197,645             |                   |                      | 1,197,645               |
| 733    | Furniture & Fixtures                | 25,000                |                   |                      | 25,000                  |
| 810    | Dues and Fees                       | 88,006                |                   |                      | 88,006                  |
| 850    | City Services                       | 10,005,208            |                   |                      | 10,005,208              |
| 892    | Graduation                          | 12,000                |                   |                      | 12,000                  |
| 893    | Community Partnerships              | 75,000                |                   |                      | 75,000                  |
| 910    | Debt Service                        | 11,837,160            |                   |                      | 11,837,160              |
|        |                                     |                       |                   |                      |                         |
|        | <b>Subtotal</b>                     | <b>\$ 183,052,004</b> | <b>\$ -</b>       | <b>\$ -</b>          | <b>\$ 183,052,004</b>   |
|        |                                     |                       |                   |                      |                         |
| 999    | FY20 Encumbrances                   | 1,000,786             |                   | -                    | 1,000,786               |
|        |                                     |                       |                   |                      |                         |
|        | <b>GENERAL FUND TOTAL</b>           | <b>\$ 184,052,790</b> | <b>\$ -</b>       | <b>\$ -</b>          | <b>\$ 184,052,790</b>   |

MANCHESTER SCHOOL DISTRICT  
REVENUE REPORT  
DECEMBER 31, 2020

| Revenues                               | FY 21<br>Budget   | FY 21<br>Received | FY21<br>Anticipated | Budget<br>Variance |
|--|-------------------|-------------------|---------------------|--------------------|
| Adequate Education Grant               | 65,737,715        | 46,295,863        | 19,441,852          | 0                  |
| School Building Aid                    | 2,930,712         | 1,465,356         | 1,465,356           | 0                  |
| Area Vocational School                 | 920,000           | 876,594           | 0                   | (43,406)           |
| Special Education Aid                  | 1,053,766         | 1,447,321         | 0                   | 393,555            |
| State Tax                              | 21,027,451        | 0                 | 21,027,451          | 0                  |
| Differentiated Aid for Charter Schools | 234,181           | 234,181           | 0                   | 0                  |
| <b>Total State Revenues</b>            | <b>91,903,825</b> | <b>50,319,315</b> | <b>41,934,659</b>   | <b>350,148</b>     |
| ROTC                                   | 90,000            | 24,476            | 65,524              | 0                  |
| Medicaid                               | 1,500,000         | 39,010            | 1,460,990           | 0                  |
| <b>Total Federal Revenues</b>          | <b>1,590,000</b>  | <b>63,486</b>     | <b>1,526,514</b>    | <b>0</b>           |
| Tuition                                | 1,622,320         | 593,749           | 1,028,571           | 0                  |
| Tuition -Capital Cost                  | 101,856           | 101,856           | 0                   | 0                  |
| Pupil Activities (Athletics)           | 15,000            | 0                 | 15,000              | 0                  |
| Interest Income                        | 150,000           | 44,072            | 105,928             | 0                  |
| Indirect Cost                          | 200,000           | 70,181            | 129,819             | 0                  |
| Misc. Other Sources                    | 10,000            | 394               | 9,606               | 0                  |
| <b>Total Local Revenues</b>            | <b>2,099,176</b>  | <b>810,253</b>    | <b>1,288,923</b>    | <b>0</b>           |
| Total Revenues                         | 95,593,001        | 51,193,053        | 44,750,096          | 350,148            |
| District Assessment                    | 87,459,004        | 51,274,466        | 36,184,538          | 0                  |
| Total General Fund Appropriation       | 183,052,005       | 102,467,519       | 80,934,634          | 350,148            |

MANCHESTER SCHOOL DISTRICT  
SFNS REVENUE REPORT  
DECEMBER 31, 2020

| Revenues                     | FY 21<br>Budget | FY 21<br>Received | Accounts<br>Receivable | %<br>Received | FY21 Anticipated | Total<br>Projection | Budget<br>Variance |
|------------------------------|-----------------|-------------------|------------------------|---------------|------------------|---------------------|--------------------|
| State Reimbursement          | 85,448          | 4,183             | 877                    | 5.9%          | 79,940           | 85,000              | (448)              |
| Federal Reimbursement        | 4,260,646       | 887,407           | 111,980                | 23.5%         | 2,000,613        | 3,000,000           | (1,260,646)        |
| USDA Commodities             | 330,000         | 193,930           | -                      | 58.8%         | 136,070          | 330,000             | -                  |
| Total Federal Revenues       | 4,590,646       | 1,081,337         | 111,980                | 26.0%         | 2,136,682        | 3,330,000           | (1,260,646)        |
| Lunch, Breakfast, Milk Sales | 742,399         | -                 | -                      | 0.0%          | 0                | 0                   | (742,399)          |
| Snack Bars                   | 332,181         | -                 | -                      | 0.0%          | 83,000           | 83,000              | (249,181)          |
| Misc. Revenues               | 69,297          | 148,235           | 59,844                 | 300.3%        | 0                | 208,079             | 138,782            |
| Total Local Revenues         | 1,143,877       | 148,235           | 59,844                 | 18.2%         | 83,000           | 291,079             | (852,798)          |
| Total Revenues               | 5,819,971       | 1,233,756         | 172,701                | 24.2%         | 2,299,622        | 3,706,079           | (2,113,892)        |

MANCHESTER SCHOOL DISTRICT  
SFNS EXPENSE REPORT  
DECEMBER 31, 2020

| Object | Account Name                        | FY2021 Budget | FY2021 Spent as of December 31 | % of Budget Spent | FY2021 Encumbered | FY2021 Projected Expense | Estimated FY 2021 Costs | Remaining Balance |
|--------|-------------------------------------|---------------|--------------------------------|-------------------|-------------------|--------------------------|-------------------------|-------------------|
| 110    | Salaries                            | \$ 2,069,922  | \$ 687,039                     | 33.2%             | \$ -              | \$ 670,161               | \$ 1,357,200            | 712,722           |
| 200    | Employee Benefits                   | 1,285,386     | 461,381                        | 35.9%             | -                 | 407,227                  | 868,608                 | 416,778           |
| 322    | Professional and Technical Services | 103,906       | 6,893                          | 6.6%              | 4,107             | -                        | 11,000                  | 92,906            |
| 430    | Repairs and Maint                   | 112,400       | 69,153                         | 61.5%             | 38,124            | 7,863                    | 115,140                 | (2,740)           |
| 531    | Telephone                           | 6,600         | -                              | 0.0%              | -                 | -                        | -                       | 6,600             |
| 534    | Postage                             | 3,000         | 4,266                          |                   | -                 | (0)                      | 4,266                   | (1,266)           |
| 535    | Freight                             | 27,200        | 8,096                          | 29.8%             | 16,744            | -                        | 24,840                  | 2,360             |
| 540    | Advertising                         | -             | -                              | 0.0%              | -                 | -                        | -                       | -                 |
| 550    | Printing                            | 6,897         | 4,312                          | 62.5%             | -                 | (0)                      | 4,312                   | 2,585             |
| 610    | General Supplies                    | 148,435       | 33,703                         | 22.7%             | 56,955            | (0)                      | 90,658                  | 57,777            |
| 616    | Food                                | 1,573,225     | 524,462                        | 33.3%             | 527,367           | 0                        | 1,051,830               | 521,395           |
| 622    | Electricity                         | 50,000        | 25,000                         | 50.0%             | -                 | 25,000                   | 50,000                  | -                 |
| 626    | Gasoline                            | 8,000         | 2,016                          | 25.2%             | 2,984             | -                        | 5,000                   | 3,000             |
| 630    | USDA Commodities-Food               | 330,000       | 193,930                        | 58.8%             | -                 | 136,070                  | 330,000                 | -                 |
| 731    | Equipment                           | 45,000        | 6,702                          | 14.9%             | 298               | 0                        | 7,000                   | 38,000            |
| 800    | City Services                       | 50,000        | 25,000                         | 0.0%              | -                 | 25,000                   | 50,000                  | -                 |
| Total  |                                     | \$ 5,819,971  | \$ 2,051,955                   | 35.3%             | \$ 646,579        | \$ 1,271,321             | \$ 3,969,854            | 1,850,117         |

|                                |         |
|--------------------------------|---------|
| CERA balance December 31, 2020 | 366,111 |
|--------------------------------|---------|

|                                     |        |
|-------------------------------------|--------|
| Inventory balance December 31, 2020 | 48,815 |
|-------------------------------------|--------|

**Manchester School District**  
**Athletics Operating Statement (Unaudited)**  
**December 31, 2020**

**FY21**

| <b>Object</b>           | <b>Account Name</b>                 | <b>Budget</b>    | <b>District</b> | <b>Central</b> | <b>Memorial</b> | <b>West</b>    | <b>Hillside</b> | <b>McLaughlin</b> | <b>Parkside</b> | <b>Southside</b> | <b>Total</b>   | <b>Encumb</b> | <b>Projection</b> | <b>Balance</b> |
|-------------------------|-------------------------------------|------------------|-----------------|----------------|-----------------|----------------|-----------------|-------------------|-----------------|------------------|----------------|---------------|-------------------|----------------|
| <b>Expenses</b>         |                                     |                  |                 |                |                 |                |                 |                   |                 |                  |                |               |                   |                |
| 50100                   | Salaries                            | 670,427          | 39,801          | 60,542         | 54,300          | 59,748         | 7,216           | 7,216             | 5,412           | 7,216            | 241,451        | -             | 428,976           | -              |
| 50141                   | Athletic Int Official               | 4,000            | -               | -              | -               | -              | -               | -                 | -               | -                | -              | -             | 4,000             | -              |
| 50143                   | Athletic Int Worker                 | 21,000           | -               | 1,120          | 330             | 890            | -               | 93                | -               | -                | 2,433          | -             | 18,567            | -              |
| 50200                   | Benefits                            | 167,607          | 16,741          | 9,639          | 10,728          | 24,928         | 1,423           | 1,997             | 1,056           | 2,066            | 68,580         | -             | 99,027            | -              |
| 50340                   | Contracted Services                 | 10,400           | 2,163           | -              | -               | -              | -               | -                 | -               | -                | 2,163          | 1,056         | 7,182             | -              |
| 50341                   | Officials                           | 124,000          | -               | 8,848          | 10,916          | 5,574          | -               | 68                | -               | -                | 25,406         | -             | 98,594            | -              |
| 50342                   | Police                              | 10,000           | -               | 718            | 957             | -              | -               | -                 | -               | -                | 1,674          | -             | 8,326             | -              |
| 50430                   | Mach/Equip Maint & Repair           | 16,000           | -               | -              | -               | -              | -               | -                 | -               | -                | -              | -             | 16,000            | -              |
| 50441                   | Rental Expense                      | 10,000           | -               | -              | -               | -              | -               | -                 | -               | -                | -              | 2,500         | 7,500             | -              |
| 50515                   | Transportation                      | 140,000          | 189             | 4,291          | 6,583           | 2,915          | 170             | 170               | -               | -                | 14,317         | 25,700        | 99,983            | -              |
| 50520                   | Insurance (Other than Emp Benefits) | 12,746           | 8,145           | -              | -               | -              | -               | -                 | -               | -                | 8,145          | -             | 4,601             | -              |
| 50531                   | Telephone                           | 400              | 179             | -              | -               | -              | -               | -                 | -               | -                | 179            | -             | 221               | -              |
| 50540                   | Advertising                         | 200              | -               | -              | -               | -              | -               | -                 | -               | -                | -              | -             | 200               | -              |
| 50585                   | Gas/Mileage Allowance               | 1,000            | -               | 42             | 42              | 28             | -               | -                 | -               | -                | 112            | -             | 888               | -              |
| 50610                   | Supplies                            | 81,600           | 7,961           | 3,533          | 1,822           | 2,434          | 1,300           | 725               | 199             | 508              | 18,483         | 9,342         | 53,776            | -              |
| 50615                   | Uniforms                            | 89,950           | -               | 501            | 6,783           | 3,850          | -               | 816               | -               | -                | 11,950         | 3,730         | 74,271            | -              |
| 50621                   | Natural Gas                         | 7,000            | -               | -              | 1,006           | 375            | -               | -                 | -               | -                | 1,381          | -             | 5,619             | -              |
| 50622                   | Electricity                         | 42,000           | -               | 2,366          | 14,015          | 8,610          | -               | -                 | -               | -                | 24,991         | -             | 17,009            | -              |
| 50623                   | Bottled Gas                         | 13,000           | -               | 223            | -               | -              | -               | -                 | -               | -                | 223            | -             | 12,777            | -              |
| 50731                   | Equipment                           | 27,500           | -               | 2,800          | 661             | 4,489          | 110             | 177               | -               | -                | 8,236          | (0)           | 19,264            | -              |
| 50810                   | Due/Membership                      | 38,000           | 100             | 11,344         | 9,655           | 8,311          | -               | -                 | -               | -                | 29,410         | 195           | 8,395             | -              |
| 50851                   | Interdepartmental Chg Backs         | 187,178          | 83,610          | -              | -               | -              | -               | -                 | -               | -                | 83,610         | -             | 103,568           | -              |
| 50911                   | Debt Services                       | 495,979          | -               | -              | -               | -              | -               | -                 | -               | -                | -              | -             | 495,979           | -              |
|                         |                                     | <b>2,169,987</b> | <b>158,889</b>  | <b>105,966</b> | <b>117,798</b>  | <b>122,152</b> | <b>10,219</b>   | <b>11,262</b>     | <b>6,668</b>    | <b>9,790</b>     | <b>542,743</b> | <b>42,522</b> | <b>1,584,722</b>  | <b>-</b>       |
| <b>Revenue Received</b> |                                     |                  |                 |                |                 |                |                 |                   |                 |                  |                |               |                   |                |
| 41700                   | Revenue                             | <b>15,000</b>    | <b>-</b>        | <b>-</b>       | <b>-</b>        | <b>-</b>       | <b>-</b>        | <b>-</b>          | <b>-</b>        | <b>-</b>         | <b>-</b>       | <b>-</b>      | <b>15,000</b>     | <b>-</b>       |

**Manchester School District  
FY 21 Grant Expenditure Analysis  
December 31, 2020**

| FY 21 Grants                            | Grant Title | Gr #  | Total Budget      | Expended at 6/30/20 | FY 21 Budget      | Fiscal Year 2021 |                  |                   |                   | FY 2022 Exp/Proj | Total Expenditures | Balance       |
|---|-------------|-------|-------------------|---------------------|-------------------|------------------|------------------|-------------------|-------------------|------------------|--------------------|---------------|
|   |             |       |                   |                     |                   | Expended FY 21   | Encumbered       | Projection        | Subtotal          |                  |                    |               |
| IDEA FY21 **                            |             | 21100 | 4,246,470         | -                   | 4,246,470         | 1,314,897        | -                | 2,231,573         | 3,546,470         | 700,000          | 4,246,470          | 0             |
| IDEA FY20                               |             | 20100 | 4,283,289         | 3,319,579           | 963,709           | 623,742          | 5,581            | 174,386           | 803,710           | 160,000          | 963,710            | (0)           |
| IDEA FY19                               |             | 19100 | 5,040,286         | 4,871,125           | 169,161           | 169,161          | -                | -                 | 169,161           | -                | 169,161            | (0)           |
| IDEA Remote Learning                    |             | 21117 | 25,000            | -                   | 25,000            | -                | -                | 25,000            | 25,000            | -                | 25,000             | -             |
| Title I FY21                            |             | 21101 | 9,557,838         | -                   | 9,557,838         | 2,443,524        | 406,842          | 5,207,472         | 8,057,838         | 1,500,000        | 9,557,838          | (0)           |
| Title I FY20                            |             | 20101 | 7,764,539         | 6,688,501           | 1,076,038         | 1,076,038        | -                | -                 | 1,076,038         | -                | 1,076,038          | 0             |
| Title IIA FY21 **                       |             | 21102 | 1,262,650         | -                   | 1,262,650         | 264,381          | -                | 788,270           | 1,052,651         | 210,000          | 1,262,651          | (0)           |
| Title IIA FY20                          |             | 20102 | 1,344,826         | 695,114             | 649,711           | 157,582          | 50,839           | 441,290           | 649,711           | -                | 649,711            | 0             |
| Title IIA FY19                          |             | 19102 | 1,202,622         | 232,186             | 970,436           | 20,597           | 750              | 949,088           | 970,435           | -                | 970,435            | 0             |
| Title III FY21 **                       |             | 21103 | 344,017           | -                   | 344,017           | 21,184           | -                | 267,832           | 289,016           | 55,000           | 344,016            | 0             |
| Title III FY20                          |             | 20103 | 393,805           | 8,189               | 385,615           | 135,290          | -                | 250,325           | 385,615           | -                | 385,615            | 0             |
| Title III FY19                          |             | 19103 | 366,660           | 283,460             | 83,200            | 20,991           | 2,202            | 60,007            | 83,200            | -                | 83,200             | 0             |
| Title III Immigrant Children FY19       |             | 19113 | 18,999            | 16,381              | 2,619             | 510              | 28               | 2,081             | 2,619             | -                | 2,619              | 0             |
| Title IVA FY21 **                       |             | 21104 | 653,933           | -                   | 653,933           | 1,164            | -                | 542,769           | 543,933           | 110,000          | 653,933            | 0             |
| Title IVA FY20                          |             | 20104 | 661,250           | -                   | 661,250           | 335,274          | 10,491           | 315,486           | 661,250           | -                | 661,250            | (0)           |
| Title IVA FY 19                         |             | 19104 | 564,331           | 277,450             | 286,881           | 61,588           | 97,142           | 128,152           | 286,881           | -                | 286,881            | (0)           |
| Dropout Prevention FY21                 |             | 21107 | -                 | -                   | -                 | -                | -                | -                 | -                 | -                | -                  | -             |
| McKinney Homeless FY21                  |             | 21110 | 88,487            | -                   | 88,487            | 1,025            | 22,475           | 44,987            | 68,487            | 20,000           | 88,487             | 0             |
| McKinney Homeless FY20                  |             | 20110 | 26,249            | 20,920              | 5,329             | 5,329            | -                | -                 | 5,329             | -                | 5,329              | 0             |
| Preschool FY21 **                       |             | 21119 | 120,890           | -                   | 120,890           | 37,831           | -                | 63,059            | 100,890           | 20,000           | 120,890            | (0)           |
| Preschool FY20                          |             | 20119 | 120,147           | 100,157             | 19,990            | 18,067           | -                | 1,924             | 19,991            | -                | 19,991             | (0)           |
| Preschool FY19                          |             | 19119 | 239,595           | 230,815             | 8,780             | 8,149            | 624              | 7                 | 8,780             | -                | 8,780              | 0             |
| Perkins IV Program Improvement FY21     |             | 21120 | 757,412           | -                   | 757,412           | 158,295          | 222,372          | 261,745           | 642,412           | 115,000          | 757,412            | (0)           |
| Perkins IV Program Improvement FY20     |             | 20120 | 697,603           | 497,728             | 199,875           | 125,902          | -                | -                 | 125,902           | -                | 125,902            | 73,973        |
| Perkins V Aviation FY20                 |             | 20123 | 10,000            | -                   | 10,000            | 6,000            | -                | 4,000             | 10,000            | -                | 10,000             | -             |
| Perkins Manufacturing                   |             | 20124 | 6,000             | -                   | 6,000             | 6,000            | -                | -                 | 6,000             | -                | 6,000              | 0             |
| Perkins Reserve Innovation FY21         |             | 21220 | 4,000             | -                   | 4,000             | -                | -                | 4,000             | 4,000             | -                | 4,000              | -             |
| Perkins Reserve Innovation FY20         |             | 20220 | 45,168            | 28,227              | 16,941            | 13,233           | -                | -                 | 13,233            | -                | 13,233             | 3,708         |
| 21st Century Community Learning Centers |             | 21130 | 691,784           | -                   | 691,784           | 270,290          | 27,007           | 394,487           | 691,784           | -                | 691,784            | (0)           |
| 21st Century Community Learning Centers |             | 21131 | 249,551           | -                   | 249,551           | 106,603          | 1,786            | 141,162           | 249,552           | -                | 249,552            | (0)           |
| CSI - Bakersville FY21                  |             | 21109 | 156,106           | -                   | 156,106           | -                | -                | 78,106            | 78,106            | 78,000           | 156,106            | (0)           |
| CSI - Bakersville FY20                  |             | 20109 | 179,793           | 28,429              | 151,364           | 34,835           | 55,000           | 61,529            | 151,364           | -                | 151,364            | 0             |
| CSI - Beech Street FY21                 |             | 21010 | 207,892           | -                   | 207,892           | -                | -                | 107,892           | 107,892           | 100,000          | 207,892            | 0             |
| CSI - Beech Street FY20                 |             | 20010 | 273,600           | 4,074               | 269,526           | 43,577           | 1,766            | 224,182           | 269,526           | -                | 269,526            | 0             |
| CSI - Parker Varney FY21                |             | 21118 | 175,360           | -                   | 175,360           | -                | -                | 88,360            | 88,360            | 87,000           | 175,360            | (0)           |
| CSI - Parker Varney FY20                |             | 20118 | 230,137           | 26,992              | 203,145           | 91,652           | 47,500           | 63,993            | 203,145           | -                | 203,145            | 0             |
| CSI - Wilson FY21                       |             | 21002 | 166,065           | -                   | 166,065           | -                | -                | 83,065            | 83,065            | 83,000           | 166,065            | (0)           |
| CSI - Wilson FY20                       |             | 20002 | 228,689           | 7,133               | 221,556           | 58,608           | 95               | 162,852           | 221,555           | -                | 221,555            | 0             |
| CSI - West High FY21                    |             | 21133 | 279,928           | -                   | 279,928           | -                | -                | 140,928           | 140,928           | 139,000          | 279,928            | 0             |
| CSI - West High FY20                    |             | 20133 | 344,227           | 54,287              | 289,940           | 68,811           | 56,790           | 164,339           | 289,940           | -                | 289,940            | 0             |
| Apprenticeship FY21                     |             | 21155 | 260,820           | -                   | 260,820           | 129,589          | 16,294           | 114,937           | 260,820           | -                | 260,820            | 0             |
| Adult Diploma Program FY21              |             | 21111 | 45,382            | -                   | 45,382            | 16,631           | 712              | 28,040            | 45,382            | -                | 45,382             | (0)           |
| CARES Act                               |             | 21140 | 6,697,801         | 758,122             | 5,939,679         | 133,669          | 977,774          | 4,588,236         | 5,699,679         | 240,000          | 5,939,679          | (0)           |
| Supp. Public School Response Fund 1     |             | 21145 | 2,565,000         | 1,013,228           | 1,551,772         | -                | -                | 1,551,772         | 1,551,772         | -                | 1,551,772          | -             |
| Supp. Public School Response Fund 2     |             | 21146 | 1,736,496         | 31,540              | 1,704,956         | -                | -                | 1,704,956         | 1,704,956         | -                | 1,704,956          | -             |
| System of Care                          |             | 21200 | 100,000           | -                   | 100,000           | -                | -                | 100,000           | 100,000           | -                | 100,000            | -             |
| Project AWARE                           |             | N/A   | 101,800           | -                   | 101,800           | -                | -                | 76,800            | 76,800            | 25,000           | 101,800            | -             |
| Robotics - Central High                 |             | 21311 | 2,560             | -                   | 2,560             | -                | -                | 2,560             | 2,560             | -                | 2,560              | -             |
| Robotics - McLaughlin                   |             | 21325 | 4,650             | -                   | 4,650             | -                | -                | 4,650             | 4,650             | -                | 4,650              | -             |
| Robotics - Parkside                     |             | 21327 | 4,650             | -                   | 4,650             | -                | -                | 4,650             | 4,650             | -                | 4,650              | -             |
| Robotics - Smyth Road                   |             | 21319 | 3,100             | -                   | 3,100             | -                | -                | 3,100             | 3,100             | -                | 3,100              | -             |
| Robotics - Memorial                     |             | 21332 | 3,250             | -                   | 3,250             | -                | -                | 3,250             | 3,250             | -                | 3,250              | -             |
| <b>TOTAL FY21 GRANTS</b>                |             |       | <b>54,554,708</b> | <b>19,193,639</b>   | <b>35,361,069</b> | <b>7,980,020</b> | <b>2,004,069</b> | <b>21,657,299</b> | <b>31,641,388</b> | <b>3,642,000</b> | <b>35,283,388</b>  | <b>77,681</b> |

NOTES

\*\* Two Year Grants



**Special Revenue Funds  
6/30/21**

| <b>Fund<br/>Number</b> | <b>Project<br/>Number</b> | <b>Fund<br/>Name</b>              | <b>Balance<br/>6/30/2020</b> | <b>FY21<br/>Revenues</b> | <b>FY21<br/>Expenses</b> | <b>FY21<br/>Encumb.</b> | <b>FY21<br/>Projections</b> | <b>Projected<br/>Balance<br/>6/30/2021</b> |
|------------------------|---------------------------|-----------------------------------|------------------------------|--------------------------|--------------------------|-------------------------|-----------------------------|--|
| 2311                   |                           | Summer School                     | 189.10                       | -                        | -                        | -                       | -                           | 189.10                                     |
| 2312                   |                           | Deaf and Hard of Hearing          | -                            | -                        | 356,705.78               | 20,221.44               | (376,927.22)                | -  |
| 2315                   |                           | Adult and Community Learning      | 444.78                       | 1,045.00                 | 3,048.01                 | -                       | (1,558.23)                  | -  |
| 2320                   |                           | Athletics                         | 16,819.48                    | -                        | -                        | -                       | -                           | 16,819.48                                  |
| 2354                   |                           | 21st Century                      | 68,638.51                    | -                        | 3,729.82                 | 10,233.04               | -                           | 54,675.65                                  |
| 5200                   |                           | MST Program Funds                 | 62,179.05                    | 340.00                   | 6,512.95                 | 11,217.93               | -                           | 44,788.17                                  |
| 7402                   | 07501                     | Civic Engagement                  | 1,250.00                     | -                        | -                        | -                       | -                           | 1,250.00                                   |
| 7402                   | 08505                     | Misc. Donations                   | 1,176.60                     | 393.75                   | -                        | -                       | -                           | 1,570.35                                   |
| 7402                   | 09500                     | Kayla Poza Memorial Fund          | 52.55                        | -                        | 52.55                    | -                       | -                           | -  |
| 7402                   | 09501                     | Math Science Partnership          | 2,000.00                     | -                        | -                        | -                       | -                           | 2,000.00                                   |
| 7402                   | 11601                     | NH PIRC                           | 552.50                       | -                        | -                        | -                       | -                           | 552.50                                     |
| 7402                   | 12602                     | Lesley University                 | 255.30                       | -                        | 255.30                   | -                       | -                           | -  |
| 7402                   | 12608                     | Dunkin Donuts                     | 554.13                       | -                        | -                        | -                       | -                           | 554.13                                     |
| 7402                   | 13601                     | Fisher Cats Reading Challenge     | 448.00                       | -                        | -                        | -                       | -                           | 448.00                                     |
| 7402                   | 13612                     | Superintendent's Search           | 250.01                       | -                        | -                        | -                       | -                           | 250.01                                     |
| 7402                   | 13614                     | Dunkin Donuts Jewett              | 452.50                       | -                        | -                        | -                       | -                           | 452.50                                     |
| 7402                   | 13615                     | Dunkin Donuts McLaughlin          | 116.13                       | -                        | -                        | -                       | -                           | 116.13                                     |
| 7402                   | 13616                     | High School IT VLACS              | 8,320.51                     | -                        | -                        | -                       | -                           | 8,320.51                                   |
| 7402                   | 13617                     | Greater Manchester Comm for Educ. | 22.29                        | -                        | 22.29                    | -                       | -                           | -  |
| 7402                   | 14607                     | Peer Assistance MEA               | 9,988.81                     | -                        | -                        | -                       | -                           | 9,988.81                                   |
| 7402                   | 15601                     | Bean SAM Innovation               | 1,479.59                     | -                        | -                        | -                       | -                           | 1,479.59                                   |
| 7402                   | 15602                     | Bean STEAM Ahead in NH            | 1,158.09                     | -                        | -                        | -                       | -                           | 1,158.09                                   |
| 7402                   | 15604                     | STEAM WHS                         | 14,431.81                    | -                        | -                        | -                       | -                           | 14,431.81                                  |
| 7402                   | 15605                     | BOSCH Project Lead the Way STEAM  | 260.31                       | -                        | -                        | -                       | -                           | 260.31                                     |
| 7402                   | 15607                     | NH Charitable STEAM               | 12,500.00                    | -                        | -                        | -                       | -                           | 12,500.00                                  |
| 7402                   | 15609                     | Great School Ptnrshp Next Gen.    | 750.54                       | -                        | -                        | -                       | -                           | 750.54                                     |
| 7402                   | 15611                     | MST Great NH Restaurants          | 4,956.35                     | -                        | 2,762.64                 | -                       | -                           | 2,193.71                                   |
| 7402                   | 15614                     | Lesley University                 | 17.72                        | -                        | 17.72                    | -                       | -                           | -  |
| 7402                   | 15615                     | The NEA Foundation HGF            | 3.04                         | -                        | -                        | -                       | -                           | 3.04                                       |
| 7402                   | 15616                     | Doug Flutie Foundation for Autism | 133.60                       | -                        | -                        | -                       | -                           | 133.60                                     |
| 7402                   | 15617                     | HGF PTO                           | 371.51                       | -                        | -                        | -                       | -                           | 371.51                                     |
| 7402                   | 15618                     | Bush Foundation                   | 318.08                       | -                        | -                        | -                       | -                           | 318.08                                     |
| 7402                   | 15619                     | STEAM Scholarships                | 28,788.00                    | -                        | 1,332.00                 | -                       | -                           | 27,456.00                                  |
| 7402                   | 16606                     | Webster PTO                       | 70.56                        | -                        | -                        | -                       | -                           | 70.56                                      |
| 7402                   | 16608                     | I Am College Bound Drive          | 2,537.00                     | -                        | -                        | -                       | -                           | 2,537.00                                   |
| 7402                   | 16609                     | Lowes Grant - MST                 | 700.01                       | -                        | -                        | -                       | -                           | 700.01                                     |
| 7402                   | 16610                     | Advertising                       | 4,709.50                     | -                        | -                        | -                       | -                           | 4,709.50                                   |
| 7402                   | 16611                     | Bean Foundation - ELO Stipend     | 3,289.95                     | -                        | 594.10                   | -                       | -                           | 2,695.85                                   |
| 7402                   | 16612                     | Opiod Curriculum                  | 921.41                       | -                        | -                        | -                       | -                           | 921.41                                     |
| 7402                   | 16613                     | DCU Adult Ed                      | 7,742.45                     | -                        | -                        | -                       | -                           | 7,742.45                                   |
| 7402                   | 16614                     | National College Access Network   | 1,000.79                     | -                        | -                        | -                       | -                           | 1,000.79                                   |

**Special Revenue Funds  
6/30/21**

| Fund Number | Project Number | Fund Name                         | Balance<br>6/30/2020 | FY21<br>Revenues  | FY21<br>Expenses  | FY21<br>Encumb.   | FY21<br>Projections | Balance<br>6/30/2021 |
|-------------|----------------|-----------------------------------|----------------------|-------------------|-------------------|-------------------|---------------------|----------------------|
| 7402        | 16616          | Parker Varney Café Services       | 452.96               | -                 | -                 | -                 | -                   | 452.96               |
| 7402        | 17603          | First Jr Steam Ahead Program      | 4,897.13             | -                 | -                 | -                 | -                   | 4,897.13             |
| 7402        | 17604          | MST- Grainger Foundation          | 201.59               | -                 | -                 | 201.59            | -                   | -                    |
| 7402        | 17611          | Estate of D. Patryn CHS           | 3,197.42             | -                 | -                 | -                 | -                   | 3,197.42             |
| 7402        | 17612          | Webster Library Cogswell          | 4.75                 | -                 | -                 | -                 | -                   | 4.75                 |
| 7402        | 18602          | Booked for Summer                 | 1,770.51             | -                 | -                 | -                 | -                   | 1,770.51             |
| 7402        | 18605          | MST Bus Sale Revenue              | 450.00               | -                 | -                 | -                 | -                   | 450.00               |
| 7402        | 18606          | Nellie Mae Ed Foundation          | 27,325.36            | -                 | 24,676.98         | 2,648.38          | -                   | 0.00                 |
| 7402        | 18607          | HUSSC Award                       | 3,500.00             | -                 | -                 | -                 | -                   | 3,500.00             |
| 7402        | 18609          | Bean Foundation - Webster-Hamlin  | 4.53                 | -                 | -                 | -                 | -                   | 4.53                 |
| 7402        | 18610          | Bean Foundation - Webster-Tech    | 750.00               | -                 | -                 | -                 | -                   | 750.00               |
| 7402        | 18611          | Bean Foundation - Webster - Music | 58.50                | -                 | -                 | -                 | -                   | 58.50                |
| 7402        | 18612          | Dunkin Donuts - Weston            | 1,772.31             | -                 | 999.00            | 749.00            | -                   | 24.31                |
| 7402        | 18613          | Barr Foundation                   | 150,000.00           | -                 | -                 | -                 | -                   | 150,000.00           |
| 7402        | 19601          | NH Learning Initiative ALP        | 1,509.01             | -                 | -                 | -                 | -                   | 1,509.01             |
| 7402        | 19603          | MST Newsletter                    | 276.22               | -                 | -                 | -                 | -                   | 276.22               |
| 7402        | 19604          | Parkside Food Pantry              | 4,361.65             | -                 | -                 | -                 | -                   | 4,361.65             |
| 7402        | 19606          | Buck Institute                    | 72,940.32            | -                 | 13,071.74         | 1,563.02          | -                   | 58,305.56            |
| 7402        | 19607          | Student Assistance Program        | -                    | -                 | 34,935.52         | -                 | (34,935.52)         | -                    |
| 7402        | 19608          | NH Charitable - Music Program     | 76,400.00            | -                 | 9,101.97          | 55,633.32         | -                   | 11,664.71            |
| 7402        | 19615          | Bean Foundation - HGF             | 92.23                | -                 | -                 | -                 | -                   | 92.23                |
| 7402        | 19618          | Bean Foundation - Hillside        | 27.01                | -                 | -                 | -                 | -                   | 27.01                |
| 7402        | 19625          | Bean Foundation - McLaughlin      | 71.10                | -                 | -                 | -                 | -                   | 71.10                |
| 7402        | 20601          | Bean Foundation - Hillside        | 171.98               | -                 | -                 | -                 | -                   | 171.98               |
| 7402        | 20603          | Bean Foundation - Hillside        | 83.94                | -                 | -                 | -                 | -                   | 83.94                |
| 7402        | 20604          | Bean Foundation - Parker Varney   | 5.72                 | -                 | -                 | -                 | -                   | 5.72                 |
| 7402        | 20606          | Bean Foundation - Bakersville     | 154.03               | -                 | -                 | -                 | -                   | 154.03               |
| 7402        | 20607          | Nellie Mae Ed Foundation FY20     | 74,369.52            | -                 | 18,649.35         | -                 | -                   | 55,720.17            |
| 7402        | 20608          | Bean Foundation - Jewett          | 425.00               | -                 | 184.11            | 133.60            | -                   | 107.29               |
| 7402        | 20609          | Bean Foundation - Northwest       | 555.00               | -                 | 555.00            | -                 | -                   | -                    |
| 7402        | 20610          | Bean Foundation - Central         | 660.22               | -                 | 111.93            | -                 | -                   | 548.29               |
| 7402        | 20615          | Donation in Memory of R Grano     | 100.00               | -                 | -                 | -                 | -                   | 100.00               |
| 7402        | 21601          | Bean Foundation Parker Varney     | -                    | 575.00            | -                 | -                 | -                   | 575.00               |
| 7402        | 21602          | Bean Foundation Comcast           | -                    | 9,000.00          | -                 | -                 | -                   | 9,000.00             |
| 7402        | 21603          | Anonymous Donation                | -                    | 100,000.00        | -                 | 100,000.00        | -                   | -                    |
| 7402        | 21604          | Bean Foundation Southside         | -                    | 1,310.00          | -                 | 1,310.00          | -                   | -                    |
| 7403        |                | Fruit and Veggie Program          | -                    | -                 | -                 | -                 | -                   | -                    |
| 7410        |                | MUSAC                             | 3,842.97             | -                 | 640.50            | 738.50            | -                   | 2,463.97             |
| 7451        |                | Reduce the Risk Memorial          | 98.44                | -                 | 98.44             | -                 | -                   | -                    |
|             |                |                                   | <b>690,379.98</b>    | <b>112,663.75</b> | <b>478,057.70</b> | <b>204,649.82</b> | <b>(413,420.97)</b> | <b>533,757.18</b>    |

**MANCHESTER SCHOOL DISTRICT  
EXPENDABLE TRUST FUNDS**

|                       | <b>FY19<br/>Balance</b> | <b>Revised 1/12/2021</b> |                 |                   | <b>FY20<br/>Balance</b> | <b>FY21<br/>Balance</b> | <b>FY21<br/>Transfers</b> | <b>FY21<br/>Balance</b> |
|-----------------------|-------------------------|--------------------------|-----------------|-------------------|-------------------------|-------------------------|---------------------------|-------------------------|
|                       |                         | <b>Transfers</b>         | <b>Interest</b> | <b>Balance</b>    |                         |                         |                           |                         |
| Health Care           | 883,232                 | 4,068,806                | 19,912          | 4,971,950         | 4,971,950               | 1,500,000               |                           | 6,471,950               |
| Special Education     | 428,472                 | 2,876,488                | 23,183          | 3,328,143         | 3,328,143               | (2,067,421)             |                           | 1,260,722               |
| Maintenance & Repairs | 215,515                 | 18,315                   | 8,944           | 242,774           | 242,774                 |                         |                           | 242,774                 |
| Capital Projects      | 5,034                   | -                        | 66              | 5,100             | 5,100                   |                         |                           | 5,100                   |
| Athletics             | 28,578                  | 132,771                  | 1,087           | 162,436           | 162,436                 |                         |                           | 162,436                 |
| Teaching & Learning   | -                       | 5,889,733                | -               | 5,889,733         | 5,889,733               |                         |                           | 5,889,733               |
|                       | <u>1,560,832</u>        | <u>12,986,113</u>        | <u>53,192</u>   | <u>14,600,137</u> | <u>14,600,137</u>       | <u>(567,421)</u>        |                           | <u>14,032,716</u>       |

TO: Board of School Committee

FROM: Committee on Finance and Facilities  
Committee Members Beaudry, Porter, Soule, Shea and Beaulieu

DATE: January 25, 2021

RE: Treasurer's Report by Freda Hawkinson

At the January 12, 2021, Committee on Finance and Facilities meeting, it was moved to accept the Treasurer's Report as presented and forward this item to the Board of School Committee for approval.

Committee Members Beaudry, Porter, Soule, Shea and Beaulieu were in favor.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

**MANCHESTER SCHOOL DISTRICT**

TITLE Treasurer's Report

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 12, 2021

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

SIGNATURE REQUIRED \_\_\_\_\_ ORIGINAL ATTACHED \_\_\_\_\_

**BACKGROUND:**

Freda Hawkinson will be present at the meeting to review the Treasurer's Report.

See information attached.

**FISCAL IMPLICATIONS:**

N/A

(Fiscal verification: \_\_\_\_\_)

**RECOMMENDATION:**

That the Committee on Finance & Facilities moves to approve the Treasurer's Report and forward this item to the Board of School Committee for approval.

Presented by:



Freda Hawkinson  
Treasurer

Prepared by:



Freda Hawkinson  
Treasurer

Approval:



John Goldhardt, Ed.D.  
Superintendent of Schools

Approval:



Arthur J. Beaudry, Chair  
Finance & Facilities Committee

| <b>Manchester School District</b><br><b>Treasurer's cash projection</b><br><b>For the fiscal year ending June 30, 2021</b> |                       |                       |                       |                       |                       |                       |                       |
|--|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|
|  | July 2020             | August 2020           | September 2020        | October 2020          | November 2020         | December 2020         | January 2021          |
| Beginning balance  | \$5,262,795.60        | \$1,768,066.49        | \$3,376,726.03        | \$7,163,799.14        | \$3,439,091.17        | \$2,340,461.36        | \$1,172,312.31        |
| <b>Cash receipts</b>   |                       |                       |                       |                       |                       |                       |                       |
| Adequacy grant   |                       |                       | 11,339,056.80         |                       | 12,256,197.20         |                       |                       |
| Taxes  | 25,637,233.00         |                       | 25,637,233.00         |                       |                       |                       |                       |
| Kindergarten   |                       |                       |                       |                       |                       |                       |                       |
| Tuition  |                       |                       |                       |                       |                       | 876,593.82            |                       |
| Term investments   | 3,000,000.00          | 11,000,000.00         |                       | 11,000,000.00         |                       | 10,000,000.00         |                       |
| Special Education Aid  |                       |                       |                       | 234,181.39            |                       | 1,378,925.00          | 1,789,253.51          |
| Building aid   |                       |                       |                       | 1,465,355.96          |                       |                       |                       |
| Vocational   |                       |                       |                       |                       | 2,565,000.00          |                       |                       |
| impact fees  |                       |                       |                       |                       |                       |                       |                       |
| Reimbursement for COVID expenses   |                       |                       |                       |                       |                       | 1,736,496.29          |                       |
| Grant reimbursements   | 1,923,614.55          | 2,151,141.72          | 1,005,795.49          | 502,591.46            | 1,295,542.52          | 387,354.69            |                       |
| Other (SFNS, Medicaid etc.)  | 931,343.90            | 1,501,695.27          | 2,812,830.06          | 1,713,988.58          | 2,260,306.43          | 563,190.24            | 17,938,739.54         |
| <b>Total cash receipts</b>   | <b>31,492,191.45</b>  | <b>14,652,836.99</b>  | <b>40,794,915.35</b>  | <b>14,916,117.39</b>  | <b>18,377,046.15</b>  | <b>14,942,560.04</b>  | <b>19,727,993.05</b>  |
| <b>Disbursements</b>   |                       |                       |                       |                       |                       |                       |                       |
| Payroll  | 9,873,129.52          | 5,984,154.96          | 4,772,425.15          | 10,971,932.73         | 10,239,564.79         | 7,775,178.85          | 7,695,963.46          |
| City services/transfer to City   |                       | 1,602,795.04          | 39,829.48             | 1,179,691.51          | 52,413.63             | 764,415.58            | 833,767.33            |
| Transfer to City for trust funds   |                       |                       |                       |                       |                       |                       |                       |
| Bond payment   | 449,603.26            |                       |                       | 83,880.63             | 1,611,309.72          | 764,415.58            |                       |
| Term investments   |                       |                       | 25,000,000.00         |                       |                       |                       | 5,000,000.00          |
| Disbursements  | 24,664,187.78         | 5,457,227.45          | 7,195,587.61          | 6,405,320.49          | 7,572,387.82          | 6,806,699.08          | 6,158,339.24          |
| <b>Total disbursements</b>   | <b>34,986,920.56</b>  | <b>13,044,177.45</b>  | <b>37,007,842.24</b>  | <b>18,640,825.36</b>  | <b>19,475,675.96</b>  | <b>16,110,709.09</b>  | <b>19,688,070.03</b>  |
| <b>Cash balance per Treasures cashbook</b>   | <b>\$1,768,066.49</b> | <b>\$3,376,726.03</b> | <b>\$7,163,799.14</b> | <b>\$3,439,091.17</b> | <b>\$2,340,461.36</b> | <b>\$1,172,312.31</b> | <b>\$1,212,235.33</b> |
| <b>Balance per bank statement</b>  | <b>2,452,262.98</b>   | <b>3,735,636.24</b>   | <b>7,909,439.80</b>   | <b>4,045,175.49</b>   | <b>\$5,174,978.49</b> |                       |                       |
| <b>Invested amounts</b>  |                       |                       |                       |                       |                       |                       |                       |
| 15 or more days  | 24,100,000.00         | 13,100,000.00         | 38,100,000.00         | 32,194,000.00         | 29,194,000.00         | 13,194,000.00         | 18,194,000.00         |
| <b>Total cash balance</b>  | <b>28,320,329.47</b>  | <b>20,212,362.27</b>  | <b>53,173,238.94</b>  | <b>39,678,266.66</b>  | <b>36,709,439.85</b>  | <b>14,366,312.31</b>  | <b>19,406,235.33</b>  |

|  |                       |                       |                      |                      |                      |
|--|-----------------------|-----------------------|----------------------|----------------------|----------------------|
| <b>Manchester School District</b><br><b>Treasurer's cash projection</b><br><b>For the fiscal year ending June 30, 2021</b> |                       |                       |                      |                      |                      |
|  |                       |                       |                      |                      |                      |
|  |                       |                       |                      |                      |                      |
|  | <b>February 2021</b>  | <b>March 2021</b>     | <b>April 2021</b>    | <b>May 2021</b>      | <b>June 2021</b>     |
| Beginning balance  | \$1,212,235.33        | \$1,482,595.55        | \$1,747,122.44       | \$566,867.82         | \$546,739.16         |
| <b>Cash receipts</b>   |                       |                       |                      |                      |                      |
| Adequacy grant   |                       |                       | 18,384,295.80        |                      |                      |
| Taxes  | 25,637,233.00         | 25,637,233.00         |                      |                      |                      |
| Kindergarten   |                       |                       |                      |                      |                      |
| Tuition  |                       |                       |                      |                      | 1,126,395.00         |
| Term investments   |                       |                       | 1,000,000.00         | 21,000,000.00        | 13,000,000.00        |
| Special Education Aid  |                       |                       | 1,378,925.00         |                      |                      |
| Building aid   |                       |                       | 1,604,524.78         |                      |                      |
| Vocational   |                       |                       | 708,365.00           |                      |                      |
| impact fees  |                       |                       |                      |                      |                      |
| Reimbursement for COVID expenses   |                       |                       |                      |                      |                      |
| Grant reimbursements   |                       |                       |                      |                      |                      |
| Other (SFNS, Medicaid etc.)  | 1,321,197.25          | 1,315,363.92          | 1,421,289.64         | 1,315,363.92         | 1,337,863.92         |
| <b>Total cash receipts</b>   | <b>26,958,430.25</b>  | <b>26,952,596.92</b>  | <b>24,497,400.22</b> | <b>22,315,363.92</b> | <b>15,464,258.92</b> |
| <b>Disbursements</b>   |                       |                       |                      |                      |                      |
| Payroll  | 7,695,963.46          | 7,695,963.46          | 7,695,963.46         | 7,695,963.46         | 7,695,963.46         |
| City services/transfer to City   | 833,767.33            | 833,767.33            | 833,767.33           | 833,767.33           | 833,767.33           |
| Transfer to City for trust funds   |                       |                       |                      |                      |                      |
| Bond payment   |                       |                       |                      | 7,201,541.92         |                      |
| Term investments   | 12,000,000.00         | 12,000,000.00         |                      |                      |                      |
| Disbursements  | 6,158,339.24          | 6,158,339.24          | 17,147,924.05        | 6,604,219.87         | 6,994,026.73         |
| <b>Total disbursements</b>   | <b>26,688,070.03</b>  | <b>26,688,070.03</b>  | <b>25,677,654.84</b> | <b>22,335,492.58</b> | <b>15,523,757.52</b> |
| <b>Cash balance per Treasures cashbook</b>   | <b>\$1,482,595.55</b> | <b>\$1,747,122.44</b> | <b>\$566,867.82</b>  | <b>\$546,739.16</b>  | <b>\$487,240.56</b>  |
| <b>Balance per bank statement</b>  |                       |                       |                      |                      |                      |
| <b>Invested amounts</b>  |                       |                       |                      |                      |                      |
| 15 or more days  | 30,194,000.00         | 42,194,000.00         | 50,194,000.00        | 29,194,000.00        | 16,194,000.00        |
| <b>Total cash balance</b>  | <b>31,676,595.55</b>  | <b>43,941,122.44</b>  | <b>50,760,867.82</b> | <b>29,740,739.16</b> | <b>16,681,240.56</b> |

**Manchester School District**  
**Actual interest earned and estimated**  
**Fiscal year 2021**

|                | <b>Actual<br/>Interest<br/>on term<br/>investments</b> | <b>Estimated<br/>Interest<br/>on term<br/>investments</b> | <b>Projected<br/>Interest<br/>Rate<br/>Used</b> | <b>Actual<br/>Interest<br/>Rate</b> |
|----------------|--|---|---|-------------------------------------|
| July 2020      | \$8,781.83   |   |   | 0.22%                               |
| August 2020    | 2,996.63   | 2,100.00  | 0.15%   | 0.14%                               |
| September 2020 | 4,191.14   | 4,000.00  | 0.15%   | 0.14%                               |
| October 2020   | 2,631.99   | 3,600.00  | 0.14%   |                                     |
| November 2020  | 178.30   | 2,000.00  | 0.08%   |                                     |
| December 2020  |  | 790.00  | 0.05%   |                                     |
| January 2021   |  | 0.00  | 0.00%   |                                     |
| February 2021  |  | 0.00  | 0.00%   |                                     |
| March 2021     |  | 0.00  | 0.00%   |                                     |
| April 2021     |  | 0.00  | 0.00%   |                                     |
| May 2021       |  | 0.00  | 0.00%   |                                     |
| June 2021      |  | 0.00  | 0.00%   |                                     |
|                | <hr/>  | <hr/>   |   |                                     |
|                | \$18,779.89  | \$12,490.00   |   |                                     |



**Manchester School District**  
**Schedule of requests for tax collections from City for fiscal year 2021**

|  |                              |          |
|--|------------------------------|----------|
| July 2, 2020                           | 25,637,233.00                | received |
| September 1, 2020                      | 25,637,233.00                | received |
| February 1, 2021                       | 25,637,233.00                |          |
| March 1, 2021                          | <u>25,637,233.00</u>         |          |
| Total to be raised from property taxes | <u><u>102,548,932.00</u></u> |          |

TO: Board of School Committee

FROM: Committee on Finance and Facilities  
Committee Members Beaudry, Porter, Soule, Shea and Beaulieu

DATE: January 25, 2021

RE: City Services Invoices by Karen DeFrancis, Chief Financial Officer  
(\$2,125,493.67)

At the January 12, 2021, Committee on Finance and Facilities meeting, it was moved to approve the City Services invoices in the amount of \$2,125,493.67 and forward this item to the Board of School Committee for approval.

Committee Members Beaudry, Porter, Soule, Shea and Beaulieu were in favor.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

## MANCHESTER SCHOOL DISTRICT

TITLE City Service Invoices

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 12, 2021

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

SIGNATURE REQUIRED \_\_\_\_\_ ORIGINAL ATTACHED \_\_\_\_\_

### BACKGROUND:

Karen DeFrancis will be present at the meeting to review the city service invoices as of this date which are shown on the attached spreadsheet.

### FISCAL IMPLICATIONS:

\$2,125,493.67

(Fiscal verification: KD)

### RECOMMENDATION:

The Committee on Finance & Facilities moves to approve these City Service Invoices and forward this item to the Board of School Committee for approval.

Presented by:

Karen DeFrancis

Karen DeFrancis  
Chief Financial Officer

Prepared by:

Karen DeFrancis

Karen DeFrancis  
Chief Financial Officer

Approval:

John Goldhardt

John Goldhardt, Ed.D.  
Superintendent of Schools

Approval:

Arthur J. Beaudry

Arthur J. Beaudry, Chair  
Finance & Facilities Committee

**CITY SERVICES SPREADSHEET - January 12, 2021**

| DEPARTMENT               | DESCRIPTION   | INVOICE # | AMOUNT                        |
|--------------------------|---|-----------|-------------------------------|
| City Solicitor           | CGL & Worker's Compensation Insurance-2020              | 1053266   | \$ 137,138.00                 |
| Facilities Department    | Custodial & Grounds Maintenance (10/1/20 thru 12/31/20) | 1054396   | \$ 1,477,308.82               |
| Finance Department       | Administration Fee-BNY Revenue Bonds                    | 1053281   | \$ 2,750.00                   |
| Fire Department          | Fire Alarm User & Assembly Permit Fees                  | 1053304   | \$ 15,160.00                  |
| Health Department        | School Nurses (November 2020)                           | 1052742   | \$ 193,790.86                 |
| Health Department        | School Nurses (December 2020)                           | 1054068   | \$ 241,999.13                 |
| Parks & Recreation       | Beech Street Electric-(November 2020)                   | 1053282   | \$ 3,201.96                   |
| Parks & Recreation       | School Grounds Maintenance (November 2020)              | 1053098   | \$ 246.02                     |
| Parks & Recreation       | Athletic Maintenance Charges (November 2020)            | 1053097   | \$ 3,719.82                   |
| Police Department        | Chargeback-Resource Officers (November 2020)            | 1053275   | \$ 50,179.06                  |
| <b>Total Amount Due:</b> |   |           | <b><u>\$ 2,125,493.67</u></b> |

TO: Board of School Committee

FROM: Committee on Finance and Facilities  
Committee Members Beaudry, Porter, Soule, Shea and Beaulieu

DATE: January 25, 2021

RE: Manifest of Authorized Expenditures by Karen DeFrancis (\$13,996,695.75)

At the January 12, 2021, Committee on Finance and Facilities meeting, it was moved to approve the Manifest of Authorized Expenditures in the amount of \$13,996,695.75, and forward this item to the Board of School Committee for approval.

Committee Members Beaudry, Porter, Soule, Shea and Beaulieu were in favor.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

**MANCHESTER SCHOOL DISTRICT**

TITLE Manifest of Authorized Expenditures

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 12, 2021

ACTION X CONSENT        INFORMATION       

SIGNATURE REQUIRED        ORIGINAL ATTACHED       

**BACKGROUND:**

Karen DeFrancis will be present at the meeting to review the Manifest of Authorized Expenditures.

See information attached.

**FISCAL IMPLICATIONS:**

\$ 13,996,695.75

(Fiscal verification: AD)

**RECOMMENDATION:**

That the Committee on Finance & Facilities moves to approve the Manifest of Authorized Expenditures and forward this item to the Board of School Committee for approval.

Presented by:



Karen DeFrancis  
Chief Financial Officer

Prepared by:



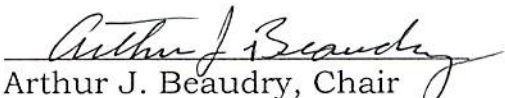
Karen DeFrancis  
Chief Financial Officer

Approval:



John Goldhardt, Ed.D.  
Superintendent of Schools

Approval:



Arthur J. Beaudry, Chair  
Finance & Facilities Committee

**WARRANT LOG  
DECEMBER, 2020**

| <u>Warrant</u>                | <u>Date</u> | <u>Check Number</u> | <u>Amount</u>           |
|-------------------------------|-------------|---------------------|-------------------------|
| 112320                        | 11/30/20    | 79498-79503         | 87,415.62               |
| 112320                        | 11/30/20    | ACH Funds Transfer  | 570,596.17              |
| 113020                        | 12/04/20    | 79504-79533         | 69,604.68               |
| 113020                        | 12/04/20    | ACH Funds Transfer  | 427,401.09              |
| 120720                        | 12/11/20    | 79534-79540         | 26,163.79               |
| 120720                        | 12/11/20    | ACH Funds Transfer  | 1,996,619.78            |
| 121720GF                      | 12/16/20    | 79541-79652         | 1,806,148.86            |
| 121720GF                      | 12/16/20    | ACH Funds Transfer  | 763,127.87              |
| 121720FF                      | 12/18/20    | 79653-79697         | 279,473.87              |
| 121720FF                      | 12/18/20    | ACH Funds Transfer  | 23,124.71               |
| 121720SF                      | 12/18/20    | 79698-79718         | 64,989.00               |
| 121720SF                      | 12/18/20    | ACH Funds Transfer  | 18,278.37               |
| <b>Total Accounts Payable</b> |             |                     | <b>\$ 6,132,943.81</b>  |
| <b>December Payroll</b>       |             |                     | <b>7,863,751.94</b>     |
| <b>Grand Total</b>            |             |                     | <b>\$ 13,996,695.75</b> |

TO: Board of School Committee

FROM: Committee on Finance and Facilities  
Committee Members Beaudry, Porter, Soule, Shea and Beaulieu

DATE: January 25, 2021

RE: Update on Bequest from the Bruce I. Coggin's Trust for the Coggin's Manchester,  
New Hampshire Central High School Scholarship by Karen DeFrancis, Chief  
Financial Officer (\$135.41)

At the January 12, 2021, Committee on Finance and Facilities meeting, it was moved to approve the additional funds received from the Bruce I. Coggin's Trust for the Coggin's Manchester, New Hampshire Central High School Scholarship Fund and transfer the funds to the Trustee of the Trust Funds for the City of Manchester and forward this item to the Board of School Committee for approval.

Committee Members Beaudry, Porter, Soule, Shea and Beaulieu were in favor.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee



## MANCHESTER SCHOOL DISTRICT

TITLE Update on Bequest from the Bruce I. Coggin's Trust for the Coggin's Manchester, New Hampshire Central High School Scholarship

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 12, 2021

ACTION X CONSENT \_\_\_\_\_ INFORMATION \_\_\_\_\_

SIGNATURE REQUIRED \_\_\_\_\_ ORIGINAL ATTACHED \_\_\_\_\_

### BACKGROUND:

The Finance Committee approved at the June 19, 2017 meeting to accept the bequest and transfer the money to the Trustee of Trust Funds for the City of Manchester from the trust established by Bruce I. Coggins for the Coggin's Manchester, New Hampshire Central High School Scholarship Fund. The Board of School Committee finalized the vote at their meeting on June 26, 2017.

This additional distribution represents funds the estate received by the Massachusetts State Treasury, which was abandon property of Mr. Coggins, recently discovered and claimed by the estate.

### FISCAL IMPLICATIONS:

\$135.41

(Fiscal verification: KD)


### RECOMMENDATION:

The Committee on Finance & Facilities moves to approve the additional funds received from the Bruce I. Coggin's Trust for the Coggin's Manchester, New Hampshire Central High School Scholarship Fund and transfer the funds to the Trustee of Trust Fund for the City of Manchester and forward this item to the Board of School Committee for approval.


Presented by:

  
Karen DeFrancis  
Chief Financial Officer

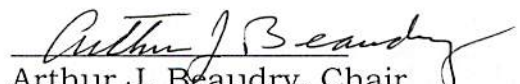
Prepared by:

  
Karen DeFrancis  
Chief Financial Officer

Approval:

  
John Goldhardt, Ed.D.  
Superintendent of Schools

Approval:

  
Arthur J. Beaudry, Chair  
Finance & Facilities Committee

November 23, 2020

**VIA CERTIFIED MAIL [7015 3010 0001 2420 6622]  
RETURN RECEIPT REQUESTED [9590 9402 6118 0209 9224 84]**

Karen DeFrancis  
Chief Financial Officer  
Manchester School District  
20 Hecker Street  
Manchester, NH 03102

Re: Estate of Bruce Coggins  
The Coggins Manchester, New Hampshire, Central High School  
Scholarship Fund

---

Dear Ms. DeFrancis,

Enclosed please find a check in the amount of \$135.41 from the estate of Bruce Coggins, which is a distribution to The Coggins Manchester, New Hampshire, Central High School Scholarship Fund. The estate received these funds from the Massachusetts State Treasury, which was abandoned property of Mr. Coggins, recently discovered and claimed by the estate. A check for the same amount was sent to The Coggins Manchester, New Hampshire, YMCA Scholarship Fund pursuant to Mr. Coggins' Will.

If you have any questions, please do not hesitate to contact me or Attorney Melissa Langa.

Best regards,

*Jennifer Orlando*

Jennifer Orlando

Paralegal

*orlando@bovelanga.com*

Enclosure

cc: Virginia Karvelas (*letter only*)  
Melissa Langa, Esq.

BOVE & LANGA PC  
IOLTA ACCOUNT  
TEN TREMONT STREET STE. 600  
BOSTON, MA 02108  
617-720-6040

FIRST REPUBLIC BANK  
160 FEDERAL STREET FLOOR 8  
BOSTON, MA 02110

2090

11-8166/3210

CHECK 66  
MICROFILM PROTECTION

11/23/2020

PAY TO THE ORDER OF Manchester School District

\$\*\*135.41

One Hundred Thirty-Five and 41/100\*\*\*\*\*

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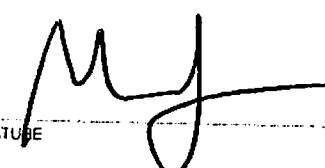
Manchester School District

MEMO

The Coggins Manchester NH Central High Scholarsh

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Manchester School District  
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TO: Board of School Committee

FROM: Committee on Finance and Facilities  
Committee Members Beaudry, Porter, Soule, Shea and Beaulieu

DATE: January 25, 2021

RE: Motion from Finance Committee on IRS Matter

At the January 12, 2021, Committee on Finance and Facilities meeting, it was moved to give our Attorney, Power of Attorney, regarding the IRS matter, if needed, and forward this item to the full Board of School Committee for approval.

Committee Members Beaudry, Porter, Soule, Shea and Beaulieu were in favor.

Respectfully submitted,

A handwritten signature in blue ink that reads "Angela Carey". The signature is written in a cursive, flowing style.

Angela Carey

Clerk of the Board of School Committee

TO: Board of School Committee

FROM: Committee on Policy  
Committee Members O’Connell, Want, Beaulieu, Goldhardt and Heath

DATE: January 25, 2021

RE: A resolution that this Committee communicate with our Congressional Delegation to request the incoming administration to initiate two immediate actions – by Committee Chair Jim O’Connell

- a. To adequately fund special education resulting in the elimination of an existing unfunded mandate; and,
- b. To initiate and fund a National Program of school building and infrastructure development as part of any proposed federal infrastructure project

At the January 12, 2021, Special Committee on Education Legislation meeting, it was moved to communicate with our Congressional delegation to request the incoming administration to initiate two immediate actions, being to adequately fund special education resulting in the elimination of an existing unfunded mandate and to initiate and fund a national program of school building and infrastructure development as part of any proposed federal infrastructure project and forward this item to the full Board for approval.

Committee Members O’Connell, Want, Beaulieu and Heath were in favor. Dr. Goldhardt was muted at the time of the vote.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee



01/25/2021

Senator Shaheen  
Senator Hassan  
Representative Kuster  
Representative Pappas

Dear Senator/Representative,

The Board of School Committee of Manchester seeks your support and advocacy for badly needed initiatives by the Department of Education under the new administration. We ask you to encourage the newly nominated Secretary of Education, Mr. Miguel Cardona to look at two specific areas.

### **Special Education**

The first is the funding of Special Education. There is wide disparity across the states in the delivery of services to students with special needs. The original federal intent was to fund special education at 40% of cost. No congress has yet met that promised number. The current funding level is 17%. We ask the Biden Administration, through your offices and with your support, to fully fund Special Education to the 40% level as originally promised.

### **School Building Infrastructure**

There is much discussion and expectation about a proposed major infrastructure initiative in the early days of this 117<sup>th</sup> Congress. We encourage you to include K through 12 grade school facilities in any such infrastructure funding. There is widespread acknowledgement that the highway, bridges, rail, water and sewage systems in the United States need major investment. What is just as necessary and less recognized is the need for school building renewal and replacement. Investment in this area will deliver economic, social and educational benefits to communities across the country.

In the state of New Hampshire, Manchester represents the largest populations of students in poverty, student homelessness, students with special needs and minority and immigrant students. The average age of our twenty-two schools is 70 years. We have a backlog of deferred maintenance of \$100+ million and many of our schools are decades past their end of life. Without any state support for school building, there is no realistic possibility that the property taxpayers of Manchester can deliver new and appropriate buildings for its students.

Support of these two programs will deliver fiscally, educationally and socially long-term benefits. We encourage you to follow them to successful passage and adoption.

Thank you for your service to our state and to the United States.

Sincerely,

Manchester Board of School Committee

| Timestamp          | School                 | How many 4th graders<br>failed at least one class? | How many total F's (or N ,<br>equivalent) were given in<br>4th grade? | How many 5th graders<br>failed at least one class? | How many total F's (or N ,<br>equivalent) were given in<br>5th grade? |
|--------------------|------------------------|--|---|--|---|
| 1/15/2021 11:35:35 | Bakersville            | 0  | 0   | 0  | 0   |
|                    | Beech                  | 0  | 0   | 0  | 0   |
| 1/15/2021 12:01:28 | Gossler Park           | 1  | 8   | NA   | NA  |
| 1/15/2021 10:33:57 | Green Acres            | 0  | 10  | 0  | 0   |
| 1/16/2021 16:32:56 | Hallsville             | 1  | 1   | 0  | 0   |
| 1/16/2021 12:02:20 | Highland-Goffe's Falls | 0  | 1   | 0  | 0   |
| 1/15/2021 9:41:41  | Jewett                 | 0  | 0   | 0  | 0   |
| 1/15/2021 15:26:58 | McDonough              | 0  | 0   | 0  | 0   |
| 1/15/2021 8:50:24  | Parker Varney          | 0  | 0   | NA   | NA  |
| 1/15/2021 11:10:29 | Smyth                  | 0  | 0   | 0  | 0   |
| 1/15/2021 10:48:32 | Webster                | 1  | 2   | 0  | 0   |
| 1/15/2021 17:38:38 | Weston                 | 0  | 0   | 0  | 0   |
| 1/15/2021 12:48:56 | Wilson                 | 0  | 0   | 0  | 0   |
| 1/19/2021 8:58:30  | Northwest              | 0  | 0   | NA   | NA  |





Angela Carey &lt;acarey@mansd.org&gt;

## Board Agenda

Stephen Cross &lt;scross@mansd.org&gt;

Tue, Jan 19, 2021 at 12:31 PM

To: Angela Carey &lt;acarey@mansd.org&gt;, Amy Allen &lt;amyallen@mansd.org&gt;

Angela,

If you can't get this into the agenda, no worries. I can speak to this, but it would be better for the board to have this information in hand.

### STUDENT WIFI DISCUSSION

With the upgrade of the Manchester School Districts internet bandwidth this year, we have noticed a significant decline in overall wireless performance. There are very concrete reasons why this occurred, and solutions are in the works to correct this. Below are some of the challenges we are facing along with the corrective measures.

**1. PROBLEM:** Segregating student personal device traffic from official business lessens the load on our network, allows us to prioritize traffic intelligently, and protects us from DOS attacks originating from student devices. We currently have none of those capabilities.

**SOLUTION:** We will be putting in place a dedicated Student/Guest Wifi circuit within the next couple of months and removing students and guests from the district wifi.

#### 2.4 vs 5 ghz

**2. PROBLEM:** We continue to have to support legacy (old) equipment that is only capable of wireless on the 2.4 Ghz band. Along with being slower, it is often saturated with home wifi routers, and only has 3 distinct channels which is insufficient to guarantee that no two adjacent WAPs are broadcasting on the same channel. see: [https://en.wikipedia.org/wiki/Four\\_color\\_theorem](https://en.wikipedia.org/wiki/Four_color_theorem)

**SOLUTION:** Cease our support for the 2.4 Ghz band. This will require some planning and support from the School Board.

**3. PROBLEM:** Every SSID broadcasts its name and settings necessary for connection on an interval, for this reason minimizing the number of SSIDs minimizes the time wasted by these broadcasts. The maximum recommended number of SSID's on a network is between 3 to 7. We currently have more than 100 SSID's being broadcasted.

**Note:** (SSID is the Name of the wireless network being broadcasted.)

**SOLUTION:** ERate project: Management of Internal Broadband Systems (SSID Consolidation) RFP. This project will consolidate the # of SSID's we are using.

#### 10 Gig links.

**4. PROBLEM:** With the consolidation of the firewalls some schools have more hops required to get out to the internet, every hop sacrifices some bandwidth, the more hops the slower your internet.

**SOLUTION:** Stand up redundant links, and upgrade existing links to 10 gigs. We are working with our colleagues at the city for the first part, and ordering parts for the second.

Student Devices (Density) within the classrooms.

**5. PROBLEM:** Most of our wireless access points are described as 'entry level' by their manufacturer and were not purchased to support 1:1 environment (1 Device for every Student). This is especially true in Library's, Gyms, and Auditoriums.

**SOLUTION:** We are replacing and upgrading our wireless access points at the schools through attrition. This year we are replacing 66 access points. We have more than 1,270 access points in the district. As the access points approach end of life, we will ERate the replacement of these devices.

Thanks,

**Stephen P. Cross**

Chief Information and Cyber Security Officer

Manchester School District

20 Hecker Street

Manchester, NH 03102

Ph: (603) 624-6300 ext. 162

<http://www.mansd.org/>



Angela Carey &lt;acarey@mansd.org&gt;

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## Live stream information

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**Christine Pariseau-Telge** <cpariseautelge@mansd.org>

Wed, Jan 20, 2021 at 12:35 PM

To: Angela Carey &lt;acarey@mansd.org&gt;, Amy Allen &lt;amyallen@mansd.org&gt;

Twitch app. Free to download to watch sports at all Manchester schools.

McLaughlin account: McLaughlin\_Athletics

Parkside account: Parkside\_Athletics

Southside account: Southside\_Athletics

Hillside account: Hillside\_Athletics

Central account: Central\_Athletics

Memorial account: Memorial\_Athletics

West account: West\_Athletics

*Christine Pariseau Telge, J.D.*

Director of Athletics

Manchester School District, "Together we will"

Direct Line (603)624-6300 extension 127

# F. DISTRICT RESULTS

| Priority 1   | Ineffective                               | Developing                               | Effective                  | Highly Effective             | Rating |
|--|---|--|----------------------------|------------------------------|--------|
| <p>The BOSC passes a "Raise the Bar" high school graduation credit requirement policy with a minimum requirement of 26 credits. New requirement to begin for the Class of 2025.</p> <ul style="list-style-type: none"> <li>•All courses are de-leveled and access to high standards for all is provided by 2025</li> <li>•Incrementally increase AP course offerings and Dual Enrollment offerings</li> <li>•Develop a Board Comprehensive Counseling Policy</li> </ul>  | Shows no progress toward meeting the goal | Shows progress but did not meet the goal | Meets the established goal | Exceeds the established goal |        |
| Priority 2   | Ineffective                               | Developing                               | Effective                  | Highly Effective             | Rating |
| <p>Amplify Reading Program fully implemented in grades PK-3 by December 2021. Amplify Reading Program fully implemented in grades 4-8 by June 2022.</p> <ul style="list-style-type: none"> <li>•Pilot Amplify and provide PD beginning in January 2021.</li> <li>•Amplify fully implemented in PK-3 by September 2021</li> </ul>   | Shows no progress toward meeting the goal | Shows progress but did not meet the goal | Meets the established goal | Exceeds the established goal |        |
| Priority 3   | Ineffective                               | Developing                               | Effective                  | Highly Effective             | Rating |
| <p>As part of COVID-19 vaccine and full re-entry to school, dramatically increase engagement and collaboration to enhance both academic and social and emotional learning.</p> <ul style="list-style-type: none"> <li>•All school leaders and select teacher leaders receive 5-day Kagan training during 2020-2021.</li> <li>•All school leaders and select teacher leaders receive 2-day Kagan coaching during summer 2021</li> <li>•ALL teachers receive 5-day Kagan training during 2021-2022</li> <li>•All teachers get at least two Kagan coaching sessions from teacher leader during 2021-2022</li> <li>•All school leaders get 2-day Cooperative Meetings training during summer 2021</li> </ul> | Shows no progress toward meeting the goal | Shows progress but did not meet the goal | Meets the established goal | Exceeds the established goal |        |
| Evidence   |   |  |                            |                              |        |

*City of Berlin*      *City of Claremont*      *City of Concord*  
*City of Dover*      *City of Keene*      *City of Laconia*  
*City of Manchester*      *City of Nashua*      *City of Portsmouth*  
*City of Rochester*      *City of Somersworth*

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Commissioner Frank Edelblut  
 Department of Education  
 21 S Fruit St  
 Concord, NH 03301

Senate President Chuck Morse  
 State House Room 302  
 107 North Main Street  
 Concord NH 03301

Governor Chris Sununu  
 Office of the Governor  
 107 North Main Street  
 Concord, NH 03301

Speaker Sherman Packard  
 State House, Room 311  
 107 North Main Street  
 Concord, NH 03301

January 19, 2020

Dear Commissioner Edelblut, Governor Sununu, President Morse and Speaker Packard,

COVID-19 has put tremendous strain on school districts across the state of New Hampshire, and as districts begin the budgeting process for the next school year, there are three particular areas of concern that we as Mayors and School Board Chairs wanted to bring to your attention in the hopes that the Department of Education and the State of New Hampshire will work with our local governments to ensure that we continue to provide the students of our state with an adequate public education.

As a result of nationwide area eligibility and other waivers expanding access to the Free & Reduced Lunch program, districts across the state have been able to reimagine and expand their school nutrition programs in order to insure that all students have access to healthy meals throughout the pandemic. Unfortunately, the unintended consequences of this increased access to food have resulted in the most significant budgetary shortfall facing many school districts across New Hampshire. Enrollment by eligible families in district's Free & Reduced Lunch Programs have been significantly reduced from previous years, particularly in those communities that have implemented hybrid or remote learning. This reduction is not due to a decrease in need, but rather to an increase in accessibility of free food options and limited in-person interactions between guardians and teachers.

Using the Manchester School District as an example, prior to the COVID-19 pandemic, students in Manchester who were eligible for free lunch made up about 49.5% of total enrollment, and those eligible for reduced lunch accounted for about 7.31%. Students were in school and in order to receive free and reduced lunches, their guardians needed to complete an income eligibility form, if they were not directly certified or categorically free.

When COVID-19 forced schools to go remote, in order to ensure that students were getting adequate food and nutrition, the district made sure that every student was able to receive free school lunches, regardless of whether or not their families had filled out the necessary forms, made possible by the nationwide Area Eligibility waivers. Because of this universal access to free school meals, and because while students are learning remotely, there are fewer opportunities to communicate with parents, the Manchester School District has seen a reduction in the number of families and students who have filled out the forms to be eligible for free and reduced lunch.

As of October 31, 2020, free eligible students were 39.99% of enrollment and reduced eligible were 4.49% of enrollment, which will result in approximately a \$3.6 million funding decrease. More rural communities are also seeing decreases in enrollment in the program. As of November 20<sup>th</sup>, Berlin is facing a loss of over \$316,000 when compared to last year.

Additionally, many of our public schools are seeing an unprecedented decrease in enrollment due to COVID-19, with many parents opting to send their children to private school or to homeschool their children until public schools are able to return to fully in person education safely. As the first vaccines for this virus are being administered to teachers and child care providers between March and May in Phase 2a of the State's vaccination plan, we are hopeful that education – and in turn, enrollment numbers – will look far closer to the 2019/2020 school year, rather than the 2020/2021 school year.

Districts across the state are concerned that since adequacy aid is based on the enrollment of the previous year, if enrollment numbers increase to a pre-pandemic level, that they will be left educating a significant number of students for which they did not receive adequacy aid. For example, Nashua would see a reduction of \$1.6M in adequacy aid in the 2022FY budget if enrollment numbers increase close to pre-pandemic levels for the next school year, as districts are anticipating.

The final financial concern that our school districts are facing, while not related to COVID-19, is a result of the rate increases for State retirement contributions. This downshifting of costs from the State of New Hampshire to local municipalities and school districts will result in considerable budget shortfalls. In Rochester, the teachers rate increase of 18.1% and Employees rate increase of 25.8% means more than a \$1.02 million expenditure at a time when districts are already struggling.

Our districts have been forced to reimagine the way we educate our students during this pandemic, bringing to light clear needs for improvements to our technology infrastructure in our more rural communities, where without access to high speed broadband, students learning remotely have no way to access their education. Even after the pandemic, it is critical that all students in our state have access to high speed internet, regardless of where they live. Without it, the digital divide within education will continue to grow and harm our rural and low-income students most.

An accessible and properly funded public education is critical for the children of New Hampshire, and right now, our schools are communicating significant concerns. We hope that the Department of Education, Executive and Legislature takes into account these anticipated revenue shortfalls as they are allocating funding, particularly as it relates to COVID-19 and adequacy funding for the 2021/2022 school year.

Thank you for your consideration,

Mayor Paul Grenier, Berlin  
Board of Education Chair Louise Valliere, Berlin  
Mayor Charlene Lovett, Claremont  
Mayor Jim Bouley, Concord  
School Board President Jim Richards, Concord  
School Board Chair Frank Sprague, Claremont  
Mayor Bob Carrier, Dover  
George Hansel, Mayor of Keene  
Board of Education Chair George Downing, Keene

Mayor Andrew Hosmer, Laconia  
School Board Chair & Mayor Joyce Craig, Manchester  
Mayor Jim Donchess, Nashua  
Mayor Rick Beckstead, Portsmouth  
Mayor Caroline McCarley, Rochester  
Mayor Dana Hilliard, Somersworth  
School Board Chair Matt Hanlon, Somersworth