AGENDA

BOARD OF SCHOOL COMMITTEE
MANCHESTER SCHOOL DISTRICT SAU #37

~~**January 26, 2026**~~ **Postponed to JANUARY 27, 2026 (Tuesday)** **6:30 p.m.**
Mayor and all School Board Members **Aldermanic Chambers**
Student Member: Anthony Gammella (MMHS) **City Hall (3rd Floor)**

Music: Weston Elementary School Choir

1. Mayor Ruais calls the meeting to order.

2. Mayor Ruais calls for the Pledge of Allegiance.

McDonough Elementary School – Principal DiBenedetto

Jaiden Casado – Grade 4
Peyton Willey – Grade 4
Bella Hudson – Preschool

3. A moment of silence is observed.

4. The Clerk calls the roll.

5. **RECOGNITIONS**

PUBLIC FORUM

6. The purpose of the public forum is to give the residents of Manchester the opportunity to address the board. All people wishing to speak will have up to three (3) minutes to do so, and any comments must be directed to the chair. Any resident wishing to speak will come forward to the nearest microphone, clearly state their name and address when recognized and give their comments.

a. If there is no one else present wishing to speak, a motion is in order to take all comments under advisement and further to receive and file any written documentation presented and to table the remaining minutes for public comment to the end of the meeting for those that have not already spoken.

7. Response to Public Comment
(Note: Motions limited to sending items to Committees only.)

8. PRESENTATIONS

a. Special Education District Overview – by Ryan Roth, Assistant Superintendent of Student Services, and Aisha Weaver, Executive Director of Student Services and Wellness **1 – 5**
(Note: This item is for informational purposes only.)

9. ACTION AGENDA

10. CONSENT AGENDA (ITEMS 10 – 17)

a. Mayor Ruais 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, only one motion will be taken at the conclusion of the presentation.

b. Approval of minutes from the Board of School Committee meetings on: January 12, 2026.

c. Report(s) of the Committee on Policy, if available. **6 – 52**

1. Policy Students 106: Admission and Tuition of Non-Resident and Education Freedom Account (EFA) Students *6 – 19*
2. New Job Description for Licensed Practical Nurses (LPN) General *20 – 25*
3. Revised Director of Transportation Job Description *26 – 38*
4. School Transportation Specialist Job Description *39 – 52*

d. Report(s) of the Committee of Teaching and Learning, if available.

e. Report(s) of the Committee of Finance and Facilities, if available. **53 – 124**

1.	Treasurer's Report	*53 – 58*
2.	Grants, Gifts & Donations Report ($1,000)	*59 – 62*
3.	Request to use schools from Parks and Rec	*63 – 68*
4.	Wireless Access Point Replacement ($240,892.00)	*69 – 72*
5.	Network Switch Replacement ($224,329.00)	*73 – 75*
6.	Financial Reports	*76 – 94*
7.	City Services Invoices ($1,146,362.70)	*95 – 97*
8.	Manifest of Authorized Expenditures (December 2025) ($27,532,979.28)	*98 - 100*
9.	RFP Results-Benefits Consulting Services ($534,000.00)	*101 – 103*
10.	Contract Indemnification Language	*104 – 110*
11.	Professional Leave Requests ($23,221.65)	*111 – 115*
12.	Waiving custodian fees for Manchester Basketball League	*116 – 119*
13.	Performance Efficiency Audit by the Independent City Auditor	*120 – 124*

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

g. Report(s) of the Committee on Education Legislation, if available.

h. Report(s) of the Joint School Buildings Committee (City Committee).

i. Special Committees, if applicable:

- Report from the Special Committee on Athletics, if available.

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

COMMUNICATIONS

11. Superintendent's Communications.

a) Board Report Email Update **125 – 137**
(Note: This item is for informational purposes only and no action is required.)

b) Superintendent Updates
1. Graduation Date Reminder – Saturday, June 13, 2026
2. SAT Update

12. Board of School Committee Members' Communications.

a. Job Openings List **138**
(Note: This item is for informational purposes only and no action is required. This document is a dynamic document that was current as of September 3, 2025 and changes from day-to-day.)

b. Reminders: Budget Meetings for the Month of February

1. Wednesday, February 11, 2026 – Finance and Facilities Meeting – All Board members should plan to attend this meeting, as the discussion on the budget will take place.

2. Wednesday, February 18, 2026

- 4:00 p.m. – Education Legislation
- 4:45 p.m. – Student Conduct
- 5:30 p.m. – Policy Committee
- 7:00 p.m. – Full Board – Public Hearing on Budget and Budget Approval

13. **Personnel Report.**
Ladies and Gentlemen, what is your pleasure? **CONFIDENTIAL** **139**

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

15. NEW BUSINESS

16. NON-PUBLIC SESSION

A motion is in order to go into non-public session under the provisions of RSA 91-A:3 II RSA 91-A:3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted; (b) The hiring of any person as a public employee; (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting; (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions; (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A; (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A and RSA 91-A:2, I (a) Strategy or negotiations with respect to collective bargaining; and, (b) consultation with legal counsel.

A roll call is required on the motion.

17. A motion is in order to call the meeting back to order.

ADJOURNMENT

18. If there is no further business, a motion is in order to adjourn.

Statement of nondiscrimination: *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 Dr. Kelly Espinola for staff and students.*

Per the Strategic Plan, our Mission objective is to provide a transformational learning experience and ensure that every MSD learner has high quality postsecondary options to attain a technical certificate, gainful employment, and/or a two-year or four-year degree.

MANCHESTER SCHOOL DISTRICT

TITLE: Special Education District Overview

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 26, 2026

ACTION: _____ CONSENT: _____ INFORMATION: X

BACKGROUND:

Ryan Roth and Aisha Weaver will give an update on Special Education for the District.

FISCAL IMPACT:

N/A **(Fiscal Verification: _____)**

RECOMMENDATION:

None

Presented by:

Ryan Roth
Assistant Superintendent
Student Services

Prepared by:

Ryan Roth
Assistant Superintendent
Student Services

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Manchester School District

Student Services Budget Overview

2025-2026

2025-2026 Overview

Total Special Education Enrollment (In/Out-of-District):

More than half of our Special Education enrollment have significant needs

Where services are being delivered and the responsible party for educating students

Legal obligations fall well beyond our 20 school building locations (charter, HHI, private, etc.)

Current Budget for 2025-2026

Current Cost per Student:

Range of Out-of-District Costs

Specialized Transportation

Fixed Costs: There are no fixed costs due to individualized needs and determination of the team. The team is always reviewing for appropriate recommendations.

Overages for 2025-2026

Anticipated Needs for the 2026-2027 School Year

- 2 ECE Classrooms (2 teachers and 4 paraprofessionals)
- 3 ASD Self-Contained Classrooms for Preschool (3 teachers and 9 paraprofessionals)
- Related Services Cost: OT (23), SLP (33), PT (6), Psy (13), Nurses (36)
    - Increased need for service providers to open more classrooms
- Special Education Teachers
- Paraprofessionals

TO: Board of School Committee

FROM: Committee on Policy
Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor

DATE: January 26, 2026

RE: Policy Students 106: Admission and Tuition of Non-Resident and Education Freedom Account (EFA) Students

At the January 21, 2026, Committee on Policy meeting, it was moved to approve the revisions to Students 106: Admission and Tuition of Non-Resident and Education Freedom Account (EFA) Students, and forward this item to the full Board of School Committee for approval.

Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor were in favor.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

Note: At the December 10, 2025 Finance and Facilities Meeting, the committee moved to send this item to the Policy Committee in January.

MANCHESTER SCHOOL DISTRICT

TITLE: Students 106 Admission and Tuition of Nonresident and Education Freedom Account Students _____

COMMITTEE ON FINANCE AND FACILITIES MEETING OF: October 8, 2025

ACTION: __X_____ CONSENT:_____ INFORMATION: _____

BACKGROUND:

Pursuant to RSA 194-F:2, Education Freedom Account Students may be charged tuition for attending district programing. We would like to have a policy in place that allows the district to collect such tuition.

FISCAL IMPACT:

Unknown as to how many parents will be willing to pay tuition.

FISCAL VERIFICATION: KD

RECOMMENDATION:

That the Committee on Finance and Facilities moves to approve Students 106 -Admission and Tuition of Nonresident and Education Freedom Account Students policy and forward this item to the full Board of School Committee for approval.

Prepared by:

Name: Matthew H. Upton, Esq.
Position: Executive Director Legal

Presented by:

Name: Matthew H. Upton, Esq.
Position: Matthew H. Upton, Esq.

Dr. Jennifer Chmiel, E.d.D.
Superintendent of Schools

Bob Baines
Chair
Finance & Facilities Committee

Note: This updated document was submitted after the completion of the agenda.

Students 106 ADMISSION AND TUITION OF NONRESIDENT AND EDUCATION FREEDOM ACCOUNT STUDENTS

Non-resident and **Education Freedom Account** students may only attend district schools when their attendance has been approved by the **Manchester Board of School Committee** (Board). If the Board agrees to enroll **such students** ~~a non-resident student,~~ the District will either charge tuition to the parent or, alternatively, the Superintendent may seek to enter into an agreement for the payment of tuition with the school district in which the student resides.

1. **Nonresident Students**

If a student's parents are divorced and the student lives primarily out-of-district, student may nonetheless attend schools within the District and considered a resident of the District for school attendance purposes provided: (1) the divorce decree allows the student to attend the District; (2) or provided the parents have agreed in writing that the student may attend the District and such written agreement is provided to the District. Students in this situation will not be charged tuition.

In a divorce decree, or parenting plan developed pursuant to RSA 461-A, a child's legal residence for school attendance purposes may be the school district in which either parent resides, provided the parents agree in writing to the district the child will attend and each parent furnishes a copy of the agreement to the school district in which the parent resides. Transportation will not necessarily be provided for students admitted under this provision and under corresponding law. The Superintendent or designee will make all determinations as to whether transportation will be provided in such circumstances. The Superintendent or designee's decision will be final.

Upon the admission of a non-resident student to the District, the Superintendent or designee will immediately notify the student's school district of residence of the student's name, date of birth, address, and grade assignment of the student. This notification shall also be made at the beginning of each -school year for which the student in enrolled.

The Board acknowledges the provisions of RSA 193:3 which state that the district in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

The Board's decision on whether to enroll a non-resident student will not be based, in whole or in part, on whether that student is a student with a disability, as define by applicable state or federal law.

Tuition rates will be charged at a rate set by the Board and billed quarterly in advance to the district of residence or parent responsible for payment. When a district of residence is responsible for tuition, approval must be that district's school board.

Under normal circumstances, the district will not provide transportation to and from school for non-resident and tuition students at district expense. However, the district may assist parents in finding and procuring transportation services for their children.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements and other binding arrangements.

2. Education Freedom Account Students

Parents[1] who participate in the Education Freedom Accounts (EFA) program who wish to enroll their students in district schools/programs (classes and extra-curricular activities) must comply with the following terms and conditions:

A. Less than Full Time Enrollment:

1. **Enrollment must be approved by the Superintendent.**
2. **Enrollment shall be limited to part time status (less than 50%).**
3. **Parents shall be required to sign a tuition contract setting forth the amount of tuition to be paid on a semester-by-semester basis.**
4. **The amount of tuition to be changed per class or extra-curricular activity shall be set each year by the Board of School Committee.**
5. **Tuition shall be billed no later than one week in advance of the start of the semester and shall be due and payable within ten (10) days after the start of the semester.**

[1] **The term "parent" as used herein shall apply to legal guardians and those who are otherwise legally responsible for the education of the student.**

6. **Unless other arrangements are made with the district and documented in writing, failure to timely pay any tuition invoice on a timely basis shall result in the disenrollment of the EFA student.**

7. **Preference in access to space limited classes or extra-curricular activities shall be given to students enrolled on a full-time basis.**

8. **Unless otherwise provided, the parent shall be responsible for the transportation for any EFA student enrolled under this policy.**

9. **Participation in the EFA program is a parental placement under section 20 U.S.C. 1412 (IDEA) and the parents are deemed to have waived the Free and Appropriate Public Education (FAPE) offered by the Manchester School District. Accordingly, to the extent such parents wish to also enroll their student in any programming offered by the district under this policy shall be required to acknowledge and execute a waiver of FAPE as part of the required tuition contract.**

10. **The district reserves the right to deny any request for enrollment of an EFA student if the enrollment is not in the best interest of the district.**

B. Full Time Enrollment

1. **Parents who participate in the EFA program and wish to enroll their student(s) in the Manchester School District on full time basis shall be follow the normal enrollment process, including satisfying all applicable residency requirements, and shall not be responsible for the payment of tuition.**

Legal References:
RSA 186-C:13, Special Education; Liability for Expenses
RSA 193:3, Change of School or Assignment
RSA 193:12, Legal Residence Required
Appendix: JFAB-R

NHSBA Code JFAB

Statutory Reference:

RSA 193:12(Legal Residence Required)

Appendix: JFAB-R

NHSBA Code JFAB

Revised: 10/22/2018
First Reading Coordination: 11/14/01
Second Reading and Approval BOSC: 12/10/01

Revised: _____/2025
First Reading: _____/2025
Second Reading and approval by BOSC:_____/2025

Students 106 ADMISSION AND TUITION OF NONRESIDENT AND EDUCATION FREEDOM ACCOUNT STUDENTS

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1. **Nonresident Students**

If a student's parents are divorced and the student lives primarily out-of-district, student may nonetheless attend schools within the District and considered a resident of the District for school attendance purposes provided: (1) the divorce decree allows the student to attend the District; (2) or provided the parents have agreed in writing that the student may attend the District and such written agreement is provided to the District. Students in this situation will not be charged tuition.

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Upon the admission of a non-resident student to the District, the Superintendent or designee will immediately notify the student's school district of residence of the student's name, date of birth, address, and grade assignment of the student. This notification shall also be made at the beginning of each -school year for which the student in enrolled.

The Board acknowledges the provisions of RSA 193:3 which state that the district in which the student resides shall retain all responsibility for the provision of special education and related services pursuant to RSA 186-C.

The Board's decision on whether to enroll a non-resident student will not be based, in

whole or in part, on whether that student is a student with a disability, as define by applicable state or federal law.

Tuition rates will be charged at a rate set by the Board and billed quarterly in advance to the district of residence or parent responsible for payment. When a district of residence is responsible for tuition, approval must be that district's school board.

Under normal circumstances, the district will not provide transportation to and from school for non-resident and tuition students at district expense. However, the district may assist parents in finding and procuring transportation services for their children.

The provisions of this policy may be modified on a case-by-case basis, as needed, pursuant to separate contracts, agreements and other binding arrangements.

2. **Education Freedom Account Students**

Parents[1] who receive Education Freedom Accounts (EFA) funds may only enroll their students in District schools/programs (classes and extra-curricular activities) under the terms and conditions of this policy and with the prior approval of the Board.The following terms and condition shall apply:

1. **Parents shall be required to sign a tuition contract setting forth the amount of tuition to be paid on a semester-by-semester basis.**

2. **The amount of the tuition shall be set by the Board and billed no later than one week in advance of the start of the semester and shall be due and payable within ten (10) days after the start of the semester.**

3. **Unless other arrangements are made with the District and documented in writing, failure to timely pay any tuition invoice on a timely basis shall result in the disenrollment of the EFA student.**

4. **Preference in enrollment shall be given to students enrolled on a full-time basis.**

5. **Unless otherwise agreed, the parent shall be responsible to provide**

[1] **The term "parent" as used herein shall apply to adult students, legal guardians and those who are otherwise legally responsible for the education of the student.**

transportation for any EFA student enrolled under this policy.

6. **The Board reserves the right to deny any request for enrollment of an EFA student if the enrollment is not in the best interest of the District.**

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RSA 186-C:13, Special Education; Liability for Expenses
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Appendix: JFAB-R

NHSBA Code JFAB

Statutory Reference:
RSA 193:12(Legal Residence Required)

Appendix: JFAB-R

NHSBA Code JFAB

Revised: 10/22/2018
First Reading Coordination: 11/14/01
Second Reading and Approval BOSC: 12/10/01

Revised: _____/2025
First Reading: _____/2025
Second Reading and approval by BOSC:_____/2025

(Clean Revised Version)

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4. Preference in enrollment shall be given to students enrolled on a full-time basis.

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5. Unless otherwise agreed, the parent shall be responsible to provide transportation for any EFA student enrolled under this policy.

6. The Board reserves the right to deny any request for enrollment of an EFA student if the enrollment is not in the best interest of the District.

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NHSBA Code JFAB

Statutory Reference:
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Appendix: JFAB-R

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Revised: 10/22/2018
First Reading Coordination: 11/14/01
Second Reading and Approval BOSC: 12/10/01

Revised: _____/2025
First Reading: _____/2025
Second Reading and approval by BOSC:_____/2025

Original Policy

(Current Clean)

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NHSBA Code JFAB

Statutory Reference:
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Appendix: JFAB-R

NHSBA Code JFAB

Revised: 10/22/2018
First Reading Coordination: 11/14/01
Second Reading and Approval BOSC: 12/10/01

TO: Board of School Committee

FROM: Committee on Policy
Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor

DATE: January 26, 2026

RE: New Job Description for Licensed Practical Nurses (LPN) General

At the January 21, 2026, Committee on Policy meeting, it was moved to approve the Licensed Practical Nurses (LPN) General job description, as amended, and forward this item to the full Board of School Committee for approval.

Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor were in favor.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: New Job Description Licensed Practical Nurse- (LPN) General

COMMITTEE ON POLICY MEETING OF: January 21, 2026

ACTION: __X____ CONSENT:_____ INFORMATION: _____

BACKGROUND:

The Administration would like to hire LPNs to augment the current school nursing staff. Human Resources is having difficulty hiring enough registered nurses to meet all the needs of the schools. LPNs can provide many of the services of the registered nurse with appropriate supervision.

FISCAL IMPACT:

The LPNs would be paid at a level much lower than registered nurses. To the extent hiring LPN's is undertaken in lieu of registered nurses there would be savings. Long term the hope is to replace some contracted nurses with LPNs.

FISCAL VERIFICATION: KD

RECOMMENDATION:

That the Committee on Policy moves to approve the LPN job description and forward this item to the full Board of School Committee for approval.

Prepared by:

Matthew H. Upton
Executive Director Legal & Policy

Presented by:

Matthew H. Upton
Executive Director Legal & Policy

Approved by:

Dr. Jennifer Chmiel
Superintendent

Leslie Want

Leslie Want
Committee Chair

Manchester School District, SAU #37
Job Description

Position Title: Licensed Practical Nurse-General
Salary Grade/Range: $27-$34/hr.
Reports To: School Health Supervisor (or designee)
Date Last Revised: NEW
Approved By:
Incumbent:

Exempt:
Non-Exempt:
Salaried: N/A
Hourly: X
Work-Year:
Unit Affiliation:

Summary:

This position provides general nursing care to students in the school environment. Assumes the responsibilities for appropriate assessment, treatment, planning, intervention, evaluation management, and referral activities for students. Provide for the promotion and maintenance of health as well as the prevention of illness and injury for the student. Provide direct and indirect care given to students in compliance with school district policies, professional standard of practice, physician's orders and individual health plans.

Minimum Qualifications and Requirements:

- Licensed Practical Nurse (LPN)
  - Licensed by the State of New Hampshire.
  - Experience working with students, preferably in a school or pediatric setting
  - One to two years' experience in pediatric nursing child health, community health, or other relevant clinical nursing setting preferred.
  - Current CPR/AED certification by the American Heart Association or Red Cross
  - Ability to provide care and safety to students which may include assisting with activities of daily living (ADLs), lifting and diapering/toileting.
  - Ability to provide emergency care/assessment in consultation with school nurse or supervising ~~RN.~~ Registered Nurse (RN).
  - Strong communication and collaboration skills to work effectively with school nurse, school staff, parents, and external professionals.
  - Patience, empathy, and a positive attitude towards supporting students with diverse medical needs.

Responsibilities of the Position:

- In conjunction with the School Nurse, be responsible for the formulation, revision, and implementation of the Individual Health Plan.
- In conjunction with the School Nurse, be responsible for the day-to-day health care needs of students including the administration of medications consistent with licensing limitations and requirements.

- Maintain school nursing offices in absence of school nurse.
- Maintain hypervigilance with regard to the safety and stability of the student.
- Attend all classes with the student and continually monitor their health condition as well as their general well-being as required.
- Monitor the students during snack, lunch and recess as required.
- Attend school designated field trips when assigned.
- Aim to increase the student's self-awareness and self-management skills of their medical condition at a level that is developmentally appropriate.
- Maintain a daily nursing log as directed.
- In conjunction with the School Nurse, ensure the maintenance of accurate health records for the student to the district, state or other appropriate agencies, including Medicaid.
- Uphold regulations and laws related to confidentiality, reporting of child abuse and neglect, and other health related requirements.
- Carry out such other tasks and duties as assigned by the supervising RN or school nurse.

Specified Length/Hours of Position:

- School day hours [based on assignment]

Supervision:

- LPN will be supervised by a RN.

Evaluation:

- Evaluation of this position shall be by Nursing Supervisor (or designee) with input from supervising RN.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature Date

MANCHESTER SCHOOL DISTRICT

TITLE: Transportation Organizational Chart

COMMITTEE ON POLICY MEETING OF: January 21, 2026

ACTION: _____ CONSENT:_____ INFORMATION: X

BACKGROUND:

A review of the Transportation Department has been completed. To support greater efficiency and effectiveness, a proposed organizational chart has been developed to strengthen the department and ensure it is well-positioned to serve our students moving forward.

FISCAL IMPACT:

FISCAL VERIFICATION: _____

RECOMMENDATION:

This item is for informational purposes only. No action is required.

Prepared by:

Kelly Espinola
Assistant Superintendent of Schools

Presented by:

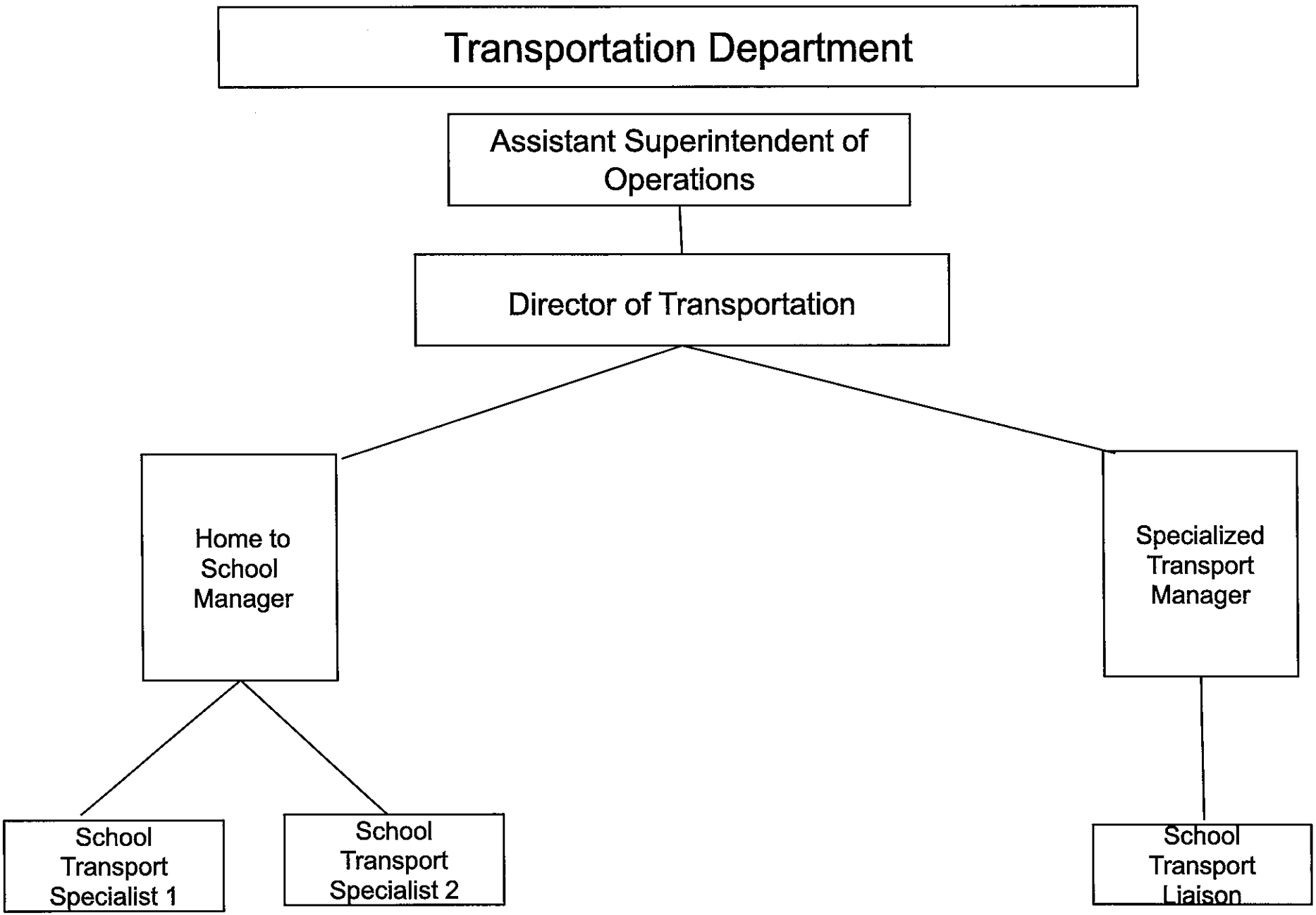
Kelly Espinola
Assistant Superintendent of Schools

Approved by:

Dr. Jennifer Chmiel
Superintendent

Leslie Want

Leslie Want
Committee Chair


Transportation Department
Assistant Superintendent of Operations
Director of Transportation
Home to School Manager
Specialized Transport Manager
School Transport Specialist 1
School Transport Specialist 2
School Transport Liaison

TO: Board of School Committee

FROM: Committee on Policy
Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor

DATE: January 26, 2026

RE: Revised Director of Transportation Job Description

At the January 21, 2026, Committee on Policy meeting, it was moved to approve the revisions to the Director of Transportation job description, as amended, and forward this item to the full Board of School Committee for approval.

Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor were in favor.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: __Director of Transportation____

COMMITTEE ON POLICY MEETING OF: January 21, 2026

ACTION: __X_____ CONSENT:_____ INFORMATION: _____

BACKGROUND:

As part of the Transportation Department's reorganization, the Director of Transportation position has been revised. These changes remove responsibility for Crossing Guard supervision and formalize expectations for regular collaboration with the Superintendent and Finance Director to support consistent budget development and accurate financial projections. Moving forward, Crossing Guard supervision will fall under the Assistant Superintendent of High Schools and Operations.

FISCAL IMPACT:

Funding for this position is included in the approved fiscal year budget.

FISCAL VERIFICATION: KD

RECOMMENDATION:

That the Committee on Policy moves to approve changes to the Director of Transportation's job description and forward this item to the full Board of School Committee for approval.

Prepared by:

Kelly Espinola
Assistant Superintendent of Schools

Presented by:

Kelly Espinola
Assistant Superintendent of Schools

Approved by:

Dr. Jennifer Chmiel
Superintendent

Leslie Want

Leslie Want
Committee Chair

As revised by the Policy Committee

Manchester School District, SAU #37
Job Description

Position Title:	Director, Transportation	**Exempt:**	Yes
Salary Grade/Range:	Per Collective Bargaining Agreement	**Non-Exempt:**	No
Reports To:	Assistant Superintendent - Operations	**Salaried:**	Yes
Date Last Revised:	1/21/2026	**Hourly:**	No
Approved By:	Board of School Committee	**Work-Year:**	229 days
Incumbent:	Kelly O'Brien Hebert	**Unit Affiliation:**	Dir/Coord

Minimum Qualifications and Requirements:

- Bachelor's Degree in Education, Business, or related field 's Degree preferred
- Experience working with students, families and community agencies.
- Computer literacy.
- Must possess excellent communication and service delivery skills.
- Must have a valid NH driver's license.
- Bilingual Preferred

Specific Core Function:

Performs all tasks related to the administration of school transportation, fleet, fleet purchasing and inventory systems management according to School District Policy, budgetary guidelines and best business practices.

Responsibilities of the Position:

- Confers regularly with the Assistant Superintendent – Operations regarding transportation matters.
- Appears personally at schools, and is available to administrators, teachers, students, and parents on an individual basis, to explain transportation policies, and to encourage safe transportation.
- Maintains the district's records of transportation including projection of future transportation needs.
- Prepares an annual report on transportation and related matters in the district for the Superintendent.
- Responsible for the daily operation and monitoring of school bus routes.
- Coordinates and enforces School District policies and practices associated with school transportation, especially in the areas of special needs.
- Responsible for communicating these policies and practices to school district personnel, vendors, governing agencies, and the public as necessary.
- Obtains documentation from vendors that establish and outline safety requirements and programs for all vehicles used in support of school student transportation.
- Periodic inspections of buses, stops, etc. to ensure compliance with regulations and Board policy.
- Work with transportation vendors to analyze and improve on the student bus route system and scheduling, through a daily monitoring of computerized and hands-on reporting and quality control methods.
- Disseminates/Coordinates the handling of all public communication related to school transportation issues, including parental/custodian and internal, district-wide personnel information with the District Communications Director.
- Using appropriate vendors, controls the maintenance calendar and scheduling of all district fleet vehicles.
- Monitors and reports school bus student discipline issues and actively participates in problem resolution with vendors, school personnel, parental custodians, and appropriate governing agencies.

- Assists the resolution process of all school transportation discipline issues through proper reporting of information to involved parties.
- Coordinates development of regular and special education bus routes with providers, taking into account safety, efficiency, and bus capacity.
- Works proactively to reduce costs of specialized transportation.
- Respond to school administration/staff regarding requests to roster new students to bus transportation. Assign and reroute buses, in adopted mapping software, to accommodate new arrivals/departures from existing routes and update school and MTA as the bus assignment details.
- Evaluate transportation services at each school to establish efficiency of service. In schools where buses can be rerouted to free up a bus, that bus is reassigned to a school of greater need, or deleted.
- Upgrade services at schools when fiscally viable (ie: Southside and McLaughlin additional bus services due to two additional approved private school buses at Mt. Zion Christian Academy).
- Evaluate and present potential improvements in bus services in critical areas.
- Manage the ordering, distribution, and financial impact of high school bus ticket sales.
- Assist in RFP preparation and contract negotiations for transportation contractors. Secure transportation quotations from contractors for new requests for service on specialized transportation. Award the business to the lowest quote.
- Meet weekly with drivers and supervisors to address their concerns regarding the safety and efficiency of bus routes.
- Maintain any mapping software package and database to ensure full utilization of its capabilities including defining hazards, sidewalks, safe bus stops, etc. Update the software so that bus routing is automatic incorporating long-standing concerns in its process of designing safe and efficient routes.
- Manually review/update student database, monthly, to ensure accuracy in bus rosters to enable an early grade advance of student data, and to increase time to scrutinize the District's needs.
- Meets periodically with the superintendent and finance director regarding budget development and related projections.

Supervisory Responsibilities – Required Special Qualifications:

- Supervision of support personnel.

Assignments and Committees:

Highly visible position with the general public. Expected to conduct regular communication sessions with staff and maintain positive, open communications with School Administration. Will also be expected to perform all other duties as assigned by the Assistant Superintendent for Student Services or his/her designee.

Authority:

Authorized to guide, direct and control all processes related to his/her function.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

- Must be able to complete the position's essential job functions with or without reasonable accommodations

Specified Length/Hours of Position:

- This is an affiliated 228-day position.

Evaluation:

- Evaluation of this position shall be by the Assistant Superintendent for High Schools and Operations.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature **Date**

Manchester School District, SAU #37
Job Description

Position Title:	Director, Transportation~~/Crossing Guards~~	**Exempt:**	Yes
Salary Grade/Range:	Per Collective Bargaining Agreement	**Non-Exempt:**	No
Reports To:	Assistant Superintendent - Operations	**Salaried:**	Yes
Date Last Revised:	~~*10/1/22~~ *1/21/2026*	**Hourly:**	No
Approved By:	Board of School Committee	**Work-Year:**	229 days
Incumbent:	Kelly O'Brien Hebert	**Unit Affiliation:**	Dir/Coord

Minimum Qualifications and Requirements:

- Bachelor's Degree in Education, Business, or related field *'s Degree preferred*
- Experience working with students, families and community agencies.
- Computer literacy.
- Must possess excellent communication and service delivery skills.
- Must have a valid NH driver's license.

Specific Core Function:

Performs all tasks related to the administration of school transportation, fleet, fleet purchasing and inventory systems management according to School District Policy, budgetary guidelines and best business practices.

Responsibilities of the Position:

- Confers regularly with the Assistant Superintendent – Operations regarding transportation matters.
- Appears personally at schools, and is available to administrators, teachers, students, and parents on an individual basis, to explain transportation policies, and to encourage safe transportation.
- Maintains the district's records of transportation including projection of future transportation needs.
- Prepares an annual report on transportation and related matters in the district for the Superintendent.
- Responsible for the daily operation and monitoring of school bus routes.
- Coordinates and enforces School District policies and practices associated with school transportation, especially in the areas of special needs.
- Responsible for communicating these policies and practices to school district personnel, vendors, governing agencies, and the public as necessary.
- Obtains documentation from vendors that establish and outline safety requirements and programs for all vehicles used in support of school student transportation.
- Periodic inspections of buses, stops, etc. to ensure compliance with regulations and Board policy.
- Work with transportation vendors to analyze and improve on the student bus route system and scheduling, through a daily monitoring of computerized and hands-on reporting and quality control methods.
- Disseminates/Coordinates the handling of all public communication related to school transportation issues, including parental/custodian and internal, district-wide personnel information with the District Communications Director.
- Using appropriate vendors, controls the maintenance calendar and scheduling of all district fleet vehicles.
- Monitors and reports school bus student discipline issues and actively participates in problem resolution with vendors, school personnel, parental custodians, and appropriate governing agencies.

- Assists the resolution process of all school transportation discipline issues through proper reporting of information to involved parties.
- Coordinates *development of regular and special education bus routes with providers, taking into account safety, efficiency, and bus capacity.*
- *Works proactively to reduce costs of specialized transportation.*
- *Respond to school administration/staff regarding requests to roster new students to bus transportation. Assign and reroute buses, in adopted mapping software, to accommodate new arrivals/departures from existing routes and update school and MTA as the bus assignment details.*
- *Evaluate transportation services at each school to establish efficiency of service. In schools where buses can be rerouted to free up a bus, that bus is reassigned to a school of greater need, or deleted.*
- *Upgrade services at schools when fiscally viable (ie: Southside and McLaughlin additional bus services due to two additional approved private school buses at Mt. Zion Christian Academy).*
- *Evaluate and present potential improvements in bus services in critical areas.*
- *Manage the ordering, distribution, and financial impact of high school bus ticket sales.*
- *Assist in RFP preparation and contract negotiations for transportation contractors. Secure transportation quotations from contractors for new requests for service on specialized transportation. Award the business to the lowest quote.*
- *Meet weekly with drivers and supervisors to address their concerns regarding the safety and efficiency of bus routes.*
- *Maintain any mapping software package and database to ensure full utilization of its capabilities including defining hazards, sidewalks, safe bus stops, etc. Update the software so that bus routing is automatic incorporating long-standing concerns in its process of designing safe and efficient routes.*
- *Manually review/update student database, monthly, to ensure accuracy in bus rosters to enable an early grade advance of student data, and to increase time to scrutinize the District's needs.*
- ~~*Coordinate the selection and training of School Crossing Guards in conjunction with the Human Resources Department and the Assistant Superintendent – Operations.*~~
- ~~*Meet bi-weekly (or as needed) with Crossing Guards to address concerns of safety and practices at school crossing sites.*~~
- ~~*Work with Principals or their designee regarding issues related to Crossing Guards and related safety.*~~
- *Meets periodically with the superintendent and finance director regarding budget development and related projections.*

Supervisory Responsibilities – Required Special Qualifications:

- Supervision of support personnel.

Assignments and Committees:

Highly visible position with the general public. Expected to conduct regular communication sessions with staff and maintain positive, open communications with School Administration. Will also be expected to perform all other duties as assigned by the Assistant Superintendent for Student Services or his/her designee.

Authority:

Authorized to guide, direct and control all processes related to his/her function.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.

- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Specified Length/Hours of Position:

- This is an affiliated 229-day position.

Evaluation:

- Evaluation of this position shall be by the Assistant Superintendent for Student Services.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature **Date**

Manchester School District, SAU #37
Job Description

Position Title:	Director, Transportation	**Exempt:**	Yes
Salary Grade/Range:	Per Collective Bargaining Agreement	**Non-Exempt:**	No
Reports To:	Assistant Superintendent - Operations	**Salaried:**	Yes
Date Last Revised:	*1/21/2026*	**Hourly:**	No
Approved By:	Board of School Committee	**Work-Year:**	229 days
Incumbent:	Kelly O'Brien Hebert	**Unit Affiliation:**	Dir/Coord

Minimum Qualifications and Requirements:

- Bachelor's Degree in Education, Business, or related field *'s Degree preferred*
- Experience working with students, families and community agencies.
- Computer literacy.
- Must possess excellent communication and service delivery skills.
- Must have a valid NH driver's license.

Specific Core Function:

Performs all tasks related to the administration of school transportation, fleet, fleet purchasing and inventory systems management according to School District Policy, budgetary guidelines and best business practices.

Responsibilities of the Position:

- Confers regularly with the Assistant Superintendent – Operations regarding transportation matters.
- Appears personally at schools, and is available to administrators, teachers, students, and parents on an individual basis, to explain transportation policies, and to encourage safe transportation.
- Maintains the district's records of transportation including projection of future transportation needs.
- Prepares an annual report on transportation and related matters in the district for the Superintendent.
- Responsible for the daily operation and monitoring of school bus routes.
- Coordinates and enforces School District policies and practices associated with school transportation, especially in the areas of special needs.
- Responsible for communicating these policies and practices to school district personnel, vendors, governing agencies, and the public as necessary.
- Obtains documentation from vendors that establish and outline safety requirements and programs for all vehicles used in support of school student transportation.
- Periodic inspections of buses, stops, etc. to ensure compliance with regulations and Board policy.
- Work with transportation vendors to analyze and improve on the student bus route system and scheduling, through a daily monitoring of computerized and hands-on reporting and quality control methods.
- Disseminates/Coordinates the handling of all public communication related to school transportation issues, including parental/custodian and internal, district-wide personnel information with the District Communications Director.
- Using appropriate vendors, controls the maintenance calendar and scheduling of all district fleet vehicles.
- Monitors and reports school bus student discipline issues and actively participates in problem resolution with vendors, school personnel, parental custodians, and appropriate governing agencies.

- Assists the resolution process of all school transportation discipline issues through proper reporting of information to involved parties.
- Coordinates *development of regular and special education bus routes with providers, taking into account safety, efficiency, and bus capacity.*
- *Works proactively to reduce costs of specialized transportation.*
- *Respond to school administration/staff regarding requests to roster new students to bus transportation. Assign and reroute buses, in adopted mapping software, to accommodate new arrivals/departures from existing routes and update school and MTA as the bus assignment details.*
- *Evaluate transportation services at each school to establish efficiency of service. In schools where buses can be rerouted to free up a bus, that bus is reassigned to a school of greater need, or deleted.*
- *Upgrade services at schools when fiscally viable (ie: Southside and McLaughlin additional bus services due to two additional approved private school buses at Mt. Zion Christian Academy).*
- *Evaluate and present potential improvements in bus services in critical areas.*
- *Manage the ordering, distribution, and financial impact of high school bus ticket sales.*
- *Assist in RFP preparation and contract negotiations for transportation contractors. Secure transportation quotations from contractors for new requests for service on specialized transportation. Award the business to the lowest quote.*
- *Meet weekly with drivers and supervisors to address their concerns regarding the safety and efficiency of bus routes.*
- *Maintain any mapping software package and database to ensure full utilization of its capabilities including defining hazards, sidewalks, safe bus stops, etc. Update the software so that bus routing is automatic incorporating long-standing concerns in its process of designing safe and efficient routes.*
- *Manually review/update student database, monthly, to ensure accuracy in bus rosters to enable an early grade advance of student data, and to increase time to scrutinize the District's needs.*
- *Meets periodically with the superintendent and finance director regarding budget development and related projections.*

Supervisory Responsibilities – Required Special Qualifications:

- Supervision of support personnel.

Assignments and Committees:

Highly visible position with the general public. Expected to conduct regular communication sessions with staff and maintain positive, open communications with School Administration. Will also be expected to perform all other duties as assigned by the Assistant Superintendent for Student Services or his/her designee.

Authority:

Authorized to guide, direct and control all processes related to his/her function.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Specified Length/Hours of Position:

- This is an affiliated 228-day position.

Evaluation:

- Evaluation of this position shall be by the Assistant Superintendent for Student Services.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature **Date**

Original Job Description - prior to revisions
ORIGINAL

Manchester School District, SAU #37
Job Description

Position Title:	Director, Transportation/Crossing Guards	**Exempt:**	Yes
Salary Grade/Range:	Per Collective Bargaining Agreement	**Non-Exempt:**	No
Reports To:	Assistant Superintendent - Operations	**Salaried:**	Yes
Date Last Revised:	**10/1/22*	**Hourly:**	No
Approved By:	Board of School Committee	**Work-Year:**	229 days
Incumbent:		**Unit Affiliation:**	Dir/Coord

Minimum Qualifications and Requirements:

- Bachelor's Degree in Education, Business, or related field *'s Degree preferred*
- Experience working with students, families and community agencies.
- Computer literacy.
- Must possess excellent communication and service delivery skills.
- Must have a valid NH driver's license.

Specific Core Function:

Performs all tasks related to the administration of school transportation, fleet, fleet purchasing and inventory systems management according to School District Policy, budgetary guidelines and best business practices.

Responsibilities of the Position:

- Confers regularly with the Assistant Superintendent – Operations regarding transportation matters.
- Appears personally at schools, and is available to administrators, teachers, students, and parents on an individual basis, to explain transportation policies, and to encourage safe transportation.
- Maintains the district's records of transportation including projection of future transportation needs.
- Prepares an annual report on transportation and related matters in the district for the Superintendent.
- Responsible for the daily operation and monitoring of school bus routes.
- Coordinates and enforces School District policies and practices associated with school transportation, especially in the areas of special needs.
- Responsible for communicating these policies and practices to school district personnel, vendors, governing agencies, and the public as necessary.
- Obtains documentation from vendors that establish and outline safety requirements and programs for all vehicles used in support of school student transportation.
- Periodic inspections of buses, stops, etc. to ensure compliance with regulations and Board policy.
- Work with transportation vendors to analyze and improve on the student bus route system and scheduling, through a daily monitoring of computerized and hands-on reporting and quality control methods.
- Disseminates/Coordinates the handling of all public communication related to school transportation issues, including parental/custodian and internal, district-wide personnel information with the District Communications Director.
- Using appropriate vendors, controls the maintenance calendar and scheduling of all district fleet vehicles.
- Monitors and reports school bus student discipline issues and actively participates in problem resolution with vendors, school personnel, parental custodians, and appropriate governing agencies.

- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.

Specified Length/Hours of Position:

- This is an affiliated 229-day position.

Evaluation:

- Evaluation of this position shall be by the Assistant Superintendent for Student Services.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature **Date**

TO: Board of School Committee

FROM: Committee on Policy
Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor

DATE: January 26, 2026

RE: School Transportation Specialist Job Description

At the January 21, 2026, Committee on Policy meeting, it was moved to approve the new position of School Transportation Specialist and the job description, as amended, and approves the elimination of the positions of School Transportation Coordinator and Transportation Dispatcher, and forwards this item to the full Board of School Committee for approval.

Committee Members Want, O'Neil-Wong, Potter, St. John and Taylor were in favor.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: School Transportation Specialist

COMMITTEE ON POLICY MEETING OF: January 21, 2026

ACTION: X CONSENT:_____ INFORMATION: _____

BACKGROUND:

As part of the Transportation Department's reorganization, two Transportation Specialist positions are being created to replace the current Dispatcher and Coordinator roles. The Transportation Specialist is a consolidated position that merges the responsibilities of both roles, allowing for a more streamlined, efficient, and cohesive approach to daily transportation operations.

FISCAL IMPACT:

Due to the reorganization of the Transportation Department, the creation of these two positions, along with the elimination of the School Transportation Coordinator and Transportation Dispatcher roles, is projected to result in a cost savings to the district of approximately $8,000 to $13,000, exclusive of benefits.

FISCAL VERIFICATION: KD

RECOMMENDATION:

That the Committee on Policy moves to approve the position of School Transportation Specialist and eliminate the positions of School Transportation Coordinator and Transportation Dispatcher and forward this item to the full Board of School Committee for approval.

Prepared by:

Kelly Espinola
Assistant Superintendent of Schools

Presented by:

Kelly Espinola
Assistant Superintendent of Schools

Approved by:

Dr. Jennifer Chmiel
Superintendent

Leslie Want
Leslie Want
Committee Chair

Clean Copy - as revised by the Policy Committee

MANCHESTER SCHOOL DISTRICT

Position Title:	School Transportation Specialist	**Exempt:**	Yes
Salary Grade/Range:	$55,000 - $65,000	**Non-Exempt:**	No
Reports To:	Transportation Manager	**Salaried:**	Yes
Date Last Revised:	TBD	**Hourly:**	No
Approved By:	Board of School Committee	**Work-Year:**	228 days
Incumbent:	NONE	**Unit Affiliation:**	None

Minimum Qualifications and Requirements:

- High School Degree, equivalent or greater
- Knowledge of local streets in Manchester, NH
- Interpersonal skills
- Strong written and verbal communication skills
- Ability to prioritize, manage time, and work independently effectively
- Understanding of confidentiality requirements
- Computer skills, basic required, advanced skills preferred
- Previous experience in transportation operations, dispatch, or logistics preferred
- Ability to obtain CDL-B, Passenger Endorsement, School Bus Endorsement, Air Brake Restriction Removal, NH School Bus Certificate, is highly preferred
- Bilingual preferred

Specific Core Function:

- The Transportation Specialist is a key operational role responsible for supporting the safe, efficient, and reliable daily operation of the District's student transportation services. This position blends hands-on dispatch and daily operations responsibilities with coordination, routing, logistics, charter scheduling, and customer service functions. The Transportation Specialist works closely with the Transportation Manager, dispatch staff, drivers, maintenance, school administrators, families, and external partners to ensure uninterrupted transportation services aligned with District policy, budgetary guidelines, and best practices.

Responsibilities of the Position:

- Provide oversight and implementation of school bus routing and daily transportation operations
- Open and/or close the transportation/operations office as assigned
- Provide two-way radio and telephone support to drivers and field staff and maintain daily communication with operators upon arrival and departure with professionalism
- Track daily employee attendance and assist in driver time-off procedures
- Creates and maintain daily crew sheets, work assignments, and coverage of open runs as needed
- Respond to inquiries (families, schools, staff) in a timely and professional manner
- Coordinate with maintenance staff regarding vehicle availability and driver concerns
- Assign vehicles to routes and trips as appropriate

DRAFT

- Facilitate scheduling of athletic, extracurricular, and various school trips
- Oversee trip logistics, including scheduling, vehicle assignment, invoicing, and efficiency review
- Maintain routing and logistics data within transportation software systems (e.g., Traversa), including schedules and vehicle assignments
- Support situational impact assessments related to redistricting, route changes, or labor agreement impacts
- Participate in the on-call rotation process to ensure operational coverage
- Maintain and track lost-and-found records
- Monitors and adjusts onboard camera systems as needed
- Enter and manage operational data accurately and timely at the start of each shift
- Perform other duties as assigned by the Transportation Manager, Transportation Director, Assistant Superintendent of Operations, or designee

Supervisory Responsibilities:

- Monitor driver fitness for duty and ensure compliance with District policies and state and federal transportation regulations
- Receive and review transportation reports
- Interface with school administration, families, and external agencies as needed regarding transportation incidents and/or changes
- Support disciplinary processes in coordination with Transportation leadership, as warranted and outlined in the Union contract
- Participate in the on-call rotation to ensure operational coverage

Assignments and Committees:

Expected to conduct regular communication sessions with staff and maintain positive, open communications with School Administration. Will also be expected to perform all other duties as assigned by the Assistant Superintendent, Operations or their designee.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.
- Ability to communicate in the English language
- Ability to sit for extended periods of time
- Ability to read a standard street map
- Ability to operate a radio communication device
- Ability to work in a Union environment
- Ability to work productively with a diverse team

DRAFT

- ❖ Must be able to complete the position's essential job functions with or without reasonable accommodations

Specified Length/Hours of Position:

- ❖ This is a non-affiliated 228-day position. This position is a salaried position that requires a minimum of 40 hours per week including weekend, holiday, and evening work as needed. This position is also "on-call" as needed to ensure proper operational management coverage. Generally, 5:00 AM to 1:30 PM, Mon-Fri, or 11:00 AM to 7:30 PM but could be adjusted if agreed upon with the Transportation Manager or Transportation Director.

Evaluation:
Evaluation of this position shall be by the Transportation Director or designee.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____
Signature **Date**

DRAFT

MANCHESTER
SCHOOL DISTRICT

Position Title: School Transportation Specialist
Salary Grade/Range: **$55,000 - $65,000**
Reports To: Transportation Manager
Date Last Revised: TBD
Approved By: Board of School Committee
Incumbent: NONE

Exempt: Yes
Non-Exempt: No
Salaried: Yes
Hourly: No
Work-Year: 228 days
Unit Affiliation: None

Minimum Qualifications and Requirements:

- High School Degree, equivalent or greater
- Knowledge of local streets in Manchester, NH
- Interpersonal skills
- Strong written and verbal communication skills
- Ability to prioritize, manage time, and work independently effectively
- Understanding of confidentiality requirements
- Computer skills, basic required, advanced skills preferred
- Previous experience in transportation operations, dispatch, or logistics preferred
- Ability to obtain CDL-B, Passenger Endorsement, School Bus Endorsement, Air Brake Restriction Removal, NH School Bus Certificate, is highly preferred

Specific Core Function:

- The Transportation Specialist is a key operational role responsible for supporting the safe, efficient, and reliable daily operation of the District's student transportation services. This position blends hands-on dispatch and daily operations responsibilities with coordination, routing, logistics, charter scheduling, and customer service functions. The Transportation Specialist works closely with the Transportation Manager, dispatch staff, drivers, maintenance, school administrators, families, and external partners to ensure uninterrupted transportation services aligned with District policy, budgetary guidelines, and best practices.

Responsibilities of the Position:

- Provide oversight and implementation of school bus routing and daily transportation operations
- Open and/or close the transportation/operations office as assigned
- Provide two-way radio and telephone support to drivers and field staff and maintain daily communication with operators upon arrival and departure with professionalism
- Track daily employee attendance and assist in driver time-off procedures
- Creates and maintain daily crew sheets, work assignments, and coverage of open runs as needed

- Respond to inquiries (families, schools, staff) in a timely and professional manner
- Coordinate with maintenance staff regarding vehicle availability and driver concerns
- Assign vehicles to routes and trips as appropriate
- Facilitate scheduling of athletic, extracurricular, and various school trips
- Oversee trip logistics, including scheduling, vehicle assignment, invoicing, and efficiency review
- Maintain routing and logistics data within transportation software systems (e.g., Traversa), including schedules and vehicle assignments
- Support situational impact assessments related to redistricting, route changes, or labor agreement impacts
- Participate in the on-call rotation process to ensure operational coverage
- Maintain and track lost-and-found records
- Monitors and adjusts onboard camera systems as needed
- Enter and manage operational data accurately and timely at the start of each shift
- Perform other duties as assigned by the Transportation Manager, Transportation Director, Assistant Superintendent of Operations, or designee

Supervisory Responsibilities:

- Monitor driver fitness for duty and ensure compliance with District policies and state and federal transportation regulations
- Receive and review transportation reports
- Interface with school administration, families, and external agencies as needed regarding transportation incidents and/or changes
- Support disciplinary processes in coordination with Transportation leadership, as warranted and outlined in the Union contract
- Participate in the on-call rotation to ensure operational coverage

Assignments and Committees:

Expected to conduct regular communication sessions with staff and maintain positive, open communications with School Administration. Will also be expected to perform all other duties as assigned by the Assistant Superintendent, Operations or their designee.

Essential Physical Abilities:

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.
- Ability to communicate in the English language

- ❖ Ability to sit for extended periods of time
- ❖ Ability to read a standard street map
- ❖ Ability to operate a radio communication device
- ❖ Ability to work in a Union environment
- ❖ Ability to work productively with a diverse team

Specified Length/Hours of Position:

- ❖ This is a non-affiliated 228-day position. This position is a salaried position that requires a minimum of 40 hours per week including weekend, holiday, and evening work as needed. This position is also "on-call" as needed to ensure proper operational management coverage. Generally, 5:00 AM to 1:30 PM, Mon-Fri, or 11:00 AM to 7:30 PM but could be adjusted if agreed upon with the Transportation Manager or Transportation Director.

Evaluation:
Evaluation of this position shall be by the Transportation Director or designee.

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature **Date**

MANCHESTER SCHOOL DISTRICT

NH SCHOOL ADMINISTRATIVE UNIT 37
20 HECKER STREET, MANCHESTER, NH 03102
TELEPHONE: 603-624-6300 | **FAX:** 603-624-6337

Position Title:	Transportation Dispatcher	**Exempt:**	Yes
Salary Grade/Range:	**$50,000 - $60,000**	**Non-Exempt:**	No
Reports To:	Transportation Manager	**Salaried:**	Yes
Date Last Revised:	2/5/24	**Hourly:**	No
Approved By:	Board of School Committee	**Work Year:**	228 days
Incumbent:	NONE	**Unit Affiliation:**	None

Minimum Qualifications and Requirements:

- High school degree, equivalent or greater
- Knowledge of local streets
- Strong Interpersonal skills, experience in Supervisory role, preferred
- Strong communication skills, verbal and written
- Ability to prioritize tasks and service coverage effectively
- Possession of or ability to obtain CDL-B, Passenger Endorsement, School Bus Certificate, Air Brake, DOT Medical Card
- Previous dispatch experience, preferred
- Understanding of the transportation system preferred
- Ability to work independently, only supervisor during non-business hours

Specific Core Function:

- This position is responsible for daily school bus operations, interacting with Operations and Maintenance Staff, and providing customer support services.

Responsibilities of the Position:

- Provides oversight and implementation of school bus routing.
- Opens and closes the school operations office
- Provides 2-way radio and phone support
- Files daily crew sheets
- Approves or denies school bus driver time off requests
- Tracks daily employee attendance
- Covers open schedules as needed
- Maintains daily communication with operators in the field
- Responds to customer telephone inquiries in a timely manner
- Coordinates with maintenance on vehicle availability and communicate driver issues as needed

- ~~Coordinates field operations during emergencies~~
- ~~Issues paychecks as needed~~
- ~~Provides backup Transit dispatch and weekend dispatching as needed~~
- ~~Drives transit or school routes as needed~~
- ~~Assigns vehicles to routes as appropriate~~
- ~~Maintains lost and found records and item tracking~~
- ~~Enters data as needed~~
- ~~Supervises affiliated employees and ensure compliance with all MTA policies.~~
- ~~Ensures driver fitness for duty~~
- ~~Cross trains to cover transit dispatch as needed.~~

~~Authority~~:

~~Authorized to guide, direct and control all processes related to their function.~~

~~Essential Physical Abilities~~:

- ~~Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.~~
- ~~Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.~~
- ~~Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.~~
- ~~Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.~~
- ~~Ability to communicate in the English language~~
- ~~Ability to sit for extended periods of time~~
- ~~Ability to operate a standard business computer, advanced technology experience preferred~~
- ~~Ability to use an electronic street map to provide navigation~~
- ~~Ability to operate a radio communication device~~
- ~~Ability to operate a multi line phone~~

~~Specified Length/Hours of Position:~~

- ~~This is a non affiliated 228 day position. This position is a salaried position that requires a minimum of 40 hours per week including weekend, holiday, and evening work as needed. This position is also "on call" as needed to ensure proper operational management coverage. Work hours are generally, Monday Friday: 5:30am 9:30am, 1:00pm 5:00pm~~

~~Evaluation~~:

~~Evaluation of this position shall be by the Transportation Manager.~~

~~My signature below indicates that I have read and understand the contents of this Job Description.~~

Signature **Date**

MANCHESTER
SCHOOL DISTRICT

Position Title:	School Transportation Coordinator	**Exempt:**	Yes
Salary Grade/Range:	**$65,000 - $75,000**	**Non-Exempt:**	No
Reports To:	Transportation Director	**Salaried:**	Yes
Date Last Revised:	2/5/24	**Hourly:**	No
Approved By:	Board of School Committee	**Work-Year:**	228 days
Incumbent:	NONE	**Unit Affiliation:**	None

Minimum Qualifications and Requirements:

- High School Degree, equivalent or greater
- Knowledge of local streets
- Interpersonal skills
- Strong written and verbal communication skills
- Ability to prioritize, manage time, and work independently effectively
- Possession of or ability to obtain CDL-B, Passenger Endorsement, School Bus Certificate, Air Brake
- Understanding and compliance with confidentiality
- Demonstrable computer skills, basic skills required, advanced skills preferred
- Experience in transportation organization and management preferred

Specific Core Function:

This position is responsible for coordinating many elements of the regular transportation program, charter functions, fleet management and inventory systems management according to School District Policy, budgetary guidelines and best practices. Supports the safe, efficient, and reliable operation of student transportation services for the MSD.

- Facilitates the Scheduling of sport/extracurricular trips
- Prepares and processes all invoices for completed trips

Responsibilities of the Position:

- Provides oversight and implementation of school bus routing.
- Receives student conduct reports, pull video, investigate, and interface as appropriate with all internal and external stakeholders. Issue employee discipline as warranted.
- Provides Versa Trans (VT) support with maintenance of logistics data such as vehicle assignment, schedule number, etc.
- Oversees charter program. Evaluate charter structure for optimal coverage and efficiency. Assign appropriate vehicles.
- Assists School Dispatch in daily work assignments (crew sheet) and provide first level oversight of work.
- Participates in the On-Call rotation.
- Programs on board cameras in new vehicles.
- Supports daily logistics such as answering phones, emails, meetings with drivers regarding route changes, etc.

- ❖ Provides back up in dispatch periodically.
- ❖ Produces situational impact assessments for scenarios such as redistricting or Collective Bargaining Agreement changes.

Supervisory Responsibilities – Required Special Qualifications:

Shared (with Transportation Director) supervision of:

- ❖ Transportation Coordinator - Evaluator
- ❖ Transportation Training Officer -
- ❖ Transportation Dispatcher - Evaluator
- ❖ Clerical Support Personnel

Assignments and Committees:

Highly visible position with the general public including attendance at Board of School Committee as needed. Expected to conduct regular communication sessions with staff and maintain positive, open communications with School Administration. Will also be expected to perform all other duties as assigned by the Assistant Superintendent, Operations or their designee.

Authority:

Authorized to guide, direct and control all processes related to their function.

Essential Physical Abilities:

- ❖ Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively.
- ❖ Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to review a wide variety of materials in electronic or hardcopy form.
- ❖ Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate a personal computer, telephone and related equipment.
- ❖ Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to function within the general office environment.
- ❖ Ability to communicate in the English language
- ❖ Ability to sit for extended periods of time
- ❖ Ability to read a standard street map
- ❖ Ability to operate a radio communication device
- ❖ Ability to work in a Union environment
- ❖ Ability to work productively with a diverse team

Specified Length/Hours of Position:

- This is a non-affiliated 228-day position. This position is a salaried position that requires a minimum of 40 hours per week including weekend, holiday, and evening work as needed. This position is also "on call" as needed to ensure proper operational management coverage. Generally, 8:00 AM to 5:00 PM, Mon-Fri, can be agreed upon with the Transportation Director.

Evaluation:

Evaluation of this position shall be by the Transportation Director

My signature below indicates that I have read and understand the contents of this Job Description.

_____ _____

Signature **Date**

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Treasurer's Report

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the Treasurer's Report as submitted and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

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 14, 2026

ACTION: X CONSENT: INFORMATION:

BACKGROUND:

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

See information attached.

FISCAL IMPACT:

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.

Prepared by:

Freda Hawkinson
Freda Hawkinson
Treasurer

Approval:

Jennifer Chmiel, E.d.D
Superintendent

Presented by:

Freda Hawkinson
Freda Hawkinson
Treasurer

Approval:

Bob Baines, Chair
Finance & Facilities Committee

Manchester School District								
Treasurer's cash projection								
For the fiscal year ending June 30, 2026								
	July	August	September	October	November	December	January	February
Beginning balance per treasurer cash flow	12,519,383.75	$15,653,785.50	$11,673,147.47	$33,588,116.39	$29,842,354.69	$10,888,943.32	$16,563,968.97	$35,963,227.17
Cash receipts								
Adequacy grant			21,638,559.20	21,527,622.40			32,291,433.60	
Taxes	26,507,927.00	10,000,000.00	16,507,927.00			20,000,000.00	6,507,927.00	
Kindergarten								
Tuition								
Special Education Aid			340,246.63					
Building aid				1,479,209.00				
Vocational					689,310.52			
Differential Aid for Charter Schools								
impact fees	277,000.00							
Grant reimbursments	989,747.92	2,919,646.60	1,147,458.12	1,210,053.89	3,472,717.22	1,570,406.49		
Trust fund						4,500,000.00		
Bond Proceeds								
Other (SFNS, Medicaid etc.)	855,943.52	1,572,032.43	997,207.73	4,116,046.55	1,142,179.34	1,231,134.65	700,747.10	674,497.10
Total cash receipts	28,630,618.44	14,491,679.03	40,631,398.68	28,332,931.84	5,304,207.08	27,301,541.14	39,500,107.70	674,497.10
Disbursements								
Payroll	13,740,461.22	7,567,579.26	10,061,307.76	10,839,504.11	10,260,390.09	14,632,844.22	9,209,626.00	9,209,626.00
City services/transfer to City	718,716.14		626,357.09	778,186.42		1,427,359.20	778,186.42	778,186.42
Transfer to City for trust funds								
Bond payment	1,670,134.43				1,512,980.53	1,390,071.89		
Phase I - Long-term facilities plan	679,298.79	829,962.42	981,420.61	7,688,419.04	3,374,810.11	3,534,917.30	1,475,000.00	1,475,000.00
Disbursements	8,687,606.11	10,074,775.38	7,047,344.30	12,772,583.97	9,109,437.72	641,322.88	8,638,037.08	9,906,421.52
Total disbursements	25,496,216.69	18,472,317.06	18,716,429.76	32,078,693.54	24,257,618.45	21,626,515.49	20,100,849.50	21,369,233.94
Cash balance per Treasures cashbook	$15,653,785.50	$11,673,147.47	$33,588,116.39	$29,842,354.69	$10,888,943.32	$16,563,968.97	$35,963,227.17	$15,268,490.33
Balance per bank statement - Citizens	197,658.01	197,658.01	197,658.01	197,658.01	197,658.01			
Balance per bank statement - TD	15,228,412.45	11,334,390.13	32,796,617.12	36,098,557.55	10,544,934.93			

Manchester School District					
Treasurer's cash projection					
For the fiscal year ending June 30, 2026					
	March	April	May	June	
Beginning balance per treasurer cash flow	$15,268,490.33	$22,577,516.82	$37,420,583.28	$16,943,245.43	
Cash receipts					
		32,457,838.80			
Adequacy grant					
Taxes	25,007,900.00				
Kindergarten					
Tuition				350,000.00	
Special Education Aid					
Building aid		1,479,209.00			
Vocational					
Differential Aid for Charter Schools					
impact fees					
Grant reimbursments					
Trust fund		5,807,439.00			
Bond Proceeds					
Other (SFNS, Medicaid etc.)	3,670,360.43	32,988,014.03	670,330.43	696,580.43	
Total cash receipts	28,678,260.43	40,274,662.03	670,330.43	1,046,580.43	
Disbursements					
Payroll	9,209,626.00	13,043,522.00	9,209,626.00	9,209,626.00	
City services/transfer to City	778,186.42	778,186.42	778,186.42	778,186.42	
Transfer to City for trust funds					
Bond payment		228,465.63	2,759,137.50	891,686.48	
Phase I - Long-term facilities plan	1,475,000.00	1,475,000.00	1,475,000.00	1,475,000.00	
Disbursements	9,906,421.52	9,906,421.52	6,925,718.36	9,014,735.03	
Total disbursements	21,369,233.94	25,431,595.57	21,147,668.28	21,369,233.93	
Cash balance per Treasures cashbook	$22,577,516.82	$37,420,583.28	$16,943,245.43	($3,379,408.07)	
Balance per bank statement - Citizens					
Balance per bank statement - TD					

Manchester School District
Actual interest earned and estimated
Fiscal year 2026

	Actual Interest Earned	Actual Interest Rate	Projected Interest Rate	Original Estimated Interest	Projected Interest Rate Post-Sept	Revised Estimated Interest
July 2025	$56,144.85	2.58%	2.58%	50,000.00		
August 2025	24,671.32	2.58%	2.58%	21,000.00		
September 2025	82,174.11	2.53%	2.58%	82,000.00		
October 2025	54,865.46	2.42%	2.58%	49,000.00	2.28%	44,000.00
November 2025	38,019.58	2.27%	2.58%	50,000.00	2.03%	29,000.00
December 2025			2.58%	8,000.00	2.03%	0.00
January 2026			2.58%	41,000.00	2.03%	28,000.00
February 2026			2.58%	53,000.00	2.03%	39,000.00
March 2026			2.58%	67,000.00	2.03%	49,000.00
April 2026			2.58%	88,000.00	1.78%	58,000.00
May 2026			2.58%	45,000.00	1.78%	30,000.00
June 2026			2.58%	0.00	1.78%	0.00
	$255,875.32			$554,000.00		233,000.00

Total of estimated and actual interest 415,875.32

September 2025 Fed dropped interest rate .25%

Fed expected to drop interest rate by .25% at the end of October and again in December 2025

Possibly 2-3 more cuts in 2026

Manchester School District
Schedule of requests for tax collections from City for fiscal year 2026

June 24,2025	10,000,000.00	received
July 1 2025	26,507,927.00	received
September 2, 2025	26,507,927.00	received
December 9, 2025	10,000,000.00	received
December 22, 2025	10,000,000.00	received
January 31, 2026	6,507,927.00	
March 3, 2026	28,007,930.00	
Total to be raised from property taxes	117,531,711.00	

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Grants, Gifts & Donations Report ($1,000)

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the Grants, Gifts and Donations report, in the amount of $1,000, and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Grants, Gifts, and Donations Report

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT: _____ INFORMATION: _____

BACKGROUND:

Polly Golden will be at the meeting to review the Grants, Gifts, and Donations Report.

FISCAL IMPACT:

$1,000 (Revenue)

(Fiscal Verification: KD)

RECOMMENDATION:

The Committee on Finance & Facilities moves to approve The Grants, Gifts, and Donations Report and forward this item to the Board of School Committee for approval.

Presented by:

Polly Golden
Grant Manager

Prepared by:

Polly Golden
Grant Manager

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Approval:

Bob Baines, Chair
Finance & Facilities Committee

Manchester School District
Finance Committee Meeting - January 14, 2026
Grants, Gifts and Donations

Manchester Cares Basic Needs (Grant)
Amount: $1,000
Purpose: To support Bakersville's in meeting the essential needs of students and families in the community.

Polly Golden <pgolden@mansd.org>

Fwd: Manchester Cares Basic Needs Grant Award

Katherine Dibenedetto <katedibenedetto@mansd.org> Wed, Dec 10, 2025 at 1:49 PM
To: Polly Golden <pgolden@mansd.org>

Kate DiBenedetto, M. Ed., CAGS
Principal
Bakersville School
20 Elm Street
Manchester, NH 03101
603-624-6312 (phone)
603-624-6431 (fax)
katedibenedetto@mansd.org

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---------- Forwarded message ---------
From: **Aimee Kereage** <aimeek@manchesterproud.org>
Date: Thu, Nov 6, 2025 at 1:09 PM
Subject: Manchester Cares Basic Needs Grant Award
To: Danielle Longo <dlongo@mansd.org>, Katherine DiBenedetto <katedibenedetto@mansd.org>

Dear Danielle,

Congratulations! Your school has been selected to receive funding through the Manchester Cares Basic Needs Grant program for the requested amount of $1000. We are excited to support your efforts to meet the essential needs of students and families in your school community.

Please submit an invoice for the awarded amount to me at your earliest convenience. Once the funds are received, your school will have one year to spend them. We ask that you keep receipts for all purchases made with these funds, as we will be collecting them for our grant reporting records.

Thank you for your continued commitment to supporting Manchester's students.

Thanks,
Aimee
--
Aimee Kereage
Executive Director
Manchester Proud

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Request to use schools from Parks and Rec

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the request to use schools from Parks and Recreation, as a pilot in two schools (with the schools to be determined) as amended to indicate that school vacation camps will only be allowed upon the availability of the schools, and forward this item to the full Board of School Committee for approval, with this item to come back to the committee in September for an update.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Request to use schools from Parks and Rec

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT:_____ INFORMATION: _____

BACKGROUND:

Mr. Gomez is asking for time to present a Memorandum of Understanding for school use titled: Mutually Beneficial Use of School Gyms. This item was originally presented in September. Since that time, Mr. Gomez has drafted an MOU for the board to consider.

FISCAL IMPACT:

(Fiscal Verification: _____)

RECOMMENDATION:

That the Committee on Finance & Facilities move to approve this request as a pilot in two schools (schools to be determined) and forward this item to the Board of School Committee for final approval.

Presented by:

Kelly S. Espinola, Ed.D.
Assistant Superintendent

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Prepared by:

Kelly S. Espinola, Ed.D.
Assistant Superintendent

Approval:

Bob Baines, Chair
Finance & Facilities Committee

Timothy J. Clougherty
Public Works Director

Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation & Cemetery

Commission
Colin Manning, Chair
David Flurey
Erin Loomis Laughlin
Jen Drociak

CITY OF MANCHESTER

Department of Public Works
Parks, Recreation & Cemetery Division

July 22, 2025

Kelly Espinola
Assistant Superintendent, Manchester School District

Re: Mutually Beneficial Modifications to Parks & Rec – MSD Relationship

Assistant Superintendent Espinola:

We are writing to you to formalize and document two changes to the Parks & Rec – Manchester School District (MSD) relationship that we believe will be mutually beneficial.

The first change pertains to how Parks & Rec invoices MSD for use of Gill Stadium. Unlike other athletic fields managed by Parks & Rec – for which MSD is afforded a fee waiver – MSD has historically been charged $50 per three hours of practice time at Gill Stadium. Games involve no charge. Lights are billed at $30/hr.

We do not know the original basis for this fee schedule. If it made sense at one time, it no longer does. Moving forward, MSD will not be charged for use of Gill Stadium for either practices or games. The fee for lights will still apply, and there may be an occasional attendant fee of $50/hr if events are scheduled outside of the hours when we typically have an attendant already assigned to the stadium.

- Estimated savings to MSD are $8,000 to $10,000 per year, depending on usage.

The second change pertains to Parks & Rec access to school gyms.

There is consensus among those in recreation that MSD gyms are an underutilized community resource. As discussed over the past year with you, Superintendent Jennifer Chmiel, former Assistant Superintendent Forrest Ransdell, and Director of Athletics Christine Paris-Telge, we believe a special opportunity exists to expand program offerings to school-age children, as well as the broader community, through improved Parks & Rec access to school gyms.

Some examples of the kind of Parks & Rec programming that could be offered at school gyms are:

- Fitness classes (yoga, Zumba, CrossFit, etc.)
- Safe Sitter courses and certifications
- Sports such as volleyball, floor hockey, basketball, dodgeball, etc.
- STEAM classes/activities
- Vacation camps , if available.

475 Valley Street • Manchester, New Hampshire 03103 • (603) 624-6444 • FAX: (603) 624-6487
Cemetery Division • 765 Brown Avenue • Manchester, New Hampshire 03103• (603) 624-6514
E-mail: parks@manchesternh.gov • Website: www.manchesternh.gov

There are three key components to making this happen:

1. Access to view gym availability in real time (through a shared calendar, scheduling software, or other electronic tool)
2. Standing authorization for Parks & Rec to run programming in school gyms (when available and with the understanding that school functions take priority)
3. Waived rental fees*

* Parks & Rec will be responsible for proper supervision, for ensuring that gyms are left in a clean and orderly state after use, and for paying for damage should it occur.

We very much appreciate the conversations that have led us to this point. Thank you in advance for your assistance and collaboration in implementing the above changes as we move into the 2025-26 school year.

Sincerely,

Mark Gomez
Chief of Parks, Recreation & Cemetery

Brendan Lynch
Recreation & Enterprise Manager

cc: Jay Ruais, Mayor and Chair of the Board
Superintendent Jennifer Chmiel
Assistant Superintendent Kelly Espinola
Tim Clougherty, Public Works Director
Owen Friend-Gray, Deputy Public Works Director

Revised - Per discussion at the Committee level

Timothy J. Clougherty
Public Works Director
Owen P. Friend-Gray, P.E.
Deputy Public Works Director

Mark Gomez
Chief of Parks, Recreation & Cemetery

Commission
Colin Manning, Chair
David Flurey
Erin Loomis Laughlin
Jen Drociak

CITY OF MANCHESTER
Department of Public Works
Parks, Recreation & Cemetery Division

MEMORANDUM OF UNDERSTANDING
between
CITY OF MANCHESTER PARKS, RECREATION & CEMETERY DIVISION
and
MANCHESTER SCHOOL DISTRICT

Re: Mutually Beneficial Use of School Gyms

This MEMORANDUM OF UNDERSTANDING is made effective on _____, 2026~~5~~, by and between the City of Manchester Parks, Recreation & Cemetery Division ("Parks & Rec") and the Manchester School District ("School District"), referred to collectively as the "Parties".

WHEREAS, the Parties recognize the mutual benefits of expanded recreational program offerings to school-age children and the broader community; and

WHEREAS, the Parties recognize that School District gyms are a valuable community resource that can be harnessed to support the expansion of recreational programming in Manchester; and

WHEREAS, Parks & Rec has the desire to utilize School District gyms to operate programming that may include, but is not limited to: dance and fitness classes; Safe Sitter courses and certifications; sports activities; STEAM classes; and school vacation camps (per availability);

WHEREAS, the Parties wish to establish this arrangement as a pilot program to assess feasibility, effectiveness, and mutual benefits before considering broader implementation;

NOW, THEREFORE, the Parties agree as follows:

1. **Gym Use Authorization.** Parks & Rec will have standing authorization to run programming in School District gyms (when available), with the understanding that School District functions will take priority.
2. **Gym Schedule Visibility.** The School District will give Parks & Rec the ability to remotely view gym availability in real time. This visibility will take the form of access to a shared electronic calendar, scheduling software, or other electronic tool selected and implemented by the School District.
3. **Gym Use Scheduling.** To minimalize the potential for unforeseen scheduling conflicts, the Parties will endeavor, to the fullest extent practicable, to populate gym schedules with known needs at least four weeks in advance. The School District will provide Parks & Rec with a streamlined process for the submittal of gym reservations.

4. **Fee Waivers.** The standard School District fees associated with the use of gyms will be waived for Parks & Rec programming.
5. **Supervision.** Parks & Rec will be responsible for ensuring the proper supervision of activities in School District gyms covered by this MOU.
6. **Cleanliness.** Parks & Rec will ensure that gyms are left in a clean and orderly state, and consistent with the pre-use conditions of the gyms. Parks & Rec will be responsible for any excess cleaning costs that the School District might incur for failure to meet this commitment.
7. **Damage.** Parks & Rec will be responsible for the repair of any damage to School District property that might occur as a result of its use of a gym.
8. **Equipment Storage.** Any temporary on-site storage of materials or equipment that might be necessary to facilitate programming will be coordinated in advance with, and subject to the approval of, the school principal. Parks & Rec will ensure that any approved materials and equipment are promptly removed once the program period is complete.
9. **Pilot Program Scope.** This MOU establishes a pilot program limited to Green Acres School and McDonough School.
~~8.~~10. **Pilot Program Duration and Review.** This MOU will remain in effect until September 30, 2026, at which time the Parties will meet to review the program's outcomes, challenges, and benefits.
~~9.~~11. **Amendments.** The Parties agree that any amendment to this Agreement must be in writing and signed by all parties.

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By affixing their signatures below, the parties hereby acknowledge that they have read, understood, and agreed to all of the terms contained herein.

CITY OF MANCHESTER

X _____

Mark Gomez
Chief of Parks, Recreation, and Cemetery

MANCHESTER SCHOOL DISTRICT

X _____

Kelly Espinola
Assistant Superintendent of HS & Operations

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Wireless Access Point Replacement ($240,892.00)

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the selection of Driven Tech, Inc, for the purchase and replacement of the District's 715 Wireless Access Points, contingent upon E-Rate funding and FY27 Budget approval, in the amount of $240,892.00, and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: WIRELESS ACCESS POINT REPLACEMENT

COMMITTEE ON FINANCE AND FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT:_____ INFORMATION: _____

BACKGROUND:

This project will replace 715 Cisco Wireless Access Points that have reached end of life across all schools in the Manchester School District. After reviewing all proposals, Driven Tech, Inc. provides the most viable solution.

FISCAL IMPACT:

The total project cost is $1,099,643, of which $1,073,438 is eligible for E-Rate reimbursement. With an 80% E-Rate discount, the estimated cost to the General Fund is approximately $240,892. (Calculation: $1,099,643 – 80% of $1,073,438)

FISCAL VERIFICATION: KD

RECOMMENDATION:

It is recommended that the Finance and Facilities Committee approve the selection of Driven Tech, Inc. for the purchase and replacement of the District's 715 Wireless Access Points contingent upon E-Rate funding and FY27 budget approval, and forward this recommendation to the Board of School Committee for final approval.

Prepared by:

Stephen Cross
Exec. Director of Technology

Dr. Jennifer Chmiel, Ed.D.
Superintendent of Schools

Presented by:

Stephen Cross
Exec. Director of Technology

Robert A. Baines
Bob Baines
Chair Finance & Facilities Committee

E-Rate Bid Assessment Worksheet
E-Rate Funding Year 2026

SOLUTION		E-Rate % Eligible	MANSD Cost
Most Viable	Least Viable	100%	$240,892

Project or Service Description	Form 470 - Application # 260000849	
Wireless Access Points Upgrade	DRIVEN	OMADA
E-rate Eligible Cost	$1,090,449	$892,677
Total Project Cost	$1,099,643	$902,137

Selection Criteria	Weight*	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***
Total Cost of Project	25%	6.7	1.7	10.0	2.5
Product Suitability	24%	10	2.4	1	0.24
Experience with School Districts	21%	9	1.9	9	1.9
Thoroughness of Submission	15%	10	1.5	9	1.35
References	15%	10	1.5	10	1.5
Overall Ranking	100%		**9.0**		**7.5**

Vendor Selected: **DRIVEN**

Approved By: Karen DeFrancis
Title: Chief Financial Officer
Date: 1/14/2026

DRIVEN Tech, Inc. provides the best overall solution and aligns fully with the District's RFP requirements by offering Cisco wireless access points that integrate seamlessly with the District's existing Cisco Meraki wireless infrastructure. This allows all wireless devices to be managed through a single system, simplifying monitoring, troubleshooting, and long-term support. Omada proposed an alternative solution using Aruba wireless access points, which would introduce a second wireless platform and significantly increase complexity, support challenges, and operational risk. For these reasons, Omada received fewer points for project suitability, while DRIVEN Tech's proposal ensures a smoother transition, reduced management overhead, and the most efficient use of the District's existing wireless network investment.

* Percentage weights must add up to 100%. Price must be weighted the heaviest.
** Evaluated on a scale of 1 to 10: 1=worst, 10=best.
*** Weight x Raw Score

Justification for Vendor Selection

DRIVEN Tech, Inc. offers the strongest overall solution and best alignment with the District's Bid requirements. Their proposal uses Cisco network switches and Cisco Wireless Access Points, which are fully compatible with the District's existing Cisco Meraki network infrastructure. This allows the District to replace aging switches and Access Points while continuing to manage all network equipment through one centralized management system.

Omada proposed an alternative solution using Aruba network switches. While Aruba is a reputable product, introducing equipment from a different manufacturer would require the District to operate and support two separate network systems. This would increase complexity, make troubleshooting more difficult, require additional staff training, and add ongoing management overhead.

Maintaining a single, consistent network platform allows the District to:

- Manage all network devices from one interface
- Respond more quickly to network issues
- Reduce operational risk and downtime
- Avoid unnecessary complexity and long-term costs

For these reasons, Omada received fewer points for project suitability. DRIVEN Tech's solution leverages the infrastructure already in place, ensures a smoother transition, and provides the most efficient and cost-effective approach for the District.

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Network Switch Replacement ($224,329.00)

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the selection of Driven Tech, Inc. for the purchase and replacement of the District's network switches, contingent upon E-Rate funding and FY27 budget approval, in the amount of $224,329.00, and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: NETWORK SWITCH REPLACEMENT

COMMITTEE ON FINANCE AND FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT:_____ INFORMATION: _____

BACKGROUND:

This project will replace 74 Cisco network switches that have reached end of life across all schools in the Manchester School District. After reviewing all proposals, Driven Tech, Inc. provides the most viable solution, delivering the best overall value while meeting the District's technical and budgetary requirements.

FISCAL IMPACT:

The total project cost is $938,721, of which $892,990 is eligible for E-Rate reimbursement. With an 80% E-Rate discount, the estimated cost to the General Fund is approximately $224,329. (Calculation: $938,721 – 80% of $892,990)

FISCAL VERIFICATION: KD

RECOMMENDATION:

It is recommended that the Finance and Facilities Committee approve the selection of Driven Tech, Inc. for the purchase and replacement of the District's network switches, contingent upon E-Rate funding and FY27 budget approval, and forward this recommendation to the Board of School Committee for final approval.

Prepared by:

Stephen Cross
Exec. Director of Technology

Dr. Jennifer Chmiel, Ed.D.
Superintendent of Schools

Presented by:

Stephen Cross
Exec. Director of Technology

Bob Baines
Chair Finance & Facilities Committee

E-Rate Bid Assessment Worksheet
E-Rate Funding Year 2026

SOLUTION		E-Rate % Eligible	MANSD Cost
Most Viable	Least Viable	100%	$224,329

Project or Service Description	Form 470 - Application # 220003861	
Network Switch Upgrade	DRIVEN	OMADA
E-rate Eligible Cost	$892,990	$633,687
Total Project Cost	$938,721	**$643,750**

Selection Criteria	Weight*	Raw Score**	Weighted Score***	Raw Score**	Weighted Score***
Total Cost of Project	25%	6.7	1.7	10.0	2.5
Product Suitability	24%	10	2.4	1	0.24
Experience with School Districts	21%	9	1.9	9	1.9
Thoroughness of Submission	15%	10	1.5	9	1.35
References	15%	10	1.5	10	1.5
Overall Ranking	100%		**9.0**		**7.5**

Vendor Selected: DRIVEN

Approved By: Karen DeFrancis
Title: Chief Financial Officer
Date: 1/14/2026

DRIVEN Tech, Inc. provides the best overall solution and aligns fully with the District's Bid requirements by offering Cisco network switches that integrate seamlessly with the District's existing Cisco Meraki infrastructure. This allows all network equipment to be managed through a single system, simplifying operations, troubleshooting, and long-term support. Omada proposed an alternative solution using Aruba switches, which would introduce a second network platform, increasing complexity, support challenges, and operational risk. For these reasons, Omada received fewer points for project suitability, while DRIVEN Tech's proposal ensures a smoother transition, lower ongoing management burden, and the most efficient use of the District's existing network investment.

* Percentage weights must add up to 100%. Price must be weighted the heaviest.
** Evaluated on a scale of 1 to 10: 1=worst, 10=best.
*** Weight x Raw Score

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Financial Reports

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the Financial Reports as presented and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Financial Reports

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION X CONSENT _____ INFORMATION _____

BACKGROUND:

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

See information attached.

FISCAL IMPACT:

N/A

(Fiscal Verification: ____)

RECOMMENDATION:

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

Presented by:

Karen DeFrancis
Executive Director of Finance

Prepared by:

Karen DeFrancis
Executive Director of Finance

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Approval:

Bob Baines, Chair
Finance & Facilities Committee

MANCHESTER SCHOOL DISTRICT

NH SCHOOL ADMINISTRATIVE UNIT 37
20 HECKER STREET, MANCHESTER, NH 03102
TELEPHONE: 603-624-6300 | **FAX:** 603-624-6337

Jennifer Chmiel, Ed.D.
Superintendent of Manchester Schools

To: Finance Committee
From: Karen DeFrancis, Executive Director or Finance Karen
Date: January 14, 2026
Subject: Executive Summary FY26 - December 31, 2025

GENERAL FUND

	12/31/25 FY26	12/31/24 FY25	Inc (Dec)
Salaries	$ 54,375	$ 47,938	$ 6,437
Benefits	30,345	26,715	3,630
Professional & Tech	2,941	3,687	(746)
Debt Service	2,984	2,166	818
City Services	1,045	2,256	(1,211)
Tuition	3,289	3,051	238
Transportation	4,711	5,354	(643)
Utilities	1,252	1,085	167
Subtotal	100,942	92,252	8,690
Textbooks	1,231	1,770	(539)
Supplies	426	413	13
Equipment	22	45	(23)
Facilities Phase I	14,279	9,533	4,746
Other	1,371	1,263	108
Total Spent	118,271	105,276	12,995
Encumbrances	1,551	1,370	181
Total	$ 119,822	$ 106,646	$ 13,176

Statement of nondiscrimination: *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 Kelly Espinola for staff and students.*

General Fund Expenditures

As of this point in time we are expecting to spend our full appropriation. Based on our latest projections our health insurance is expected to be over budget by $1mil, which would need to come from the trust funds if we do not free up other lines items to absorb the overage. Our Books and Information Resources lines is reflecting an over-expenditure of $886k. This represents the curriculum purchases that the Board of School Committee (BOSC) has approved through the expendable trust fund for Teaching and Learning. We are also reflecting an over expenditure in curriculum materials/equipment for teacher chromebooks approved by the BOSC last month in the amount of $400k. This also will come from the Teaching and Learning Trust. In addition, $8.2mil was allocated during the budget process from the Trust Funds. ($4.5mil on the revenue side and $3.7 on the expenditure side). Our Out of District Tuition line reflects a projected over expenditure of $1mil.

General Fund Revenues

We expect to collect all our estimated revenues.

Food Service

As of this point in the year we expect a breakeven in operations. The December Free and Reduced percent is a bit higher than last year at this time, however the number of students is lower. Total percent of eligible students is 49.83% (5,925 students) as of 12/2025 as compared to 49.44% (6,052 students) at 12/2024. We continue to work with our schools to collect more applications.

Athletics

We expect to fully spend the appropriation.

Grant Report

We expect to spend the majority of the grants in FY26, with a portion covering the summer pays in July and August of 2026. The balance is expected to be carried over to FY27.

Special Revenue Fund Report

The balances in these funds represent our donation and miscellaneous other grants.

Expendable Trust Funds

We ended FY25 with $23mil in our six trusts. As approved during the budge process, we will utilize $4.5mil of the trust funds to support our revenues and $3.7mil to support our expenditures. In addition, the BOSC approved utilizing the Teaching and Learning Trust in the amount of $1.5mil to purchase curriculum and classroom technology. That has been reduced by the support of grant funds for curriculum, and we expect to use $1.3. We may also need to transfer $1mil from the health trust to cover a potential shortfall. The trust balances are projected at $12.4mil for 6/30/26, plus any interest earnings.

Manchester School District
General Fund Expenditure Report FY2026
December 31, 2025
Unaudited

	Account Name	Adjusted Budget	Spent as of Dec 31st	Encumbered	Projected Expense	Total Estimated Costs	Remaining Balance	Expendable Trust Transfer	Revised Remaining Balance
100	Salaries	$ 110,515,512	$ 54,374,465		$ 56,141,047	$ 110,515,512	$ -		$ -
200	Employee Benefits	53,528,128	30,345,126		26,183,002	56,528,128	(3,000,000)	(3,000,000)	-
240	Tuition and Staff Development	397,000	73,646		323,354	397,000	-		-
300	Professional and Technical Services	8,951,795	2,940,777	6,243,036	1,501,505	10,685,317	(1,733,522)	(1,733,522)	-
332	Legal Services	75,000	19,693		55,307	75,000	-		-
430	Repairs and Maintenance	1,140,307	320,027	201,178	619,103	1,140,307	-		-
442	Rental of Equipment	15,100	7,036	464	7,600	15,100	-		-
510	Transportation • Regular Education	703,000	57,981	87,907	557,112	703,000	-		-
513	Transportation • Student Services	11,318,976	4,652,683	3,983,465	2,682,828	11,318,976	-		-
520	Insurance	738,583	748,890		-	748,890	(10,307)		(10,307)
531	Telephone	98,743	47,364	44,737	6,642	98,743	-		-
534	Postage	50,000	11,109	23,420	15,471	50,000	-		-
540	Advertising	6,000	2,730	69	3,201	6,000	-		-
550	Printing & Binding	32,300	7,292	791	24,217	32,300	-		-
560	Tuition	6,200,000	3,288,989	3,945,882	-	7,234,871	(1,034,871)		(1,034,871)
580	Travel	24,000	4,299		19,701	24,000	-		-
610	General Supplies	971,045	425,548	438,850	106,647	971,045	-		-
620	Utilities	3,400,000	1,251,635	127,845	2,020,520	3,400,000	-		-
640	Books and Information Resources	586,298	1,230,508	239,646	2,160	1,472,313	(886,015)	(886,015)	-
730	Equipment	233,054	22,476	410,128	200,407	633,011	(399,957)	(399,957)	-
733	Furniture & Fixtures	10,000	1,550	-	8,450	10,000	-		-
810	Dues and Fees	96,670	74,976	18,392	3,303	96,670	-		-
850	City Services	9,338,357	1,045,356		8,293,001	9,338,357	-		-
892	Graduation	6,900	750	6,117	33	6,900	-		-
893	Community Partnerships	135,000	52,500		82,500	135,000	-		-
910	Debt Service	11,728,157	2,983,988		8,744,169	11,728,157	-		-
990	Long-Term Facilities Plan	17,700,000	14,279,003	3,420,997	-	17,700,000	-		-
Subtotal		$ 237,999,925	$ 118,270,395	$ 19,192,922	$ 107,601,280	$ 245,064,597	$ (7,064,672)	$ (6,019,494)	$ (1,045,178)
FY25 Encumbrances		1,714,043	1,551,427	-	162,616	1,714,043	-		-
General Fund Total		$ 239,713,968	$ 119,821,822	$ 19,192,922	$ 107,763,896	$ 246,778,640	$ (7,064,672)	$ (6,019,494)	$ (1,045,178)

Manchester School District
Budget by Object FY26 Report
December 31, 2025
Unaudited

Object	Account Name	FY26 Budget	FY26 Transfers	FY25 Encumbrances	FY26 Adjusted Budget
100	Salaries	$ 110,515,512			$ 110,515,512
200	Employee Benefits	53,528,128			53,528,128
240	Tuition and Staff Development	397,000			397,000
300	Professional and Technical Services	8,951,795			8,951,795
332	Legal Services	75,000			75,000
430	Repairs and Maintenance	1,140,307			1,140,307
442	Rental of Equipment	15,100			15,100
510	Transportation • Regular Education	703,000			703,000
513	Transportation • Student Services	11,318,976			11,318,976
520	Insurance	738,583			738,583
531	Telephone	98,743			98,743
534	Postage	50,000			50,000
540	Advertising	6,000			6,000
550	Printing & Binding	32,300			32,300
560	Tuition	6,200,000			6,200,000
580	Travel	24,000			24,000
610	General Supplies	971,045			971,045
620	Utilities	3,400,000			3,400,000
640	Books and Information Resources	586,298			586,298
730	Equipment	233,054			233,054
733	Furniture & Fixtures	10,000			10,000
810	Dues and Fees	96,670			96,670
850	City Services	9,338,357			9,338,357
892	Graduation	6,900			6,900
893	Community Partnerships	135,000			135,000
910	Debt Service	11,728,157			11,728,157
990	Long-Term Facilities Plan	17,700,000			17,700,000
Subtotal		$ 237,999,925	$ -	$ -	$ 237,999,925
FY25 Encumbrances		-		1,714,043	1,714,043
GENERAL FUND TOTAL		$ 237,999,925	$ -	$ 1,714,043	$ 239,713,968

TRANSPORTATION OPERATING STATEMENT - FY2026

	Budget	Total Paid	Open PO	Projections	Total	(Over) Under Budget
Transportation Supervision						
Salaries & Benefits	637,051	340,556	-	-	340,556	296,495
Professional Services & Employee Training		1,300	-	-	1,300	(1,300)
Telephone		80	-	-	80	(80)
Mileage		101	-	-	101	(101)
General Supplies/Software/Dues & Fees	96,017	11,847	47,835	-	59,682	36,335
Vehicle Service & Maintenance						
Repair & Maintenance	300,000	152,630	7,370	-	160,000	140,000
Fuel	500,000	56,959	113,041	-	170,000	330,000
Insurance	365,170	329,997	-	-	329,997	35,174
Regular Transportation						
Salaries & Benefits	2,300,064	868,231	-	-	868,231	1,431,833
Athletics	190,000	63,393	37,028	-	100,421	89,580
Music, ALF & Field Trips	13,000	-	-	-	-	13,000
Specialized Transportation						
Specialized Transportation	12,818,976	4,656,331	4,030,696	-	8,687,027	4,131,949
Billings for Cost Share (Specialized)	(750,000)	(5,412)	-	-	(5,412)	(744,588)
Pre-School, Homeless, Foster Billings to Grants	(250,000)	-	-	-	-	(250,000)
Total General Fund Budget	16,220,278	6,476,012	4,235,970	-	10,711,982	5,508,296
		-			-	-

TRANSPORTATION OPERATING STATEMENT - FY2026

		Paid											
	Budget	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Transportation Supervision													
Salaries & Benefits	637,051	73,310	48,392	42,322	48,747	53,129	74,657	-	-	-	-	-	-
Professional Services & Employee Training		1,200	-	100	-	-	-	-	-	-	-	-	-
Telephone		-	13	27	-	27	13	-	-	-	-	-	-
Mileage		-	-	-	-	-	101	-	-	-	-	-	-
General Supplies/Software/Dues & Fees	96,017	15	145	2,236	1,430	7,221	800	-	-	-	-	-	-
Vehicle Service & Maintenance													
Repair & Maintenance	300,000	-	30,084	43,506	28,594	31,818	18,628	-	-	-	-	-	-
Fuel	500,000	-	3,321	2,654	17,512	18,667	14,804	-	-	-	-	-	-
Insurance	365,170	122,107	207,890	-	-	-	-	-	-	-	-	-	-
Regular Transportation													
Salaries & Benefits	2,300,064	46,533	45,961	127,293	246,202	188,438	213,804	-	-	-	-	-	-
Athletics	190,000	-	-	-	3,511	35,660	24,223	-	-	-	-	-	-
Music, ALF & Field Trips	13,000	-	-	-	-	-	-	-	-	-	-	-	-
Specialized Transportation													
Specialized Transportation	12,818,976	-	814,787	4,690	1,431,609	1,354,426	1,050,819	-	-	-	-	-	-
Billings for Cost Share (Specialized)	(750,000)	-	-	-	-	-	(5,412)	-	-	-	-	-	-
Pre-School, Homeless, Foster Billings to Grants	(250,000)	-	-	-	-	-	-	-	-	-	-	-	-
Total General Fund Budget	16,220,278	243,164	1,150,595	222,827	1,777,604	1,689,384	1,392,437	-	-	-	-	-	-

SPECIALIZED & REGULAR VENDOR TRANSPORTATION

FY25

	FY24 paid FY25	7/2024	8/2024	9/2024	10/2024	11/2024	12/2024	1/2025	2/2025	3/2025	4/2025	5/2025	6/2025	Total
ALEXANDER ANUKEM		28,920	20,080	63,650	87,820	72,830	75,110	107,490	70,520	118,370	119,755	135,755	103,665	1,003,965
ANUKEM, VICTOR		23,400	5,400	33,300	42,900	32,700	42,600	49,800	25,200	39,900	41,100	51,000	30,300	417,600
CARRINGTON TRANSPORTATION LLC				9,575	10,488	9,200	6,900	10,925	8,050	18,000	12,425	8,125	4,500	98,188
CINDY M. CARROLL		67,370	18,700	141,052	178,619	137,374	134,489	196,838	108,990	178,875	161,802	162,170	95,723	1,582,001
COLLABORATIVE FOR REGIONAL EDUCATIONAL				5,016	4,104	3,420		1,596						14,136
COORDINATED TRANSPORTATION SOLUTION		28,878	3,118	79,956	90,217	72,592	74,564	101,073	58,540	103,218	97,983	94,563	59,724	864,426
EASTER SEALS OF NH		206,896	90,581	399,807	469,279	370,244	342,733	461,727	301,516	463,873	445,111	453,869	305,287	4,310,924
GENTLE CARE RIDE LLC		91,440	25,100	205,980	265,390	204,620	166,715	271,345	174,815	291,270	278,120	284,375	174,175	2,433,345
HAVERHILL TAXI LLC								960	5,200	2,520	1,920	2,520	1,320	14,440
HOME BASE TRANSPORTATION LLC		1,840	250	2,250	1,375									5,715
KEATING		27,600		25,800	45,100	40,000	37,500	52,500	34,500	64,000	73,550	74,350	38,500	513,400
LIGHT WAY LLC	40,940			23,562	30,733	17,886	17,273	28,281	22,497	38,650	36,718	35,849	20,993	313,380
MTA	145													145
NEMO TRANSPORTATION				426	5,822	2,414	2,130	2,982	1,988	2,982	2,272	3,612	3,295	27,923
SAFE PASSAGE	800													800
SAFE WHEELS LLC		170,506	73,738	373,145	447,569	335,367	321,462	455,871	273,869	443,199	410,702	443,826	277,262	4,026,516
SEACOST LEARNING COLLABORATIVE,INC				2,052	2,052	1,368	1,368	1,710	1,140	1,824	1,596	2,103	1,140	16,353
STA	665													665
TUCKER TRANSPORTATION LLC						5,782		940	650			450		7,822
WECARE TRANSPORTATION LLC		48,410	20,980	81,820	111,940	75,620	87,990	111,070	64,440	125,620	133,960	140,720	79,090	1,081,660
AMAZON											1,719			1,719
ALL SELF TRANSPORT			905	2,314	2,821	9,881	13,764	10,063	8,197	6,576	8,503	4,678	29,187	96,887
OTHER SCHOOL DISTRICTS			27,566			997	1,363	8,149	5,203	54,867	46,028	41,216	119,011	304,400
TOTAL	42,550	695,260	286,418	1,449,704	1,796,228	1,392,295	1,325,960	1,873,319	1,165,316	1,953,744	1,873,264	1,939,182	1,343,170	17,136,408
YEAR TO DATE FY25						5,662,455								
SCHOOL DAYS (2 SNOW DAYS IN FEBRUARY)				18	21	16	15	21	12	20	19	19	12	173
AVERAGE PER DAY				80,539	85,535	87,018	88,397	89,206	97,110	97,687	98,593	102,062	111,931	99,054

FY26

	FY25 paid FY26	7/2025	8/2025	9/2025	10/2025	11/2025	12/2025	1/2026	2/2026	3/2026	4/2026	5/2026	6/2026	Total
ALEXANDER ANUKEM		95,280	49,530	157,050	193,940	145,970								641,770
ANUKEM, VICTOR														-
CARRINGTON TRANSPORTATION LLC														-
CINDY M. CARROLL		78,000		160,875	204,750	147,225								590,850
COLLABORATIVE FOR REGIONAL EDUCATIONAL	3,648													3,648
COORDINATED TRANSPORTATION SOLUTION														-
EASTER SEALS OF NH		269,016	97,337	403,054	456,105	349,430								1,574,942
GENTLE CARE RIDE LLC		29,100	26,700	59,360	82,500	77,144								274,804
HAVERHILL TAXI LLC														-
HOME BASE TRANSPORTATION LLC														-
KEATING		10,000												10,000
LIGHT WAY LLC														-
MTA														-
NEMO TRANSPORTATION														-
SAFE PASSAGE														-
SAFE WHEELS LLC		307,125	76,050	345,567	408,194	294,620								1,431,556
SEACOST LEARNING COLLABORATIVE,INC														-
STA														-
TUCKER TRANSPORTATION LLC														-
WECARE TRANSPORTATION LLC		34,500	24,475	27,100	36,182	35,389								157,646
AMAZON														-
ALL SELF TRANSPORT		1,742	1,042	1,736	1,736	1,042								7,297
OTHER SCHOOL DISTRICTS														-
SUBTOTAL	3,648	824,762	275,134	1,154,742	1,383,408	1,050,819	-	-	-	-	-	-	-	4,692,513
YEAR TO DATE FY26						4,692,513								
SCHOOL DAYS-MSD				18	21	15	17	19	14	21	18	19	13	175
AVERAGE PER DAY				64,152	65,877	70,055								
Estimated Invoice (missing from GL)						(369,942)								

Manchester School District
General Fund Revenue Report FY2026
December 31, 2025

Revenues	Budget	Received	Anticipated	Total	Budget Variance
School Building Aid	2,958,418	1,479,209	1,479,209	2,958,418	-
Area Vocational School	650,000	-	650,000	650,000	-
Special Education Aid	1,500,000	-	1,500,000	1,500,000	-
Other State Aid	476,844	340,247	136,597	476,844	-
Total State Revenues	5,585,262	1,819,456	3,765,806	5,585,262	-
ROTC	105,000		105,000	105,000	-
Medicaid	500,000	267,847	232,153	500,000	-
Total Federal Revenues	605,000	267,847	337,153	605,000	-
Tuition	700,000	-	700,000	700,000	-
Impact Fees	277,000	277,000	-	277,000	-
Pupil Activities (Athletics)	25,000	10,018	14,982	25,000	-
Interest Income	300,000	270,556	29,444	300,000	-
Indirect Cost	250,000	60,787	189,213	250,000	-
Misc. Other Sources	10,000	4,594	5,406	10,000	-
Sale of Fixed Assets	-	23,305	(23,305)	-	-
Transfer from Expendable Trust	4,500,000	-	4,500,000	4,500,000	-
Fund Balance	577,840	-	577,840	577,840	-
Total Local Revenues	6,639,840	646,261	5,993,579	6,639,840	-
Subtotal	12,830,102	2,733,564	10,096,538	12,830,102	-
Adequate Education Grant	107,638,112	43,055,244	64,582,868	107,638,112	-
District Assessment	97,905,599	73,015,854	24,889,745	97,905,599	-
Statewide Education Property Tax (SWEPT)	19,626,112	-	19,626,112	19,626,112	-
Total Taxes	117,531,711	73,015,854	44,515,857	117,531,711	-
Total General Fund Revenues	237,999,925	118,804,662	119,195,263	237,999,925	-

Manchester School District
SFNS Revenue Report - FY26
December 30, 2025

Object	Revenues	FY26 Budget	Received to Date	Accounts Receivable	% of Budget	FY26 Anticipated	Total Projection	Budget Variance
43260	State Reimbursement	80,000	5,000	2,685	9.6%	72,316	80,000	-
44560	Federal Reimbursement	4,290,000	851,303	788,828	38.2%	2,649,869	4,290,000	-
44910	USDA Commodities	350,000	124,435	-	35.6%	225,565	350,000	-
	Total Federal Revenues	4,640,000	975,737	788,828	38.0%	2,875,434	4,640,000	-
41611-13	Lunch, Breakfast, Milk Sales	1,210,000	479,039	-	39.6%	730,962	1,210,000	-
41620	Snack Bars & Misc Revenues	350,000	128,121	9,216	39.2%	212,663	350,000	-
41512	Interest Income	20,000	8,712	-	0.0%	11,288	20,000	-
	SFNS Fund Balance	-	-	-		-	-	-
	Total Local Revenues	1,580,000	615,872	9,216	39.6%	954,912	1,580,000	-
	Total Revenues	6,300,000	1,596,608	800,729	38.1%	3,902,663	6,300,000	-

SFNS Expense Report - FY26
December 30, 2025

Object	Expenses	FY26 Budget	FY26 Expended	% of Budget	FY26 Encumbered	FY6 Projection	Total Costs	Balance
50110	Salaries	2,279,677	1,026,125	45.0%	-	1,253,552	2,279,677	-
50200	Employee Benefits	1,541,634	683,058	44.3%	-	858,576	1,541,634	-
50322	Professional and Technical Services	34,189	5,711	16.7%	15	-	5,726	28,463
50430	Repairs and Maint	40,000	51,206	128.0%	13,529	-	64,735	(24,735)
50534	Postage	28,200	5,046	17.9%		23,154	28,200	-
50535	Freight	50,000	14,161	28.3%	15,965	19,874	50,000	-
50540	Advertising	300	-	0.0%	1,650	-	1,650	(1,350)
50550	Printing	1,000	-	0.0%	-	1,000	1,000	-
50610	General Supplies	110,000	48,210	43.8%	46,295	15,495	110,000	-
50616	Food	1,657,000	883,376	53.3%	129,259	746,743	1,759,378	(102,378)
50622	Electricity	50,000	-	0.0%	-	-	-	50,000
50626	Gasoline	8,000	1,486	18.6%	119	6,395	8,000	-
50630	USDA Commodities-Food	350,000	124,435	35.6%	1,874	223,691	350,000	-
50731	Equipment	100,000	11,559	11.6%	65,874	22,568	100,000	-
50850	City Services	50,000	-	0.0%	-	-	-	50,000
	Total Expenses	$ 6,300,000	$ 2,854,373	45.3%	$ 274,580	$ 3,171,047	$ 6,300,000	(0)

CERA balance	983,183

Inventory balance	79,049

Manchester School District
Athletics Operating Statement - FY26
As of December 30, 2025

Object	Account Name	Budget	District	Central	Memorial	West	McLaughlin	Hillside	Parkside	Southside	Beech	Total	Encumb	Projection	Balance
Expenses															
50100	Salaries	937,083	112,437	82,358	92,819	77,842	14,388	14,249	11,584	10,647	-	416,324	489,552	31,207	(0)
50141	Athletic Int Official	4,160	-	-	162	-	-	-	-	-	-	162	-	3,998	-
50143	Athletic Int Worker	20,800	-	2,015	2,095	2,950	925	875	780	605	-	10,245	-	10,555	-
50200	Benefits	241,720	41,075	14,983	14,281	35,008	2,818	2,492	2,853	2,108	-	115,618	125,543	558	0
50340	Contracted Services	42,744	12,238	248	-	-	-	-	-	-	-	12,485	90	30,169	-
50341	Officials	172,722	-	14,649	17,552	11,330	2,529	2,274	2,436	2,104	-	52,875	-	119,848	-
50342	Police	21,743	-	-	-	-	-	-	-	-	-	-	-	21,743	-
50430	Mach/Equip Maint & Repair	57,520	-	1,500	1,500	1,500	-	-	-	-	-	4,500	755	52,265	-
50441	Rental Expense(412)	13,100	-	-	4,160	-	-	-	-	-	-	4,160	3,340	5,600	-
50515	Transportation	190,000	-	15,500	19,020	11,401	3,865	5,494	4,848	3,266	-	63,393	39,178	87,430	-
50520	Insurance (Other than Emp Benefits)	13,000	11,078	-	-	-	-	-	-	-	-	11,078	-	1,922	-
50531	Telephone	400	-	-	-	-	-	-	-	-	-	-	-	400	-
50540	Advertising	200	-	-	-	-	-	-	-	-	-	-	-	200	-
50585	Gas/Mileage Allowance	1,000	199	-	-	-	-	-	-	-	-	199	-	801	-
50610	Supplies	93,993	540	3,934	1,178	333	-	642	-	-	-	6,627	26,519	60,846	-
50615	Uniforms	84,500	-	10	1,589	3,320	-	-	-	-	-	4,920	49,138	30,442	-
50621	Natural Gas	36,000	-	-	1,614	500	-	-	-	-	-	2,114	-	33,886	-
50622	Electricity	60,000	-	4,547	13,843	10,950	-	-	-	-	-	29,340	-	30,660	-
50623	Bottled Gas	4,000	-	6,113	-	-	-	-	-	-	-	6,113	-	(2,113)	-
50731	Equipment	114,914	-	-	-	-	-	-	-	-	-	-	8,419	106,495	-
50810	Due/Membership	45,760	2,642	12,359	12,494	7,119	-	-	-	-	-	34,614	16,606	(5,460)	-
50851	Interdepartmental Chg Backs	222,131	-	-	-	-	-	-	-	-	-	-	-	222,131	-
		2,377,490	**180,209**	**158,216**	**182,307**	**162,253**	**24,524**	**26,026**	**22,500**	**18,730**	**-**	**774,766**	**759,140**	**843,584**	**(0)**
Revenue Received															
41710	Admissions - Revenue	**25,000**	**-**	**2,420**	**4,527**	**1,587**	**-**	**-**	**-**	**-**	**-**	**8,534**	**-**	**16,466**	**-**

Manchester School District
Grant Expenditure Analysis - FY26
As of December 30, 2025

Grant Name	Project	Total Allocation	Expended at 6/30/2025	Remaining Allocation	Fiscal Year 2026			FY27 Projections	Total Expenditures	Projected Balance
					Expended	Encumbered	Projection			
Stronger Connections	23114	1,863,535.38	1,234,130	629,405	571,687				1,805,817	57,718.32
Community Oriented Policing (DOJ)	23800	2,401,000.00	2,058,899	342,101	251,350	90,751			2,401,000	-
CSI Beech FY24	24010	786,017.52	621,422	164,595	161,029				782,452	3,565.83
CSI McDonough FY24	24017	229,396.23	214,953	14,443	14,443				229,396	-
CSI Parker Varney FY24	24018	231,842.64	153,583	78,260	76,776				230,359	1,483.23
Title IIA - FY24	24102	1,311,067.47	1,198,452	112,616	81,594				1,280,046	31,021.55
Title III - FY24	24103	418,563.32	333,655	84,908	68,288				401,944	16,619.73
Title IV - FY24	24104	765,435.40	535,810	229,625	179,849				715,659	49,776.69
McKinney Homeless FY24	24110	81,527.57	72,491	9,037	9,036				81,527	0.73
Community Schools	24201	956,009.00	670,772	285,237	250,059	29,691	5,487		956,009	-
CSI Beech FY25	25010	240,315.74	-	240,316	78,604		131,712	30,000	240,316	-
CSI Parker Varney FY25	25018	122,866.70	-	122,867	77,509		25,358	20,000	122,867	-
IDEA FY25	25100	4,490,986.94	3,462,890	1,028,097	977,336		50,761		4,490,987	-
Title I FY25	25101	8,984,749.01	6,907,074	2,077,675	1,405,977				8,313,051	671,698.18
Title II FY25	25102	1,223,795.06	912,480	311,316	243,663	3,219	34,433	30,000	1,223,795	-
Title III FY25	25103	390,041.09	243,799	146,242	85,279	25,764	15,199	20,000	390,041	-
Title IV FY25	25104	1,129,046.40	589,761	539,285	265,030	6,113	168,143	100,000	1,129,046	-
McKinney Homeless FY25	25110	61,914.20	50,399	11,515	1,695		7,820	2,000	61,914	-
Congressionally Funded Comm	25112	105,000.00	56,000	49,000	49,000				105,000	-
Preschool - FY25	25119	129,500.54	65,938	63,562	58,747		4,815		129,501	-
Perkins VocEd FY25	25120	677,791.04	627,897	49,894	3,415				631,312	46,479.24
Perkins Redistribution 2	25122	86,494.63	35,634	50,861	49,449				85,083	1,411.78
21st Century - 5 Site	25131	966,260.00	927,304	38,956	1,331				928,635	37,624.94
Project AWARE - FY25	25200	1,587,820.74	883,896	703,925	491,720				1,375,616	212,205.02
OJJDP	25202	1,000,000.00	124,434	875,566	230,437	8,613	340,773	295,743	1,000,000	-
21st C - Bakersville	25432	120,345.00	110,132	10,213	171				110,303	10,041.65
21c - Gossler	25433	104,576.00	92,745	11,831	625				93,370	11,206.35
21c - McLaughlin	25434	95,270.00	86,832	8,438	(17)				86,815	8,455.49
21c - Hillside	25435	83,326.00	43,102	40,224	2,196				45,298	38,027.64
21c - McDonough	25436	118,938.00	112,997	5,941	144				113,140	5,797.66
21c - Parkside	25437	98,391.00	89,834	8,557	(0)				89,834	8,556.91
21c - Parker Varney	25438	122,866.70	102,954	19,913	190				103,143	19,723.48
Robotics - Memorial	26032	11,075.00	-	11,075		549	10,526		11,075	-
Robotics - West	26033	11,075.00	-	11,075	647	8,152	2,276		11,075	-
FY26 CSI Grant	26050	857,757.80	-	857,758	27,802	33,375	496,581	300,000	857,758	-
IDEA FY26	26100	4,491,712.50	-	4,491,713	1,405,949		2,585,764	500,000	4,491,713	-
Title I - FY26	26101	8,166,054.92	-	8,166,055	2,409,770	97,715	4,658,570	1,000,000	8,166,055	-
Title II - FY26	26102	1,296,190.47	-	1,296,190	366,022	24,240	405,928	500,000	1,296,190	-
Title III - FY26	26103	334,793.18	-	334,793	60,072	94,208	80,514	100,000	334,793	-
Title IV - FY26	26104	1,066,143.97	-	1,066,144	496,905	57,496	111,743	400,000	1,066,144	-

Manchester School District
Grant Expenditure Analysis - FY26
As of December 30, 2025

Grant Name	Project	Total Allocation	Expended at 6/30/2025	Remaining Allocation	Fiscal Year 2026			FY27 Projections	Total Expenditures	Projected Balance
					Expended	Encumbered	Projection			
Adult Diploma FY26	26111	14,646.87	-	14,647	5,086		9,560		14,647	-
Preschool FY26	26119	129,512.65	-	129,513	37,410		62,102	30,000	129,513	-
Perkins VocEd FY26	26120	706,208.27	-	706,208	235,525	32,122	338,561	100,000	706,208	-
21st Century - 5 Site FY26	26131	954,384.94	-	954,385	386,888	16,476	551,022		954,385	-
21st Century 5 Site - Summer Steam	26132	65,415.09	-	65,415	61,616				61,616	3,798.69
SASS Grant	26203	365,000.00	-	365,000	81,118	50,269	233,613		365,000	-
Bridging the Gap	26204	8,000.00	-	8,000	1,654		6,346		8,000	-
Farm to School 2.0	26209	5,374.95	-	5,375	5,375				5,375	-
Robotics - McLaughlin	26325	11,075.00	-	11,075	4,073	2,891	4,111		11,075	-
Robotics - Parkside	26327	11,075.00	-	11,075	1,992	325	8,758		11,075	-
Robotics - Southside	26328	11,075.00	-	11,075	1,959		9,116		11,075	-
Robotics - Cental	26331	11,075.00	-	11,075	6,300	4,769	6		11,075	-
21c Bakersville - Summer Steam	26332	15,095.79	-	15,096	13,878				13,878	1,217.49
21c Gossler - Summer Steam	26333	10,063.86	-	10,064	9,233				9,233	830.88
21c McLaughlin - Summer Steam	26334	6,689.58	-	6,690	5,719				5,719	970.38
21c Hillside - Summer Steam	26335	6,689.57	-	6,690	5,699				5,699	990.11
21c McDonough - Summer Steam	26336	15,095.79	-	15,096	13,821				13,821	1,275.19
21c Parkside - Summer Steam	26337	6,689.57	-	6,690	6,047				6,047	642.98
21c Parker Varney - Summer Steam	26338	15,095.79	-	15,096	13,778				13,778	1,317.42
21c Southside - Summer Steam	26339	6,689.57	-	6,690	6,566				6,566	123.57
21c - Bakersville	26432	130,386.65	-	130,387	48,727	1,331	80,328		130,387	-
21c - Gossler	26433	115,782.35	-	115,782	52,462	26	63,295		115,782	-
21c - McLaughlin	26434	103,725.49	-	103,725	48,016	2,150	53,560		103,725	-
21c - Hillside	26435	95,824.90	-	95,825	38,309	486	57,030		95,825	-
21c - McDonough	26436	124,735.66	-	124,736	52,691	581	71,463		124,736	-
21c - Parkside	26437	106,947.91	-	106,948	48,349	1,729	56,871		106,948	-
21c - Parker Varney	26438	118,846.78	-	118,847	45,822	560	72,464		118,847	-
21c - Southside	26439	106,296.72	-	106,297	48,002	1,346	56,949		106,297	-
TOTAL GRANTS		**$76,515,258.51**	**$48,638,535.80**	**$27,876,722.71**	**$11,739,893.82**	**$594,946.28**	**$10,871,558.22**	**$3,427,743.26**	**$75,272,677.38**	**$1,242,581.13**

Manchester School District
Special Revenue Funds Report FY26
Munis Fund #2300-2356, 5200-5290, 7400-7488
As of December 30, 2025

Fund	Proj	Name	Beginning Balance	Revenues	Expenses	Encumbered	Projection	Balance
2311		Summer School	189.10	-	-	-	-	189.10
2315		Adult and Community Learning	2,290.00		-	-	-	2,290.00
2320		Athletics	19,178.99	1,148.00	3,075.00	-	-	17,251.99
2354		21st Century	30,646.82	3,139.07	1,532.51			32,253.38
2355		Apprenticeship Program	54,699.21	182,900.00	99,324.68	-	-	138,274.53
5200		MST Program Funds	47,722.82	7,498.26	25,095.29	-	-	30,125.79
7402	08505	Misc. Donations	9,306.01		894.66	-	-	8,411.35
7402	13616	High School IT VLACS	8,320.51	-	-	-	-	8,320.51
7402	15602	Bean STEAM Ahead in NH	582.09	-		-	-	582.09
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	15619	STEAM Scholarships	16,510.02	-	4,200.00	-		12,310.02
7402	16608	I Am College Bound Drive	2,437.00	-	-	-	-	2,437.00
7402	16609	Lowes Grant - MST	-	-		-	-	-
7402	16610	Advertising	471.08	-		-	-	471.08
7402	16611	Bean Foundation - ELO Stipend	2,695.85	-	-	-	-	2,695.85
7402	16612	Opiod Curriculum	921.41	-	-	-	-	921.41
7402	16613	DCU Adult Ed*	9,697.63			-	-	9,697.63
7402	16616	Parker Varney Café Services	452.96	-	-	-	-	452.96
7402	17603	First Jr Steam Ahead Program	4,897.13	-	-	-	-	4,897.13
7402	17611	Estate of D. Patryn CHS	3,197.42	-	-	-	-	3,197.42
7402	18602	Bookmobile (Booked for Summer)*	1,856.53	-	249.00	-	-	1,607.53
7402	18607	HUSSC Award	3,500.00	-	-	-	-	3,500.00
7402	18610	Bean Foundation - Webster-Tech	750.00	-	-	-	-	750.00
7402	18613	Barr Foundation	5,253.72	-		-	-	5,253.72
7402	19604	Parkside Food Pantry	0.11	-		-	-	0.11
7402	19606	Buck Institute	5,856.64	-	-	-	-	5,856.64
7402	20607	Nellie Mae Foundation	(0.66)	-	-	-	-	(0.66)
7402	20610	Bean Foundation - Central	456.33	-	-	-	-	456.33
7402	21601	Bean Foundation Parker Varney	575.00	-	-	-	-	575.00
7402	21602	Bean Foundation Comcast	1,651.41	-	1,471.50	-	-	179.91

Fund	Proj	Name	Beginning Balance	Revenues	Expenses	Encumbered	Projection	Balance
7402	21605	Kiwanis Foundation*	77.48	587.54	587.54	-	-	77.48
7402	22601	Manchester Proud - Equity Officer*	-			-	-	-
7402	22602	Manchester Proud Celebration*	1,579.27	7,000.00	6,998.96	-	-	1,580.31
7402	22603	Museum of Science - McDonough	6,978.00	-	-	-	-	6,978.00
7402	22606	Out of School Time Career Pathways*	8,499.84	50,000.00	24,908.59	-	-	33,591.25
7402	22610	Costello Food System Grant - MST	125.11	-		-	-	125.11
7402	22611	Bean Ed Enhancement Fund - Southside	537.66	-	-	-	-	537.66
7402	22616	Schoolyard Action Grant - Northwest	0.95	-		-	-	0.95
7402	23602	Jersey Mike CBE Incentive - Hillside	2,586.19	-	-	-	-	2,586.19
7402	23603	Bean Ed Enhancement Fund - Jewett	29.87	-		-	-	29.87
7402	23608	Bean Ed Enhancement Fund - Bakersville	90.86	-	-	-	-	90.86
7402	23610	Great NH Restaurants	5,100.74	-	(500.00)	-	-	5,600.74
7402	23611	Bean Education Enhancement Fund - Webster	23.04	-	-	-	-	23.04
7402	23612	Bean Education Enhancement Fund - Webster	15.79	-	-	-	-	15.79
7402	23614	Preschool Development Grant	938.81		-	-	-	938.81
7402	23615	Bean Education Enchancement Fund - Hillside	750.00	-	-	-	-	750.00
7402	24601	Bean Education Enchancement Fund - McDonough	54.49			-	-	54.49
7402	24602	Manchester Rotary Club - Adult Ed	93.00			-	-	93.00
7402	24604	Student Assistance Prog - Southside FY24	-	19,436.15	19,436.15	-	-	-
7402	24605	Student Assistance Prog - Parkside FY24	-	18,411.52	18,411.52	-	-	-
7402	24606	CMF Kids - Playground Upgrandes	76,837.56	100,000.00	94,871.90	-	-	81,965.66
7402	24607	Bean Education Enchancement Fund - MST	11.85			-	-	11.85
7402	24608	Bean Education Enchancement Fund - Highland	14.23			-	-	14.23
7402	24609	Bean Education Enchancement Fund - West	31.44			-	-	31.44
7402	24612	Bean Education Enchancement Fund - Jewett	18.58			-	-	18.58
7402	24613	Bean Education Enchancement Fund - Smyth	4.08			-	-	4.08
7402	24614	Outdoors Club - West	4.16			-	-	4.16
7402	24615	Bean Education Enchancement Fund - Hillside	232.03			-	-	232.03
7402	24616	Bean Education Enchancement Fund - Hillside	497.30			-	-	497.30
7402	24617	Bean Education Enchancement Fund - MST	0.13			-	-	0.13
7402	24619	David Brooks Music Grant	-	7,500.00	1,254.21	-	-	6,245.79
7402	24620	Tanger Lending Bins - Hillside	347.02			-	-	347.02
7402	24621	Artists in Residence - Southside	2,425.67			-	-	2,425.67
7402	24622	Bean Education Enchancement Fund - Webster	270.00			-	-	270.00
7402	24623	Bean Education Enchancement Fund - West	750.00			-	-	750.00
7402	24627	Bean Education Enchancement Fund - Webster	2.40			-	-	2.40
7402	24628	Bean Education Enchancement Fund - MST	50.00			-	-	50.00

Fund	Proj	Name	Beginning Balance	Revenues	Expenses	Encumbered	Projection	Balance
7402	25600	Welcome Center*	-	42,920.51	42,920.51			-
7402	25601	Dual Language French Immersion	7,958.53	6,000.01	4,305.59			9,652.95
7402	25606	School Safety Facilitator	-	31,645.89	31,645.89			-
7402	25626	Christmas Giving - Hillside	500.00					500.00
7402	25630	Bean Grant - OGAP Training	650.00		650.00			-
7402	25632	Bean Grant - Roller Rink Field Trip	750.00		750.00			-
7402	25633	Adult Ed - Food Bank	412.65					412.65
7402	25634	Welcome Center - Food Bank	1,000.00					1,000.00
7402	25635	Bean Grant - Math Field Trip	750.00		750.00			-
7402	25636	Bean Grant Memorial Freshman Academy	705.00		705.00			-
7402	25637	Bean Grant - Smyth Rd Zach's Contraptions	750.00					750.00
7402	25638	Bean Grant - Webster Rd Zach's Contraptions	750.00					750.00
7402	25639	Bean Grant - Smyth Rd Zach's Contraptions	750.00					750.00
7402	25640	Bean Grant - GA Zach's Contraptions	-	750.00				750.00
7402	25641	Bean Grant - Jewett Zach's Contraptions	-	750.00				750.00
7402	25642	Bean Grant - Gossler Zach's Contraptions	-	750.00				750.00
7402	25643	Bean Grant - McDonough Zach's Contraptions	-	750.00				750.00
7402	25644	Bean Grant - Northwest Zach's Contraptions	-	750.00				750.00
7402	25804	Red Sox Foundation	10,104.50		1,920.00			8,184.50
7402	25805	Ed Barody - Scoreboard	-					-
7402	26601	Manchester Proud - Comcast Internet	-	1,000.00				1,000.00
7402	26602	Bean Grant - Humanities MST	-	750.00				750.00
7402	26603	Mockingbird Foundation - Memorial	-	2,000.00	149.99			1,850.01
7402	26604	Bean Grant - Hillside 8th Grade Bio	-	700.00	608.77			91.23
7402	26605	Bean Grant - Bakersville Zach's Contraptions	-	750.00				750.00
7402	26606	Anita Diamond Trust Fund	-	15,000.00	400.00			14,600.00
7402	26607	Nellie Mae Foundation	-	95,000.00	474.16			94,525.84
7402	26608	Bean Grant - Parkside Race Car	-	750.00				750.00
7402	26609	Bean Grant - PV Zach's Contraptions	-	750.00				750.00
7402	26613	SAP - FY26	-	63,574.33	63,574.33			-
7403		Fruit and Veggie Program*	-			-	-	-
7406		Local Food Schools Grant*	20,000.00			-	-	20,000.00
7410		MUSAC*	2,637.82		355.00	-	-	2,282.82
7484		Bus Bond	-					-
7485		Tech Bond	-					-
7488		Misc Bonds	-			-	-	-
			404,322.03	**662,211.28**	**451,020.75**	**-**	**-**	**615,512.56**
		*Multi-year donation/grant						-

MANCHESTER SCHOOL DISTRICT
EXPENDABLE TRUST FUNDS

		FY26				
	Balance FY25	Budgeted Transfers	Notes	Curriculum & Classroom Technology Purchase	Additional Estimated Year End Transfers	Estimated Year End Balance
Health Care	4,349,830	(2,000,000)	To balance FY26 budget reduction		(1,000,000)	1,349,830
Special Education	2,224,675	(1,733,522)	To balance FY26 budget reduction			491,153
Maintenance & Repairs	457,627	-				457,627
Capital Projects	5,216	-				5,216
Athletics	179,007	-				179,007
Teaching & Learning	15,752,010	(4,500,000)	Revenue in FY26	(1,285,972)		9,966,038
	22,968,366	(8,233,522)		(1,285,972)	(1,000,000)	12,448,872
						**

**Does not include interest earnings for FY26

Curriculum approved by BOSC 8/2026	886,015
Technology request to Finance 11/2026	399,957
	1,285,972

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: City Services Invoices ($1,146,362.70)

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the City Services Invoices, in the amount of $1,146,362.70, and forward this item to the Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

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 14, 2026

ACTION X CONSENT _____ INFORMATION _____

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 IMPACT:

$1,146,362.70 (Expenditure)

(Fiscal Verification: KD)

RECOMMENDATION:

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

Presented by:

Karen DeFrancis
Executive Director of Finance

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Prepared by:

Karen DeFrancis
Executive Director of Finance

Approval:

Bob Baines, Chair
Finance & Facilities Committee

CITY SERVICES SPREADSHEET - January 14, 2026

DEPARTMENT	DESCRIPTION	INVOICE #		AMOUNT
Facilities	Custodial & PM October 2025	1096391	$	416,072.94
Facilities	Custodial & PM Novemer 2025	1098542	$	416,486.59
Facilities	Maintenance Nov. 25	1098541	$	116,145.89
Fire Department	Nurse Detail - Sept. 25	1098464	$	8,729.07
Fire Department	Nurse Detail - Oct. 25	1098465	$	4,034.95
Fire Department	Nurse Detail - Nov. 25	1098467	$	2,716.60
Parks & Recreation	Beech Street Electric (Sept 18 to Oct 17 2025)	1098543	$	5,487.52
Parks & Recreation	Beech Street Electric (Oct 17 to Nov 18 2025)	1098544	$	5,256.22
Police Department	Athletics Details (Central, West & Memorial)	1099338	$	960.00
Police Department	Athletics Details (Central, West & Memorial)	1099443	$	960.00
Police Department	Athletics Details (Gill Stadium)	1097971	$	640.00
Police Department	School Charge Backs FY26 SRO detail (Nov. & Dec. 2025)	1099511	$	168,872.92
Total Amount Due:			$	1,146,362.70

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Manifest of Authorized Expenditures (December 2025) ($27,532,979.28)

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the Manifest of Expenditures for December 2025, in the amount of $27,532,979.28, and forward this item to the Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Manifest of Authorized Expenditures December 2025

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION X CONSENT _____ INFORMATION _____

BACKGROUND:

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

See information attached.

FISCAL IMPLICATIONS:

$27,532,979.28 (Expenditure)

(Fiscal Verification: KD)

RECOMMENDATION:

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

Presented by:

Karen DeFrancis
Executive Director of Finance

Prepared by:

Karen DeFrancis
Executive Director of Finance

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Approval:

Bob Baines, Chair
Finance & Facilities Committee

Manchester School District
Warrant Log
December 2025

Warrant	Date	Check Number	Amount
112025	11/21/2025	ACH Funds Transfer	727,221.33
112425	11/28/2025	12499-12506	49,207.13
112425	11/28/2025	ACH Funds Transfer	56,791.99
120125A	12/5/2025	ACH Funds Transfer	709,521.92
120125	12/5/2025	12507-12510	147,102.12
120125	12/5/2025	ACH Funds Transfer	745,409.47
120825	12/12/2025	12511-12521	318,763.32
120825	12/12/2025	ACH Funds Transfer	620,058.93
121825SF	12/19/2025	12522-12535	222,123.25
121825SF	12/19/2025	ACH Funds Transfer	30,922.30
121825CP	12/19/2025	12536-12540	1,532,892.18
121825CP	12/19/2025	ACH Funds Transfer	2,002,025.12
121825FF	12/19/2025	12541-12618	551,949.54
121825FF	12/19/2025	ACH Funds Transfer	8,178.71
121825GF	12/19/2025	12619-12742	1,973,531.66
121825GF	12/19/2025	ACH Funds Transfer	3,671,722.77

Total Accounts Payable	**$**	**13,367,421.74**
December Payroll		**14,165,557.54**
Grand Total	**$**	**27,532,979.28**

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: RFP Results – Benefits Consulting Services

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve a three-year contract for Benefit Consulting Services with Workplace Benefit Solutions (WBS), a HUB International Company, and forward this item to the Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,



Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE RFP Results-Benefits Consulting Services

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION X CONSENT ____ INFORMATION ____

BACKGROUND:

The District posted a Request for Proposal for Benefit Consulting Services on December 1, 2025. There were three firms that responded.

A summarization of the results is attached.

FISCAL IMPLICATIONS:

$178,000/year ($534,000-three years) from estimated commissions

(Fiscal verification: KD)

RECOMMENDATION:

The Committee on Finance & Facilities move to approve a three-year contract for Benefit Consulting Services with Workplace Benefit Solutions (WBS), a HUB International Company and forward this item to the Board of School Committee for approval.

Presented by:
Karen DeFrancis
Executive Director of Finance

Prepared by:
Karen DeFrancis
Executive Director of Finance

Approval:
Jennifer Chmiel, Ed.D.
Superintendent of Schools

Approval:
Bob Baines, Chair
Finance & Facilities Committee

REQUEST FOR PROPOSAL (RFP) RESULTS
BENEFITS CONSULTING SERVICES
POSTED DECEMBER 1, 2025

Responses:

The following proposals were received in response to the posted RFP:

Gallagher Benefit Services, Inc.	Concord, NH	$581,475	Year 1: $190,000, Year 2: $193,800, Year 3: $197,675
Lockton Companies	Boston, MA	$600,000	$200,000 annually (fee, commission or hybrid-same under any arrangement)
Workplace Benefit Solutions, a HUB International Company	Manchester, NH	$534,000	Commission from Life, Disability & Retiree Medicare $178,000 annually

Selection Criteria:

1. Fee proposal
2. Firm experience and account executive experience
3. Access to markets for health and dental insurance
4. Resources and references
5. Overall clarity and responsiveness to the proposal

Vendor Scoring:

		Gallagher		Lockton		WBS	
Selection Criteria	**Weight**	**Raw Score****	**Weighted Score*****	**Raw Score****	**Weighted Score*****	**Raw Score****	**Weighted Score*****
Cost	25%	9	2.25	8	2.00	10	2.50
Experience	20%	9	1.80	9	1.80	10	2.00
Access to markets	20%	7	1.40	9	1.80	10	2.00
References	20%	9	1.80	9	1.80	10	2.00
Overall clarity of proposal	15%	9	1.35	10	1.50	10	1.50
			8.60		8.90		10.00
Overall Ranking	100%						

Notes:
** Evaluated on a scale of 1 to 10: 1=worst, 10=best.
*** Weight x Raw Score

Recommendation:

Vendor: Workplace Benefit Solution (WBS), a HUB International Company
Fee: Commission on Life & Disability plans and post 65 retiree plan
Estimated Annual Cost: $30,000 commission on life and disability + $148,000 commission on 65+ retirees
Award Period: 3 years

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Contract Indemnification Language

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the proposed indemnification contract language for the following contract, Boothby Therapy Services, as amended with the replacement of Gate City and replacing it with the Queen City, and forward this item to the Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Indemnification Contract Language

COMMITTEE ON FINANCE& FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT:_____ INFORMATION: _____

BACKGROUND:
Attached, please find the following contract for approval of the indemnification language contained therein:

a. Boothby Therapy Services

By way of background, this contract is on the agenda for approval of indemnification contract language only, not for approval of spending. The contract listed has been reviewed by the legal department.

FISCAL IMPACT:
N/A

FISCAL VERIFICATION: _____

RECOMMENDATION:
That the committee on Finance & Facilities move to approve the proposed indemnification contract language for Boothby Therapy Services and send it to the Board of School Committee for approval.

Prepared by:

Karen DeFrancis
Executive Director of Finance

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Presented by:

Karen DeFrancis
Executor Director of Finance

Bob Baines, Chair
Finance & Facilities Committee

Boothby Therapy Services

806 North Main Street • Laconia, NH 03246 • (603) 524-9090 • fax (603) 524-1497

www.boothbytherapy.com

Contract for Services

AGREEMENT entered into this (**25th**) day of **November 2025** by and between **SAU 37** ("the District"); and Boothby Therapy Services, LLC ("the Company").

In consideration of the rights and obligations set forth herein, the parties agree that **Occupational Therapy Assistant** services will be provided to students of the District in the following manner and under the following terms and conditions:

1. Services: Company will arrange, as Company staffing resources allow, for the provision of evaluation, therapy, and consultation services to identified students in the District in accordance with the students' Individual Education Plans or 504 Plans, or to non-identified students at the request of the special education staff with the approval of **Aisha Weaver, Executive Director of Student Services and Wellness, SAU 37, 20 Hecker Street, Manchester, NH 03102** (The person the Company provides to deliver the services described in this Agreement shall be referred to herein as the "Service Provider.")

2. Hours: **The Company agrees to arrange for the provision of Occupational Therapy Assistant services for Gate City student(s), as requested,** during the **2025-2026** school years. Additional actual hours of therapy time may vary to accommodate meetings, evaluations, report writing or other activities as necessary.

3. Compensation: The District shall pay the Company **$85.00** per hour for all services provided by the Company under this Agreement including, but not limited to, evaluation, therapy, consultation to teachers, staff, parents or others; documentation related to therapy, creation of Individual Education Plans or evaluations; and attendance at meetings. If Service Provider is compelled to participate in any legal proceeding regarding service provision within the District, the District shall pay Company's reasonable attorney's fees and the hourly rate listed above for Service Provider's preparation and testimony time.

4. Travel Time: Travel time will be reimbursed at the rate schedule outlined in #3 Compensation above for travel to and from the District or any other location where services will be rendered for the benefit of students of the District.

5. Days Off, Etc: The District will not be charged for services not provided due to a scheduled day off (e.g., holiday) or unscheduled day off (e.g., sick day or snow day). In the event that a student or family member "no shows" or cancels a scheduled appointment or is unavailable for the scheduled session for any reason, the service provider will maintain the planned schedule and apply the time reserved for the appointment to an activity that benefits the program at the school in which the provider is located. The district will be billed at the contracted rate at the discretion of the Company.

6. Unsafe Road Conditions: The Company reserves the right to cancel therapy services in the event of unsafe road conditions between the Service Provider's office and the District. Furthermore, the Company reserves the right to cancel therapy services in the event of other force majeure events such as, but not limited to: (a) acts of God; (b) flood, fire, earthquake or explosion; (c) war, invasion, hostilities (whether war is declared or not), terrorist threats or acts, riot or other civil unrest; (d) government order or law; (e) actions, embargoes or blockades in effect on or after the date of this Agreement; (f) action by any governmental authority; (g) national or regional emergency; (h) strikes, labor stoppages or slowdowns or other industrial disturbances; (i) epidemic, pandemic or similar influenza or bacterial infection (which is defined by the United States Center for Disease Control as virulent human influenza or infection that may cause global outbreak, or pandemic, or serious illness); (j) emergency state; (k) shortage of adequate medical supplies and equipment; (l) shortage of power or transportation facilities; and (m) other similar events beyond the reasonable control of the Company.

7. Availability of Materials: The District agrees to make available diagnostic and therapeutic materials, such as are typically available to District Service Provider employees for use by the Service Provider while the Service Provider is in the District. As such, the District will furnish any standardized assessments to be used to determine eligibility and/or dismissal from speech-language services, as well as therapy materials as deemed appropriate based on the population of students being served, such as student age range and severity of disability. Such materials may include, but are not limited to, children's books, toys to be used for therapy, such as for teaching cause and effect, flash cards, therapy games, workbooks, matching materials, online subscriptions for use in assessment and/or therapy, as well as tablets or other appropriate devices for use with students during assessments and therapy.

8. Direct Engagement Fee: Should the District retain the services of the Service Provider within twelve (12) months after the last day the Service Provider provides services pursuant to this Agreement, whether as an employee, independent contractor or other arrangement, the District shall pay the Company a Direct Engagement Fee equal to two hundred thousand dollars ($200,000). This provision may be waived in the future in a separate writing by mutual agreement of the parties. Such fee is only payable if the District and the Company have a current contract for services in place and during the twelve (12) months following the expiration or termination of such contract.

9. Invoice and Payment Procedure: The Company will submit a weekly bill for services to **Aisha Weaver, Executive Director of Student Services and Wellness, SAU 37, 20 Hecker Street, Manchester, NH 03102.** Payment is due within thirty (30) days of receipt of invoice. Unpaid balances past sixty (60) days will accrue interest at the rate of 1.5% per month (annual percentage rate of 18%). The District shall pay all costs of collection, including reasonable attorney's fees.

10. NBCOT Certification: The Company shall maintain and submit proof of National Board For Certification of Occupational Therapy (NBCOT) certification and current state licensure for each Service Provider providing services under this Agreement.

11. Insurance: The Company shall maintain and submit proof of liability insurance in the amount of $1,000,000 per incident and up to $3,000,000 per year. The Company shall maintain workers compensation insurance as required by law. The Company shall name District, their Boards, officers, agents, employees and the city of Manchester, NH as named insured's in any and all insurance policies required by the terms of this Agreement. The Company shall not cancel the insurance without 30 days prior written notice to the District. The Company will provide a valid Certificate of Insurance to the District.

12. Continuing Professional Education: The Company shall ensure its principals and all Service Providers attend conferences or seminars periodically to maintain licensure. The Company and Service Providers, as the case may be, will be responsible for payment for attendance at educational functions unless required to attend a specific educational function by the District.

13. Federal Government Authorization: In accordance with Federal Accounting Requirements, Boothby Therapy Services swears that it has not been suspended or barred from doing business with the federal government.

14. Commencement; Termination: This Agreement will commence on **November 1, 2025** and continue until **June 30, 2026** or replaced with a subsequent agreement.

15. Miscellaneous: This Agreement shall be binding upon and shall inure to the benefit of the parties hereto and their respective successors and assigns. This Agreement shall be interpreted, construed and enforced in accordance with the laws of the State of New Hampshire. Any dispute or enforcement action regarding this Agreement shall be maintained only in the federal or state courts sitting within the State of New Hampshire. This Agreement constitutes the entire Agreement between the parties and all previous discussions, understandings and agreements related thereto are merged herein. This Agreement may not be amended except in a writing signed by both of the parties hereto.

16. Criminal Background: All Service Providers performing services under this Agreement shall have a current criminal history records check paid for by the Company prior to performing services under this Agreement. The District may require the Company to remove any employee when it determines it is in the best interest of the District. No employee of the Company shall be considered an employee of the District. No Company Service Provider shall provide services within the District if the criminal history check reveals any convictions or pending charges against the Service Provider, in accordance with RSA 189:13-a, V.

17. Independent Contractor: The Company is for all purposes arriving under the Agreement an Independent Contractor. All personnel provided by the Company pursuant to the Agreement shall for all purposes, be considered employee of the Company. The Company shall assume sole and exclusive responsibility for the payment of wages and all applicable employment taxes and insurance.

18. Confidentiality: The Company and the Service Provider shall maintain the privacy and confidentiality of student records and shall comply with FERPA and all District policies, procedures and rules. The Company will execute the District's data confidentiality agreement to the extent required for the Service Provider's access to confidential student data.

19. Assignment: The Company shall not assign this agreement with or without the prior written consent of the SAU.

WITNESS our hands as of the day and year first above written.

By: _____	By: _____
Aisha Weaver **SAU 37**	Jennifer McGreevy, Chief Partnerships Officer Boothby Therapy Services

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Boothby Therapy Services

806 North Main Street • Laconia, NH 03246 • (603) 524-9090 • fax (603) 524-1497

www.boothbytherapy.com

Amendment of Contract for Services

With respect to the AGREEMENT entered into on the **(15th)** day of **August 2025** by and between **SAU 37, 20 Hecker Street, Manchester, NH 03102** ("the District"); and Boothby Therapy Services, LLC ("the Company"), with such agreement terminating on **June 30, 2026**, the District and the Company wish to amend the AGREEMENT.

In consideration of the original terms of the AGREEMENT, as found in paragraph 14, the AGREEMENT may not be amended except in a writing signed by both of the parties hereto. This Amendment documents the mutual agreement of the District and Company to amend the original AGREEMENT by adding a new paragraph 19:

19. Indemnification: The District agrees to indemnify, defend, and hold harmless the Company, its officers, employees, and agents from and against any and all claims, demands, damages, liabilities, costs, and expenses (including attorney's fees) arising out of or resulting from:

a. claims arising student transportation to or from community-based service locations,
b. claims arising from conditions of property not owned, leased, or controlled by company during the delivery of community-based services, and
c. negligent actions or omissions of District employees or District agents related to community-based services.

The Company agrees to indemnify, defend, and hold harmless the District for claims arising solely out of the negligence or willful misconduct of company employees while delivering community-based services. In this context, "community-based services" means IEP ordered orientation and mobility services provided by the Company in the community and not on District property. Prior to providing services in community settings, the company may conduct a site assessment to ensure suitability and safety. The company reserves the right to decline community-based services in community-based locations that do not meet safety standards.

WITNESS our hands as of the day and year first above written.

By: _____

Aisha Weaver
SAU 37

By: _____

Jennifer McGreevy, Chief Partnerships Officer
Boothby Therapy Services

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Professional Leave Requests ($23,221.65)

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the Professional Leave Requests, in the amount of $23,221.65, and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Professional Leave Requests

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION: ___X___ CONSENT: _____ INFORMATION: _____

BACKGROUND:

Leslie Whitney will be present at the meeting to review the Professional Leave Requests.

See information attached.

FISCAL IMPACT:

$23,221,65 (Expenditure)

(Fiscal Verification: KD)

RECOMMENDATION:

The Committee on Finance & Facilities moves to review and approve Professional Leave Requests and forward this item to the Board of School Committee for approval.

Presented by:

Leslie Whitney
Leslie Whitney
Executive Director
Teaching and Learning

Prepared by:

Leslie Whitney
Leslie Whitney
Executive Director
Teaching and Learning

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Approval:

Robert A. Baines
Bob Baines, Chair
Finance & Facilities Committee

Professional Leave Requests
Over $2,000 (Pending Board Approval)

Event: ESEA Conference
Location: Denver, CO
Dates: February 09-13, 2026
Attendee: Leslie Whitney, Executive Director of Teaching and Learning - SAU; Jill Uchiyama, Grant Writer - SAU; Alex Levesque, 21st Century Program Director - SAU
General Objective: The Elementary and Secondary Education Act (ESEA) National Conference addresses the primary federal law guiding K–12 funding, standards, and accountability, with this year's theme: Cultivating Communities for Student Success. Focus: educational access, high standards, and supports for low-income students.
Post-Conference: Review new federal guidance for any policy or compliance changes. This spans local, district, state, and federal levels.
Total Event Costs: $7,212.69 (no substitutes required)
Funding Source: Title II #174274
Not Required

Event: TESOL International Conference
Location: Salt Lake City, UT
Dates: March 24-27, 2026
Attendees: Wendy Perron, Executive Director of Multilingual Learner Education-SAU; Samantha Goldsmith, ELD teacher at McDonough; Erin Fallabella, ELD teacher at Beech; Carey Hodges, ELD teacher at Parkside; Meryl Shea, ELD teacher at Southside and Sarah Dubois, ELD teacher at Parkside
General Objective: The team submitted a proposal to present at the conference to share curriculum work they have been engaged in over the past year. The team's proposed session, entitled, "*Connecting WIDA and ESL: A Functional Approach to Planning*" was accepted. The team will present and attend the conference, which is the largest gathering of English language teaching professionals. Participation will support ongoing efforts to improve ELD programming in the district.
Post-Conference: Team will continue curriculum development as part of continuous cycle of improvement and lead monthly ELD department meetings to promote sustained and consistent collaboration across the department to ensure that effective research-based instructional practices for Multilingual Learners are embedded throughout the ELD curriculum.
Total Event Costs: $16,008.96 (no substitutes required)
Funding Source: Title III
Not Required

Professional Leave Cost Summary January 2026
Over $2,000 (Pending Board Approval)

Name	Role	School	Arrival/ Start Date	Departure/ End Date	# of Hotel Nights	Total Registration	Mileage (.70 per mile)	Parking	Shuttle	Lodging (distance over 50 miles)	Meals	Flight	Tolls	Substitute	Total
ESEA Conference Denver, CO February 10-12, 2026															
Leslie Whitney	Ex. Dir. Teach/Learn	SAU	2/9/2026	2/13/2026	3	$719.00	$0.00	$0.00	$240.00	$970.00	$348.00	$300.00	$0.00	$0.00	$2,577.00
Jill Uchiyama	Grant Writer	SAU	2/9/2026	2/13/2026	3	$719.00	$0.00	$0.00	$140.00	$1,100.00	$348.00	$300.00	$0.00	$0.00	$2,607.00
Alex Levesque	21st Century Prog. Dir	SAU	2/9/2026	2/12/2026	2	$719.00	$0.00	$0.00	$101.00	$0.00	$261.00	$947.69	$0.00	$0.00	$2,028.69
Total Event Costs						**$2,157.00**	**$0.00**	**$0.00**	**$481.00**	**$2,070.00**	**$957.00**	**$1,547.69**	**$0.00**	**$0.00**	**$7,212.69**
2026 TESOL International Convention Salt Lake City, UT March 24-27, 2026															
Wendy Perron	Ex. Dir. Multiling. Learner Ed.	SAU	3/24/2026	3/27/2026	3	$500.00	$78.16	$0.00	$50.00	$1,040.00	$300.00	$650.00	$50.00	$0.00	$2,668.16
Sarah Dubois	ELD Teacher	Parkside	3/24/2026	3/27/2026	3	$500.00	$78.16	$0.00	$50.00	$1,040.00	$300.00	$650.00	$50.00	$0.00	$2,668.16
Samantha Goldsmith	ESOL Teacher	McDonough	3/24/2026	3/27/2026	3	$500.00	$78.16	$0.00	$50.00	$1,040.00	$300.00	$650.00	$50.00	$0.00	$2,668.16
Erin Falabella	ML Teacher	Beech	3/24/2026	3/27/2026	3	$500.00	$78.16	$0.00	$50.00	$1,040.00	$300.00	$650.00	$50.00	$0.00	$2,668.16
Meryl Shea	ELD Teacher	Southside	3/24/2026	3/27/2026	3	$500.00	$78.16	$0.00	$50.00	$1,040.00	$300.00	$650.00	$50.00	$0.00	$2,668.16
Carey Hodges	ESOL Teacher	Parkside	3/24/2026	3/27/2026	3	$500.00	$78.16	$0.00	$50.00	$1,040.00	$300.00	$650.00	$50.00	$0.00	$2,668.16
Total Event Costs						**$3,000.00**	**$468.96**	**$0.00**	**$300.00**	**$6,240.00**	**$1,800.00**	**$3,900.00**	**$300.00**	**$0.00**	**$16,008.96**
Total Leave Costs						**$5,157.00**	**$468.96**	**$0.00**	**$781.00**	**$8,310.00**	**$2,757.00**	**$5,447.69**	**$300.00**	**$0.00**	**$23,221.65**

NOTE: ONLY ACTUAL EXPENSES ARE REIMBURSED. DETAILED RECEIPTS & PROOF OF PAYMENT REQUIRED.

Meals Breakdown for January 2026 Professional Leaves
Over $2,000 (Pending Board Approval)

Name	Role	School	Arrival/ Start Date	Departure/ End	Day #1	Day #2	Day #3	Day #4	Day #5	Total Meals*
ESEA Conference Denver, CO February 10-12, 2026										
Leslie Whitney	Ex. Dir. Teach/Learn	SAU	2/9/2026	2/13/2026	$87.00	$87.00	$87.00	$87.00	$0.00	$348.00
Jill Uchiyama	Grant Writer	SAU	2/9/2026	2/13/2026	$87.00	$87.00	$87.00	$87.00	$0.00	$348.00
Alex Levesque	21st Century Prog. Dir.	SAU	2/9/2026	2/12/2026	$87.00	$87.00	$87.00	$0.00	$0.00	$261.00
Total Event Costs					**$261.00**	**$261.00**	**$261.00**	**$174.00**	**$0.00**	**$957.00**
2026 TESOL International Convention Salt Lake City, UT March 24-27, 2026										
Wendy Perron	Ex. Dir. Multiling. Learner Ed.	SAU	3/24/2026	3/27/2026	$75.00	$75.00	$75.00	$75.00	$0.00	$300.00
Sarah Dubois	ELD Teacher	Parkside	3/24/2026	3/27/2026	$75.00	$75.00	$75.00	$75.00	$0.00	$300.00
Samantha Goldsmith	ESOL Teacher	McDonough	3/24/2026	3/27/2026	$75.00	$75.00	$75.00	$75.00	$0.00	$300.00
Erin Falabella	ML Teacher	Beech	3/24/2026	3/27/2026	$75.00	$75.00	$75.00	$75.00	$0.00	$300.00
Meryl Shea	ELD Teacher	Southside	3/24/2026	3/27/2026	$75.00	$75.00	$75.00	$75.00	$0.00	$300.00
Carey Hodges	ESOL Teacher	Parkside	3/24/2026	3/27/2026	$75.00	$75.00	$75.00	$75.00	$0.00	$300.00
Total Event Costs					**$450.00**	**$450.00**	**$450.00**	**$450.00**	**$0.00**	**$1,800.00**
Total Meal Costs for Leaves:					**$711.00**	**$711.00**	**$711.00**	**$624.00**	**$0.00**	**$2,757.00**

*Refer to the Federal Per Diem Rate by city.
Dated receipts are required for meal reimbursements. Reimbursements are provided for allowable purchases up to the maximum allowed for each meal.

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Turner, Potter and Hamer

DATE: January 26, 2026

RE: Waiving Custodian Fees for the Manchester Basketball League

At the January 14, 2026, Committee on Finance and Facilities meeting, it was moved to approve the request to allow the Manchester Basketball League to pay for one custodian for a 4-hour period, instead of having a custodian present for the entirety of the rental period, and forward this item to the full Board of School Committee for approval.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

Revised Background Sheet - Per discussion at the F&F Meeting

MANCHESTER SCHOOL DISTRICT

TITLE: Waiving custodian fees for Manchester Basketball League

COMMITTEE ON FINANCE AND FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT: _____ INFORMATION: _____

BACKGROUND:

Southside has been rented for the Manchester Basketball League, serving several Manchester School District students to offer alternatives for all players who do not make their respective school teams.

Historically, Manchester Basketball League's arrangement was to pay for 4 hours of Aramark cleaning services. I am seeking approval to continue this arrangement.

FISCAL IMPACT: (to be paid by the Manchester Basketball League)

FISCAL VERIFICATION: N/A

RECOMMENDATION:

It is recommended that the Finance and Facilities committee review and approve the request to allow Manchester Basketball League to pay for one custodian for a 4-hour period instead of having a custodian present for the entirety of the rental period.

Presented by:

Kelly S. Espinola, Ed.D.
Assistant Superintendent

Dr. Jennifer Chmiel, Ed.D.
Superintendent of Schools

Prepared by:

Kelly S. Espinola, Ed.D.
Assistant Superintendent

Bob Baines
Chair- Finance & Facilities Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Waiving custodian fees for Manchester Basketball League

COMMITTEE ON FINANCE AND FACILITIES MEETING OF: January 14, 2026

ACTION: X CONSENT: _____ INFORMATION: _____

BACKGROUND:

Both Parkside and Southside have been rented for the Manchester Basketball League, serving several Manchester School District students to offer alternatives for all players who do not make their respective school teams.

Historically, Manchester Basketball League's arrangement was to pay for 4 hours of Aramark cleaning services. I am seeking approval to continue this arrangement.

FISCAL IMPACT: (to be paid by the Manchester Basketball League)

One custodian at the 4 hour minimum:

Saturdays - December 06-January 31 = 4 hours/day for 8 days = 32 hours x $33.35/hour = $1,067.20
Saturdays - February 07-March 28 = 4 hours/day for 16 days = 64 hours x $33.35/hour = $2,134.40
Sundays - December 07-January 25 = 4 hours/day for 8 days = 32 hours x $33.35/hour = $1,067.20
Sundays - February 08-March 29 = 4 hours/day for 16 days = 64 hours x $33.35/hour = $2,134.40

TOTAL = $6,403.20

FISCAL VERIFICATION: KD

RECOMMENDATION:

It is recommended that the Finance and Facilities committee review and approve the request to allow Manchester Basketball League to hire one custodian for a 4-hour period instead of having a custodian present for the entirety of the rental period.

Presented by:

Kelly S. Espinola, Ed.D.
Assistant Superintendent

Prepared by:

Kelly S. Espinola, Ed.D.
Assistant Superintendent

Dr. Jennifer Chmiel, Ed.D.
Superintendent of Schools

Bob Baines
Chair- Finance & Facilities Committee

Kelly Espinola <kespinola@mansd.org>

Request for maximum 2-Hour cleanup cost after each Sunday use at gym

1 message

Manchester Basketball League <manchesterbasketballleague@gmail.com> Mon, Dec 22, 2025 at 1:26 PM

To: Kelly Espinola <kespinola@mansd.org>

Hi Kelly,

The Manchester Basketball League, now entering its **5th season**, provides an opportunity for **all Manchester elementary and middle school students who do not make their school teams** to continue playing basketball through our **recreational league at no cost to families and no cost to the Manchester School District.**

This year alone, **over 400 Manchester students** are participating, ensuring that no child is excluded from the game due to roster limits or financial barriers.

To continue this program, we respectfully request approval to **use the Southside and Parkside school gyms at a minimal cost**, consistent with prior years. Historically, we have covered the cost of **two hours of custodial cleanup at each gym at the conclusion of each day**, and we are requesting to continue under that same arrangement.

This partnership has allowed the league to operate responsibly, maintain facilities to school standards, and provide an essential recreational outlet for Manchester youth. We appreciate your continued support in helping us sustain this inclusive, citywide program.

Thank you,

Chris

--

Manchester Basketball League
Chris Morgan
Phone: 603-315-0123
Website - www.manchesterbasketballleague.com
VENMO LINK @ManchesterYouthSports
Queen City Flag Football League
Manchester Soccer League

TO: Board of School Committee

FROM: Committee on Finance and Facilities
Committee Members Baines, O'Connell, Soule, Turner and Potter

DATE: January 26, 2026

RE: Performance Efficiency Audit by the Independent City Auditor

At the January 14, 2026, Committee on Finance and Facilities meeting, to approve the scope and performance efficiency audit by the independent internal auditor of the City of Manchester, as amended, with the striking of #5 on the Memorandum of Understanding (MOU) and forwards this item to the full Board of School Committee for approval, subject to approval of the City of Manchester committee on Accounts, Enrollment and Revenue Administration.

Committee Members O'Connell, Turner, Potter and Hamer were in favor.
Committee Member Baines was absent.

Respectfully submitted,

Angela Carey

Clerk of the Board of School Committee

MANCHESTER SCHOOL DISTRICT

TITLE: Performance Efficiency Audit by the Independent City Auditor

COMMITTEE ON FINANCE & FACILITIES MEETING OF: January 14, 2026

ACTION___X___ CONSENT_____ INFORMATION _____

BACKGROUND:

Materials to follow.

FISCAL IMPACT:

N/A **(Fiscal Verification: _____)**

RECOMMENDATION:

To approve the scope of the performance efficiency audit by the independent internal auditor of the City of Manchester and forward to the Board of School Committee for approval.

Presented by:

Karen DeFrancis
Executive Director of Finance

Prepared by:

Karen DeFrancis
Executive Director of Finance

Approval:

Jennifer Chmiel, Ed.D.
Superintendent of Schools

Approval:

Bob Baines, Chair
Finance & Facilities Committee

This will be a programmatic and efficiency audit by the Independent City Auditor of the Manchester School District, which undergoes its own Federal, State and Independent Single Audits. The audit will have a defined scope, and will be conducted according to Generally Accepted Government Auditing Standards (GAGAS).

Audit Objective

- To determine whether the School District is operating efficiently and using public resources economically, focusing on procurement, payroll, and insurance, without duplicating external auditor efforts.

Period Under Review

- January 1, 2025 – December 31, 2025 (calendar year)

Core Audit Scope Areas

A. Central Office Administrative Efficiency

- Superintendent's Office, Finance, Human Resources, Purchasing / Accounts Payable
  - District organizational structure, span of control, and supervisory layers
  - Role clarity and duplication of effort, manual vs automated processes
  - Approval layers, decision-making timeliness, process cycle times, and bottlenecks.
  - Financial system, HR/payroll system, reporting tools, and management dashboard

B. Payroll, Timekeeping, and Staffing Deployment (High value, limited testing required)

- Position authorization, position control process, payroll workflow
  - Timekeeping and approval practices, payroll corrections
  - Stipends and supplemental pay administration

C. Purchasing, Contracting, and P-Card Processes Efficiency (Non-Compliance Focus)

- Requisitions, PO, payment cycle, cycle time from request to payment, P-Card consideration
- Contract administration responsibilities, administrative burden on schools/departments

D. Self-Insured Insurance Fund – Efficiency and Cost Management

- Governance and Oversight, clarity of accountability and decision-making authority
- Coordination with HR, Payroll, and Benefits Administration

Methodology (Efficient by Design)

- Interviews with key administrators and selected school leadership, process walkthroughs and documentation review
- Limited transaction sampling to validate process design

Deliverables

- Executive summary for City leadership and School Board
- Identification of any efficiency gaps, with practical, implementation-ready recommendations for improvement

DRAFT

MANCHESTER NEW HAMPSHIRE

Manchester School District

&

City of Manchester

MEMORANDUM OF UNDERSTANDING

WHEREAS the City of Manchester has recently hired an Independent Auditor to assess the efficiencies in governmental operations of the city; and

WHEREAS the City of Manchester has offered the Manchester School District the services of the Independent Auditor to assess the efficiencies in governmental operations of the district; and

WHEREAS the Manchester School District and the City of Manchester are committed to working cooperatively to ensure that taxpayer dollars are utilized as effiecently and effectively as possible.

NOW THEREFORE the Manchester School District and the City of Manchester agree as follows:

1. The City's Independent Auditor shall work with the Manchester School District administration and shall conduct an audit of the governmental operations of the district in the areas of procurement, payroll and insurance.
2. The services of the independent auditor shall be provided by the City of Manchester at no cost to the district.
3. A draft report of the Independent Auditor shall be produced and shall be shared with the Manchester School District prior to finalization to ensure accuracy and compliance with the agreed-to scope. The audit shall not be finalized until input has been received from the Manchester School District.
4. The scope of the audit shall be defined as set forth in the attached Exhibit A.
5. ~~The parties agree the purpose of the audit is to be proactive and the results thereof shall not be used unilaterally to reduce the Manchester School District budget under circumstances where savings from any anticipated efficiencies have yet to be realized by the Manchester School District.~~

The recommendation moved to the full Board included the removal of #5 above.

6. The final report of the Independent Auditor shall be shared with the Manchester School District Board of School Committee concurrently with it being made publicly available to the extent required by the New Hampshire Right to Know Law RSA Chapter 91-A.
7. The Independent Auditor agrees to keep all student and personnel information received confidential in accordance with state or federal law and the policies of the Manchester School District.
8. The Independent Auditor agrees to keep all information relative to the district's security and emergency operations confidential in accordance with state or federal law and the policies of the Manchester School District.
9. The Manchester School District reserves the right to submit a written response to the audit should it disagree with any findings. The response of the Manchester School District shall be included in the final report of the Independent Auditor.

_____ _____

Date Manchester School District

_____ _____

Date City of Manchester

smore Share Translate Accessibility 28

Note: To access the original document, with the links, please click here!



Updates for January 14, 2026

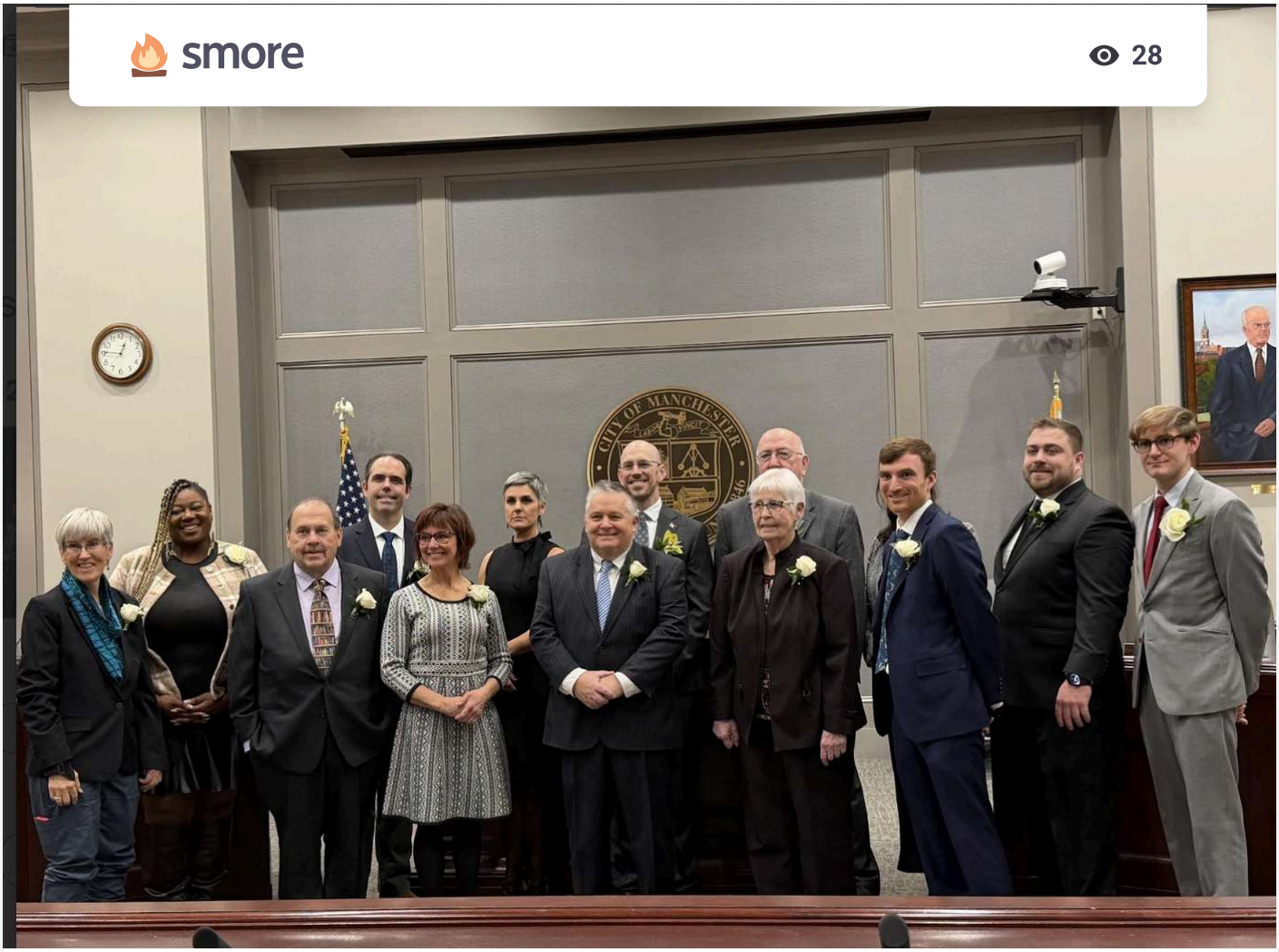
Dear Members of the Board of School Committee,

Please find below the Board Report for January 14, 2026

⭐ Good News ⭐

Inauguration Day

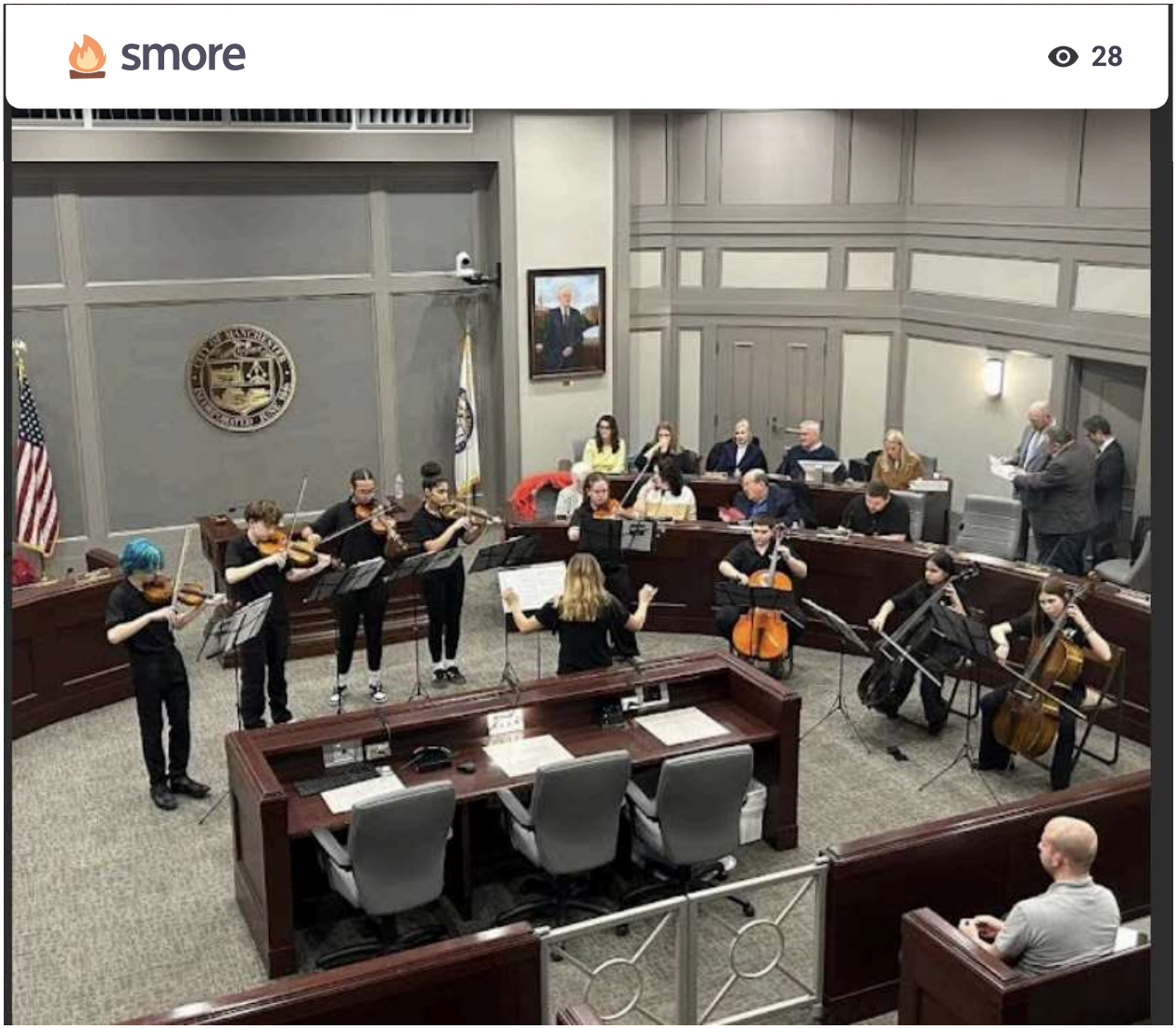
Tuesday, January 6, 2026



New Year, New School Board, Same great music 🎶

A huge thank you to the Hillside Middle School Chamber Orchestra and their director Ms. Goldstein. They opened Monday night's BOSC meeting with an extremely strong and polished performance.

We are proud of our students and grateful for the way music will continue to set the tone for our district and our community.



Manchester School District invites you

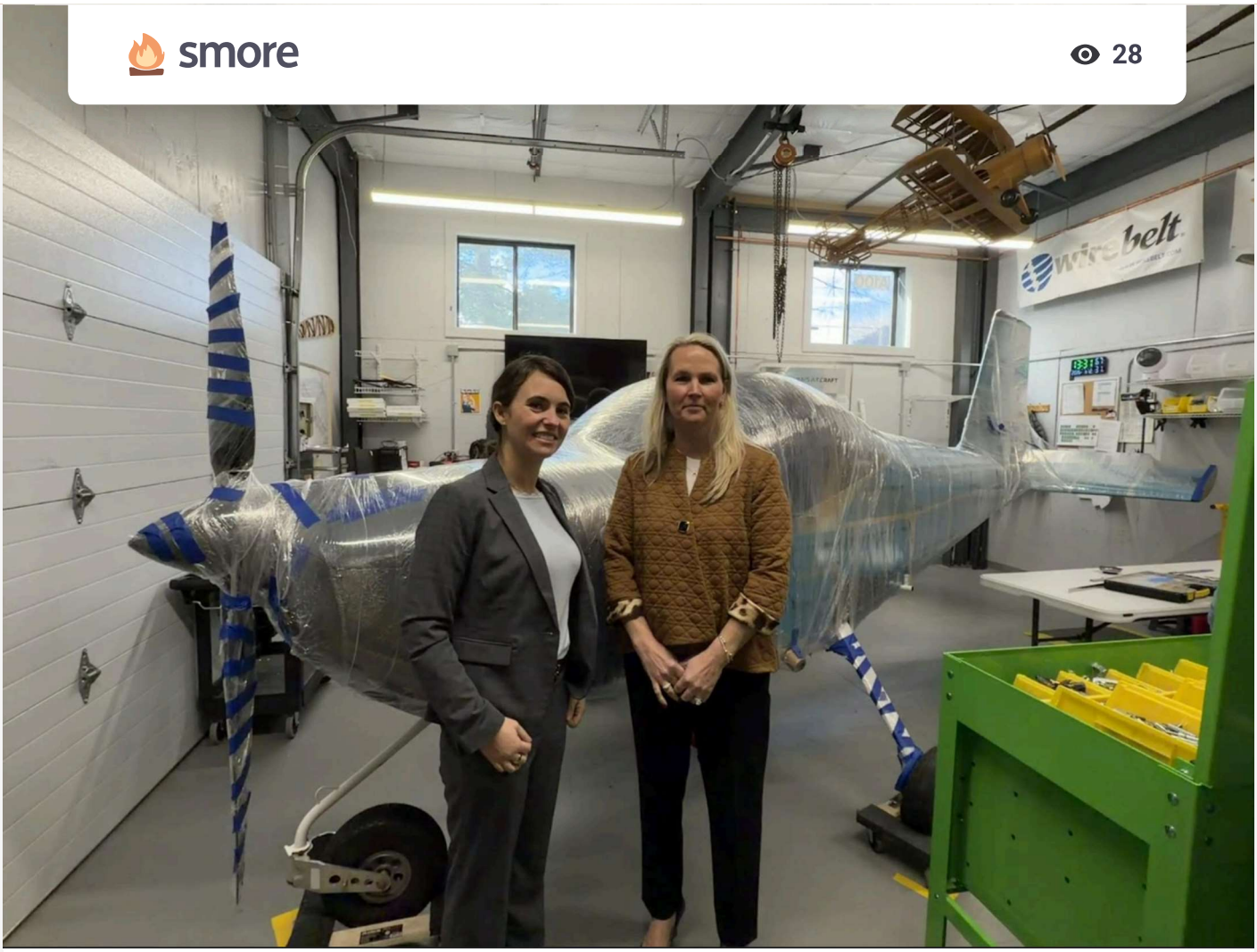
MSD invites you to join us for and informational session where you will get to engage with other groups from across the district and learn more about current MSD group procedures and guidance.

MSD Welcome Center is located at 148 Concord Street, Manchester. All leaders and their designees are encouraged to attend.



MSD Welcomes Commissioner Davis

NH Education Commissioner Caitlin Davis paid a visit to MSD this week, touring the welcome center, MST and the dual language programs at Bakersville.



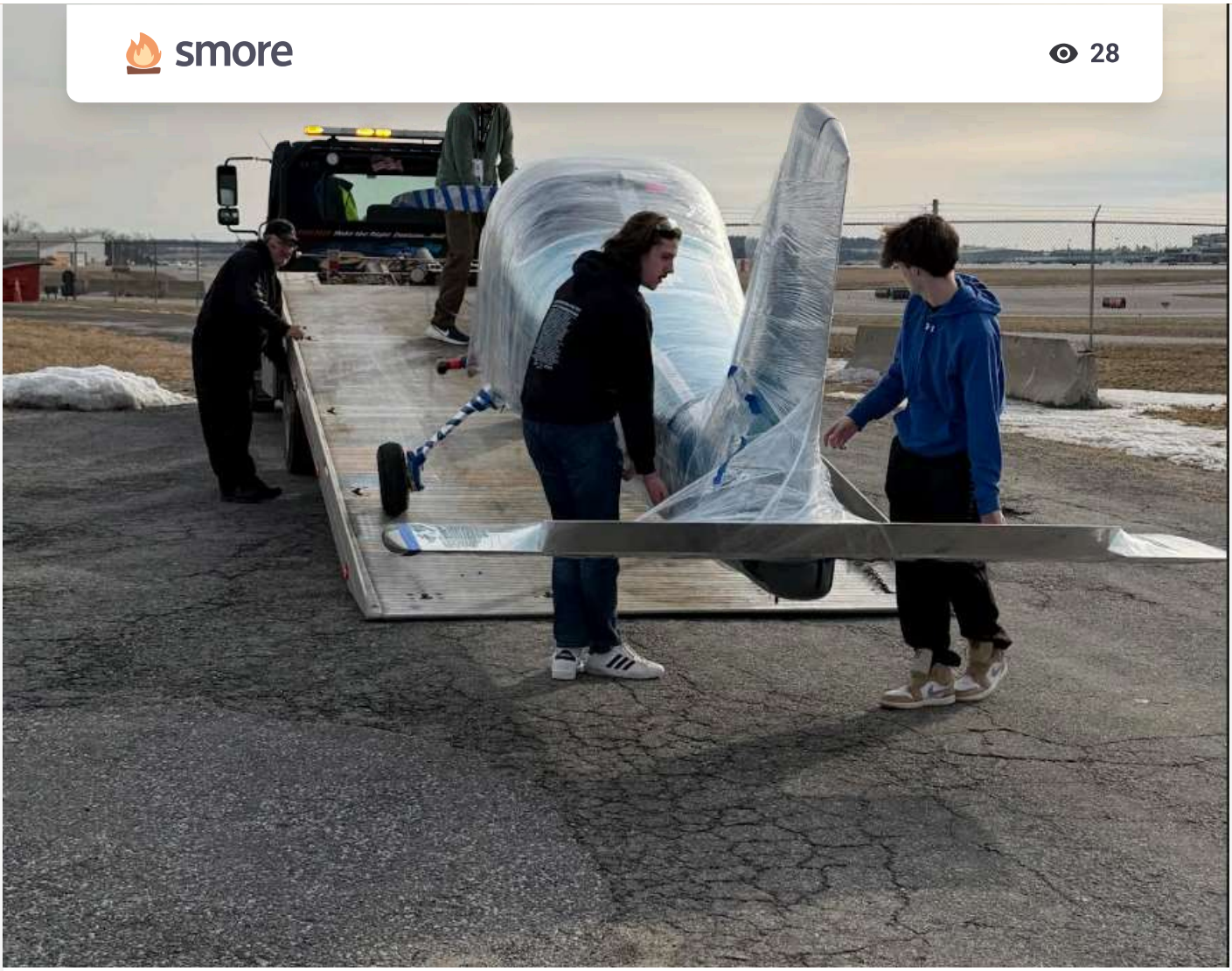
🍎 Grow Our Learners

Peer-to-Peer Groups 👫

Our peer-to-peer grief groups with Friends of Aine continue to grow and we are pleased to share that we will have our largest participation to date in the winter session starting this week. Students from Smyth, Southside, Weston, Parkside, and MST will begin weekly sessions led by trusted adults to support them as they grieve the loss of a loved one.

MST soars to new heights

A plane built by MST aviation students is transported to Manchester-Boston Regional Airport. This is the second plane built by students at the school, and has been in the works since 2023. The plane will now go through FAA testing and certification.



MST and CTE Updates

MST CTE Applications are now live!
https://mst.mansd.org/o/mst/article/2626643

-MST CTE & MST HS Open House is on February 10th for prospective students.
https://mst.mansd.org/o/mst/article/2626659



Grow Our Educators

" The Regulated Classroom"

Highland-Goffe's Falls and Bakersville staff will be trained in "The Regulated Classroom", a tier one program that gives teachers 5-minute activities that can help regulate a classroom and shift students from a dysregulated state to one in which they are ready to learn. These activities, or "tools" are in four areas, including connectors, activators, settlers, and affirmations.

PDF **SNHU Graduate Program Informational Flyer 2026-2027 School Year** Download 198.7 KB

Manchester Schools Monthly

https://manchesternh.edurooms.com/engage/manchester-school-district/newsletters/january-newsletter-staff

🍎 Grow Our Systems



FAFSA Filing Night with Granite Edvance 🎓

Granite Edvance will be hosting a FAFSA filing night at St. Anslem's College on Thursday, January 15th. Families can register for a 30 minute working session 4:00-7:00. Registration is required.

Granite Edvance

If you are applying for financial aid and would like assistance filing or correcting your FAFSA, this appointment is for you!

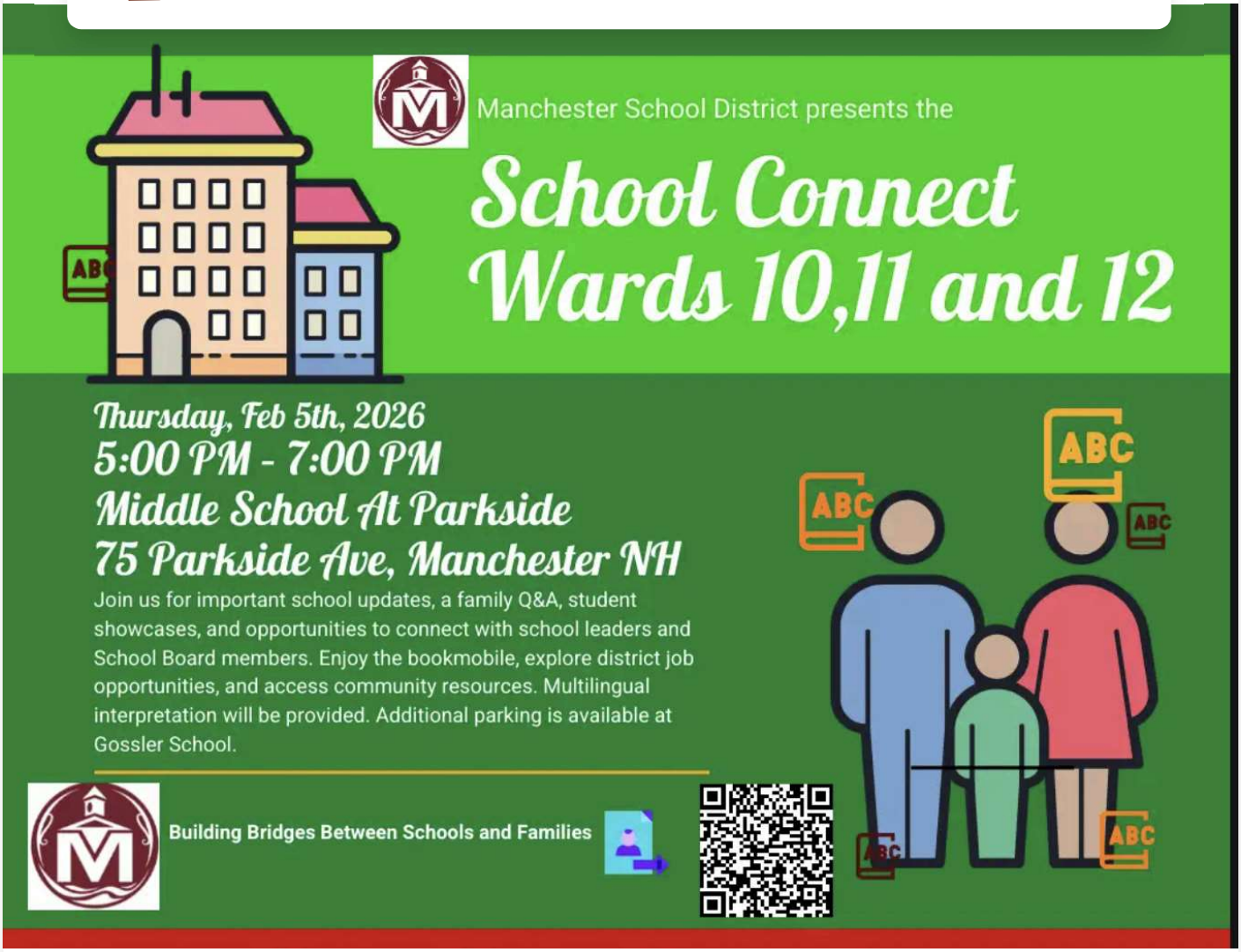
calendly.com

Upcoming Events 17

Fire-Ready Ward 5 🚒

Recent fires across Manchester have displaced families during a difficult time of year. In response, Ward 5 is coming together for a community-focused meeting with Chief Ryan Cashin and members of the Manchester Fire Department to share practical guidance, answer questions and strengthen neighborhood preparedness.




Manchester School District presents the
School Connect
Wards 10,11 and 12
Thursday, Feb 5th, 2026
5:00 PM - 7:00 PM
Middle School At Parkside
75 Parkside Ave, Manchester NH
Join us for important school updates, a family Q&A, student showcases, and opportunities to connect with school leaders and School Board members. Enjoy the bookmobile, explore district job opportunities, and access community resources. Multilingual interpretation will be provided. Additional parking is available at Gossler School.
Building Bridges Between Schools and Families
ABC



Attachments

MSD Media Coverage

https://www.unionleader.com/news/local/manchester/manchester-students-learn-about-prosthetics-industry-during-leadership-program/article_6b35031f-e13f-4a4a-bef9-94d51e50f450.html

https://www.unionleader.com/eedition/page-a1/page_a3b6287f-8b21-586f-bc3a-af8fdc0ce907.html

https://www.wmur.com/article/manchester-student-built-airplane-moved-to-mht/69992324

https://www.unionleader.com/news/crime/officer-shot-killed-in-texas-is-2016-manchester-memorial-grad/article_c4634291-222e-4933-b789-6c32e166ef3f.html

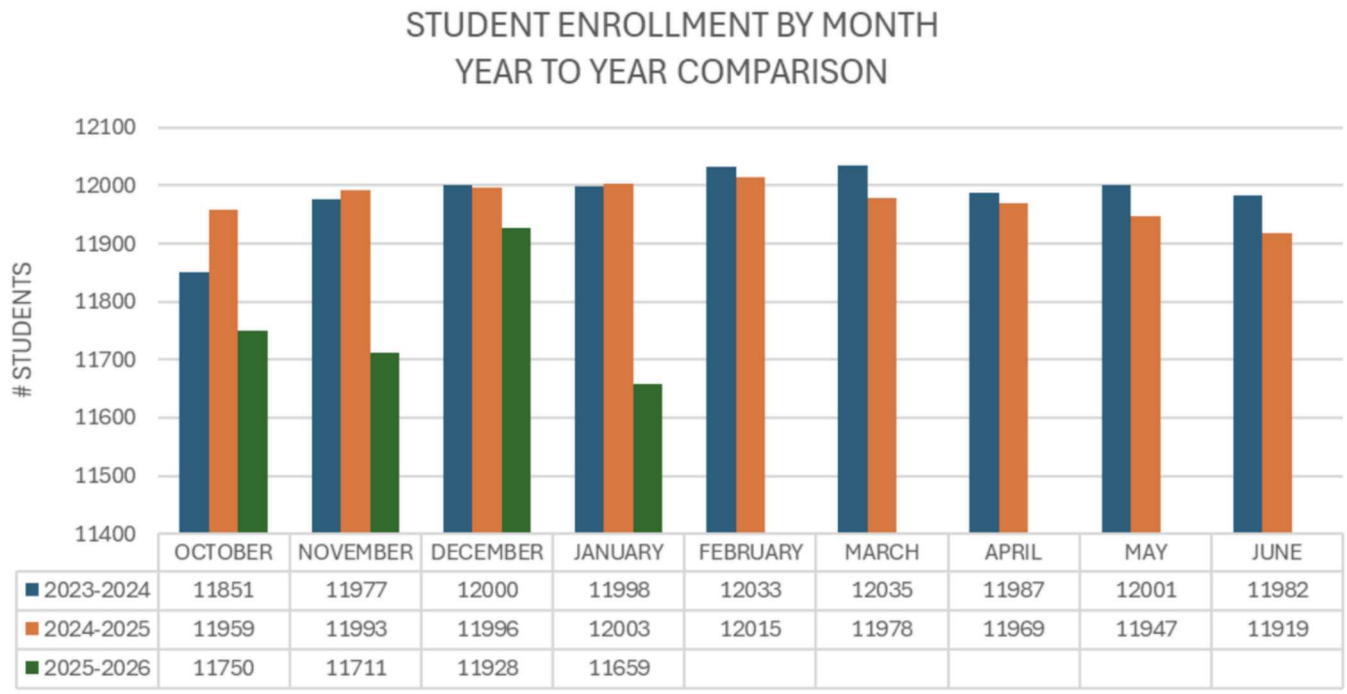
smore 28

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https://www.unionleader.com/news/education/new-manchester-high-school-facilities-plan-recommends-no-closures-mergers-at-this-time/article_863f25cc-434c-489b-8744-5bee357a20e5.html?block_id=849470

PDF **January 2026 District Enrollment.pdf** Download 9.2 KB

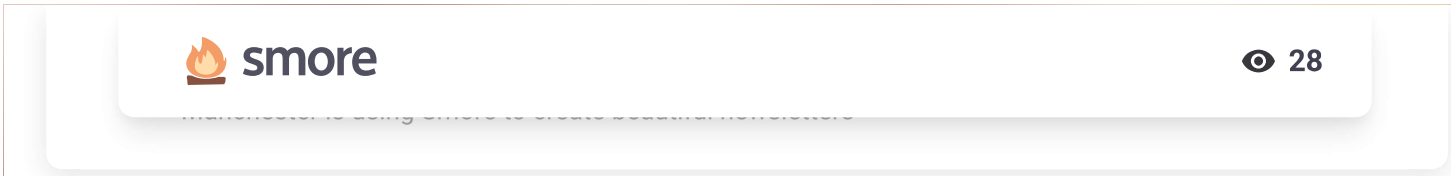
Sum of ENROLLMENT



	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE
2023-2024	11851	11977	12000	11998	12033	12035	11987	12001	11982
2024-2025	11959	11993	11996	12003	12015	11978	11969	11947	11919
2025-2026	11750	11711	11928	11659					

MONTH

PDF **Facility Rentals (2022 - Present) - January 2026.pdf** Download 44.9 KB



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Communicate quickly and effectively with interactive newsletters.

Smore empowers educators to connect with their community, streamline school communications, and increase engagement.

Create a newsletter

Jobs	Job Location	NOTES
Special Education Teacher	Bakersville Elementary	Vacant 8/28/2025
CSI Director	Beech St Elementary	Vacant November 2025 New Position
Business Teacher	Central High School	Vacant Since November 2025
Multilingual Liason	Central High School	Vacant 8/28/2025 Sub in Place
Elementary DHH ASL Interpreter	Green Acres Elementary	Vacant since 9/2024 - 2 days Contractor in Place 2 days retiree sub in place
General Special Ed Teacher (2)	Hillside Middle School	Vacant 8/28/2025 - Contract Service Teacher in place for 1 vacancy
ESOL Teacher	Hillside Middle School	Vacant 8/28/2025
Long Term Sub - Middle School Social Studies	Hillside Middle School	LOA 3/11 to 4/11
Long Term Sub - Middle School Music	Hillside Middle School	LOA 5/4 to 6/19
Long Term Sub - Middle School Special Ed	Hillside Middle School	LOA 5/4 to 6/19
Long Term Sub - Middle School Science	Hillside Middle School	LOA 4/13 to 6/18
Self Contained Special Ed Teacher	McDonough Elementary	Vacant 08/28/2025 - RBT in Place
Long Term Sub 2nd Grade	McDonough Elementary	January 14 to April 16 (Approx Dates)
ESOL Teacher	McLaughlin Middle School	Vacant 08/28/2025
7th Grade Social Studies	McLaughlin Middle School	Vacant October 2025 Due to Resignation Sub is in Place
Special Ed Teacher	Memorial High School	Vacant 08/28/2025
Long Term Sub - High School Math	Memorial High School	January 5 to March 13 (Approx Dates)
MST - ESOL .5	MST	Vacant 8/28/2025
Criminal Justice - CTE 2/3	MST	Vacant October 2025 Due to Resignation
Long Term Sub 4th Grade	Northwest Elementary	Vacant December 2025 Looking for Long Term Sub
Special Ed Self Contained EBD Teacher	Southside Middle School	Vacant 08/28/2025
Special Education Case Manager	Southside Middle School	Vacant 08/28/2025
NURSES - Open Positions School Nurses		
FT School Nurse	McDonough	Sub to cover 5 days (Retirees)
FT School Nurse	Parkside	Subs and Janet and Jenn Cover as needed
FT School Nurse	FLOAT	
Second Nurse	Central	
Jobs	Job Location	NOTES
DISTRICT OFFICES - Open Positions at SAU Office		
Assistant Director of Student Services and Wellness	SAU	Vacant July 2025
Accounting Technician	SAU	Vacant November 2025
Multilingual Liason	Welcome Center	Vacant January 2026 due to Resignation
Homeless Liasion	SAU	Vacant November 2025
Crossing Guards - Open Positions		
Ten (9) Vacant Positions		
Bakersville 1		
Beech 2		
Gossler 1		
Green Acres 1		
McDonough 2		
Northwest 1		
Westin 1		
Substitutes 2		
9 + 2 Subs = 11		