

Oyster River Cooperative School District  
REGULAR BOARD MEETING

April 17, 2024

ORMS – Recital Hall

7:00 PM

- O. MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING
- I. CALL TO ORDER 7:00 PM Chair
- II. APPROVAL OF AGENDA
- III. PUBLIC COMMENTS *(Total allotted time for public comment is 30 minutes)*
- IV. APPROVAL OF MINUTES *Motion to approve April 4, 2024, Regular and Non-Public Meeting Minutes.*
- V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS
  - A. District
  - B. Board
- VI. DISTRICT REPORTS
  - A. Assistant Superintendent/Curriculum & Instruction Report(s)
    - Student Presentation – Future in Childhood Education – Michaela Downs
    - Students and Teachers Last Day of School. *Motion to approve Students and Teachers Last Day of School.*
  - B. Superintendent’s Report
    - Elementary Enrollment Update
    - Aligning Staff to Enrollment at the ORMS
  - C. Business Administrator
    - FY25 General Assurances. *Motion to authorize the Board Chair and Superintendent to sign the FY25 General Assurances.*
  - D. Student Representative {Maeve Hickok}
  - E. Finance Committee Report
  - F. Other:
- VII. UNANIMOUS CONSENT AGENDA *{Requires unanimous approval. Individual items may be removed by any Board Member for separate discussion and vote}*
  - List of Positions for Affirmation of Hiring for the 2024-25 School Year. *Motion for Affirmation of Hiring List of Positions for the 2024-25 School Year.*
- VIII. DISCUSSION & ACTION ITEMS
  - Committee Assignment. *Motion to appoint School Board Members to the various Board committees as listed.*
  - Assign two Board members for Manifest Review for the next six months. *Motion to assign two Board members as selected for Manifest Review for the next six months.*
- IX. SCHOOL BOARD COMMITTEE UPDATES
- X. PUBLIC COMMENTS *(Total allotted time for public comment is 30 minutes)*
- XI. CLOSING ACTIONS
  - A. Future meeting dates: May 1, 2024 – Regular School Board Meeting @ 7:00 PM @ Moharimet Cafeteria  
 May 15, 2024 – Regular School Board Meeting @ 7:00 PM @ ORMS Recital Hall  
 June 5, 2024 – Regular School Board Meeting @ 7:00 PM @ ORMS Recital Hall  
*June 19<sup>th</sup> Rescheduled to:* June 20, 2024 – Regular School Board Meeting @ 7:00 PM @ ORMS Recital Hall
- XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}  
 NON-MEETING SESSION: RSA 91-A2 I {If Needed}

XIII. ADJOURNMENT  
Respectfully submitted,  
Superintendent

The School Board reserves the right to take action on any item on the agenda.

**Oyster River Cooperative School District**  
**SAU #5**

Welcome to the School Board meeting. If you wish to be heard by the Board, please note “Public Comment” at the beginning of the agenda (reverse side). During the comment section of the agenda each speaker may have up to three (3) minutes within the time frame allowed. Board Chair may limit time allotment as deemed necessary. Occasionally, the Board may “suspend its rules” to allow visitor participation at the time an issue of specific interest is being addressed. A speaker will not be recognized for a second time on a particular topic.

Visitors should not expect a Board response to their comments or questions under the above since the Board may not have discussed or taken a position on the matter. The Superintendent, without speaking for the Board, may offer clarification as appropriate.

Agendas and background information are available on the district website prior to meetings. Agendas and additional information are generally available at the entrance to the meeting room or distributed at the time the item is introduced for discussion.

The ORCSD School Board will meet in regular session on the first and third Wednesdays of the month with additional meetings when necessary. The School Board appreciates your attendance at these meetings and invites your continued interest in its work on behalf of the children and residents of the District.

**Oyster River Cooperative School District Members:**

- |                          |                            |
|--------------------------|----------------------------|
| • Denise Day,            | Term on Board: 2023 –2026  |
| • Matthew Bacon,         | Term on Board: 2024 - 2027 |
| • Brian Cisneros         | Term on Board: 2024 –2027  |
| • Heather Smith          | Term on Board: 2022– 2025  |
| • Giana Gelsey           | Term on Board: 2023 – 2026 |
| • Kelly Ickes            | Term on Board: 2024 - 2027 |
| • Renee Bennett (1 year) | Term on Board: 2024 - 2025 |

**Information Regarding Nonpublic Session**

On occasion, the Board agenda may include (or be adjusted to include) a Nonpublic Session. When a motion is made to do so, it will be done under the provisions of the NH State Law RSA 91-A:3 II, and one or more of the following reasons will be claimed for entering Nonpublic Session:

- The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request will be granted.
- The hiring of any person as a public employee.
- 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.
- Consideration of the acquisition, sale or lease of real property or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency of any sub-division thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.

## Oyster River Cooperative School Board

### Regular Meeting Minutes

April 3, 2024

DRAFT

**SCHOOL BOARD PRESENT:** Matt Bacon, Heather Smith, Denise Day, Brian Cisneros, Giana Gelsey, Kelly Ickes

**STUDENT REPRESENTATIVE:** Maeve Hickock

**ADMINISTRATORS PRESENT:** Dr. Morse, Suzanne Filippone

**STAFF PRESENT:**

**GUEST PRESENT:**

**ABSENT:**

**o. MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**

**I. CALLED TO ORDER at 7:00 PM by Chair Matt Bacon.**

**II. APPROVAL OF AGENDA**

**Brian Cisneros made a motion to approve the agenda, 2<sup>nd</sup> by Denise Day.**

Matt Bacon made the following amendments: move the Student Presentation and Sabbatical Conclusion to the April 17, 2024, board meeting.

**Motion passed with amendment 6-0 with the student representative voting in the affirmative.**

**III. PUBLIC COMMENTS** –None provided.

**IV. APPROVAL OF MINUTES**

**Brian Cisneros made a motion to approve the March 20, 2024, Regular Meeting Minutes, 2<sup>nd</sup> by Denise Day.**

Kelly Ickes made the following revision: On page 2 change the date of the PSAT/SAT from “April 13” to “April 3”.

Giana Gelsey made the following revisions: The April 17, 2024, regular school board meeting was missing under future meeting dates. On page 3 under Giana’s comment in the 3<sup>rd</sup> paragraph change “scripted questions” to “unscripted or cold questions”. On page 3 under “Transition from Grade 8 to Grade 9” change the spelling of “Gaham” to “Gahm”. On page 4 in first line insert “trip” so it reads “a Browne Center fall field trip”. In the first bullet change “not” to “in” so it reads “not being in a pod”.

**Motion passed with correction 6-0 with the student representative voting in the affirmative.**

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District** – None provided.

**B. Board**

Denise Day thanked Gab Anderson for the invitation to join a sociology class round-table discussion. She appreciated the good questions students asked, the inclusion of adults and students in the conversation, and the relevance of the topics.

Giana Gelsey also appreciated the invitation and felt it was a beneficial experience interacting with students.

Heather Smith echoed her enjoyment of the sociology discussion. Regarding the recent musical, she said *Little Women* was absolutely spectacular. She commended everyone that was part of the phenomenal performance. She appreciated having a full-live music pit of teachers and students for the first time and said it was really great to witness Sarah Kuhn, Andrea von Oeyen, and Jacob Boulay as musicians.

Moharimet's musical *Finding Nemo Jr.* will be held this Friday, April 5<sup>th</sup> at 6:30 pm and Mast Way's *Wonka Jr.* will be held on Thursday, April 11<sup>th</sup> at 6:30 pm following the Community Dinner. Both performances will be in the ORHS auditorium.

Matt Bacon thanked Denise Day for serving as chair and taking the board through the difficult process of the superintendent search.

## **VI. DISTRICT REPORTS**

### **A. Assistant Superintendent/Curriculum & Instruction Report(s)** – None provided.

Student Presentation – Future in Childhood Education – Michaela Downs – Postponed.

Sabbatical Conclusion Presentation – Jennifer Weeks – Postponed.

### **B. Superintendent's Report**

Dr. Morse announced a restaffing at ORMS due to a decline in enrollment that has been on the district's radar. At the next meeting, Bill Sullivan will speak about plans to reshuffle staff and announce adjustments at the middle school.

The Competency Based Reporting survey that was completed by students, staff, and parents is now available on the district website under the topic "Competency Based Learning."

### **C. Business Administrator** – None provided.

### **D. Student Representative Report {Maeve Hickok}**

Student Rep. Maeve Hickok announced that Oyster River's FIRST Robotics Team recently competed at UNH and were qualifiers. Team Overdrive is ranked 46 out of 214 teams and will travel to Springfield, Massachusetts on Thursday April 5<sup>th</sup> to compete in the New England Championship. The Coffee House has been moved to next Wednesday, April 16<sup>th</sup> from 6-8 pm in the ORHS Library, which is a new location. After April break, the Student Senate will host a Mental Health Week from April 29<sup>th</sup> – May 3<sup>rd</sup>.

### **E. Finance Committee Report** – None provided.

### **F. Other** – None provided.

**VII. UNANIMOUS CONSENT AGENDA** – Chair Matt Bacon asked if any items needed to be discussed separately, and there were no concerns from the board.

- Nominate and approve Non-Continuing Contract Professional Staff Members as submitted by the Superintendent.
- Revision to 02/07/24 middle school Maternity Leave of Absence from May 13, 2024, to the End of the Year, to now state an additional one-year Leave of Absence for the 2024-25 school year.
- Acceptance of four Teacher Resignations, two Mast Way, one middle school and one high school.

**Matt Bacon made a motion to approve the Unanimous Consent Agenda, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0 with the student representative voting in the affirmative.**

## **VIII. DISCUSSION & ACTION ITEMS**

### At-Large Vacancy

Matt Bacon informed the board they received three resumes in response to the at-large vacancy: Qiaoyan Yu, Dr. Renee Beauregard-Bennett and Jessica Rodriguez Boudreau.

Denise Day and other board members expressed anticipation of meeting the candidates tonight and did not feel ready to vote having never met them.

Brian Cisneros expressed concern over waiting longer to fill the seat. He gave his support for Renee Beauregard-Bennett stating she did a very good job answering questions at the Candidate Forum, received the next amount of most votes, and has an outstanding academic background. She is also from Lee, and he pointed out that the board historically lacks Lee representation. If there is a delay with voting and committee assignments, he asked for a board member to be appointed to the Finance Committee since there are important, time sensitive projects to be completed.

Giana Gelsey said she understands the urgency to fill the seat, but she also agreed with Denise in believing that the candidates would be present to ask questions. She endorsed Jessica Rodriguez Boudreau stating her experience and voice around policy would be beneficial.

The board continued discussing the process for filling the seat. Matt apologized for not being clearer at the last meeting. He suggested identifying a first and second choice candidate to invite to the next meeting. Each board member announced their choices and agreed to meet next week to speed up the process. A regular board meeting will take place on April 10<sup>th</sup> at 6:30 pm. Renee and Jessica will be invited to speak and board members will vote.

Matt thanked Qiaoyan Yu for her application and for being actively involved in the community.

#### Meeting Date Change for Board meeting on June 19 to Thursday, June 20

In honor of Juneteenth, Dr. Morse proposed changing the Wednesday, June 19<sup>th</sup> board meeting to Thursday, June 20<sup>th</sup>.

**Heather Smith made a motion to change the June 19<sup>th</sup> Board Meeting to Thursday, June 20<sup>th</sup>, 2<sup>nd</sup> by Denise Day. Motion passed 6-0 with the student representative voting in the affirmative.**

#### **IX. SCHOOL BOARD COMMITTEE UPDATES**

Heather Smith announced that the Sustainability Committee was unable to meet on Monday, however, the Community Dinner will take place next Thursday, April 11<sup>th</sup> from 5:00-6:30 pm in the ORHS cafeteria. It will feature information tables led by student, town and UNH groups. Pre-registration is highly encouraged, and a link to register is available on the school website.

Denise Day announced that Policy did not meet as scheduled since they don't have a full committee yet. The next meeting will be in May.

Giana Gelsey announced that DEIJ met and solidified details for the May 2<sup>nd</sup> "One Community, Many Voices" event in the ORMS Recital Hall. It will feature three guest speakers, visual art, and light refreshments. Also, half of their meeting was a workshop discussing classism in the community.

**X. PUBLIC COMMENTS** – None provided.

#### **XI. CLOSING ACTIONS**

**A. Future Meeting Dates:** April 10, 2024 – Regular School Board Meeting @ 6:30 PM – ORMS Recital Hall  
 April 17, 2024 – Regular School Board Meeting @ 7:00 PM – ORMS Recital Hall  
 May 1, 2024 – Regular School Board Meeting @ 7:00 PM – Moharimet Cafeteria  
 May 15, 2024 – Regular School Board Meeting @ 7:00 PM – ORMS Recital Hall  
 June 5, 2024 – Regular School Board Meeting @ 7:00 PM – ORMS Recital Hall

#### **XII. NON-PUBLIC SESSION: RSA 91-A:3 II (c)**

- Discussion pertaining to Acceptance of High School Tuition Request

**Matt Bacon made a motion to enter into Non-Public Session at 7:40 p.m. under RSA 91-A:3 II (c), 2<sup>nd</sup> by Brian Cisneros. Motion passed unanimously by roll call vote.**

**NON-PUBLIC SESSION: RSA 91-A2 I {If Needed}**

**XIII. ADJOURNMENT:**

**Brian Cisneros made a motion to adjourn the meeting at: 7:50 pm, 2<sup>nd</sup> by Heather Smith. Motion passed 6-0.**

**The School Board reserves the right to take action on any item on the agenda.**

Respectfully Submitted,

Karyn Laird, Records Keeper

Oyster River Cooperative School Board  
Non-Public Meeting Minutes: April 3, 2024

**Matt Bacon moved to enter nonpublic session at 7:40 p.m. in accordance with RSA 91-A:3 II (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 and open meeting, 2<sup>nd</sup> by Brian Cisneros. Upon roll call vote, the motion passed 6-0.**

School Board Attendees:

Denise Day  
Kelly Ickes  
Brian Cisneros  
Matt Bacon  
Heather Smith  
Giana Gelsey

Administrators Present:

Dr. James C. Morse, Sr.

**7:40 p.m. - nonpublic session began.**

The Board discussed accepting a High School Tuition Request.

There were no motions during nonpublic session.

**The Board returned to public session at 7:50 p.m.**

# Future in Childhood Education



-Michaela Downs-



# How it started

- Freshmen year I was placed in Mrs. Beranger's advisory.
- This led to me changing my study hall into a peer-helper experience with her class.
- Having this experience led me to discover that I wanted to be a teacher, something I never thought about until then



# CTE Class

Currently enrolled in

Foundations of Education @ RW Creteau Tech Center.

## Topics of Study

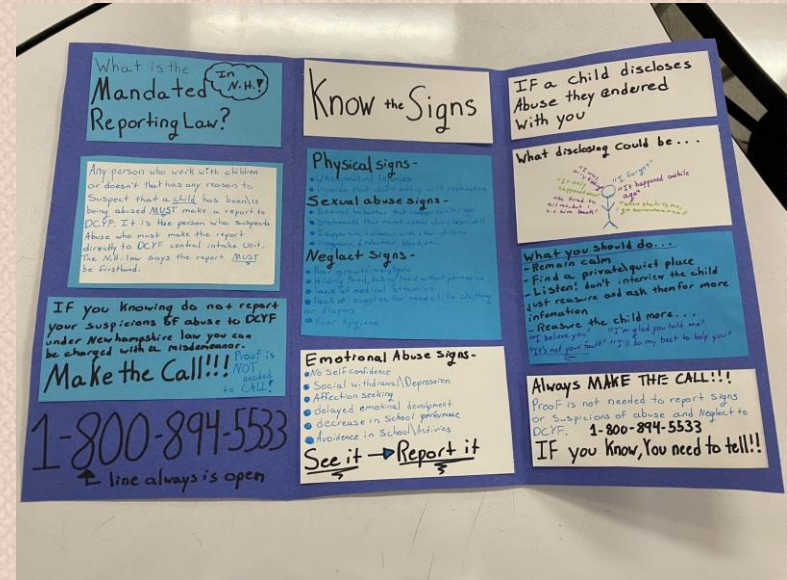
- History and theory structure of the modern education system
- Successful ways to work with all types of learners
- Resources communities offer to support local schools and tools for positive collaboration
- Instructional strategies and types of assessments
- Academics and curricular planning
- Health and safety of students and staff in schools

My time in FOE is divided between time in a preschool (Small wonders) and in a classroom. While in the classroom I learn the topics of study, These help me observe, plan lessons, then assess the preschoolers.

# Projects in the Classroom

## Projects in the classroom include:

- Interviews with different teachers/educators
- Designing a classroom
- Exploring childhood development
  - History of education



**Mandatory reporting assignment:  
Educate people on why and how  
someone would make a report on a  
child**

## Projects in Small Wonders



**Charades game I created by noticing the small wonders preschooler's love for creativity.**  
-Reading and comprehension development

**Activity with blocks focused on both motor skills, spatial reasoning and imagination.**



**Activity based on the development of fine motor skills.**

# Current Experiences



- Through taking both years of Foundations of Educations, I would receive 16 college credits through Great bay. Receiving these credits as a sophomore opens up early college opportunities.
- Educators Rising is an organization that supports future educators. I am the vice president of the Spaulding Educators rising branch and have just applied to become a state officer. Officers help plan fundraisers and events held by the organizer.
- Volunteer opportunity – I currently volunteer at William Allen Elementary every Thursday and when needed. Every Thursday I help provide childcare for a parent support group.

## Connections and community built within the program



# My Future -

Next year I will take the second year of Foundations of Education. Completing the last 6 of the 16 college credits the class/program offers. While also taking college courses Oyster River offers.



Educators rising provides scholarships for members as well as connections with schools.

## 61-63 Credits to Complete

### **EARLY CHILDHOOD EDUCATION CURRICULUM:**

- ECE 100G - Early Childhood Growth & Development ✕ ✕
- ECE 112G - Curriculum Planning & Environment in ECE ✕
- ECE 202G - Senior Practicum: Student Teaching
- ECE 206G/TCHP101 - Supporting the Child with Special Needs / Introduction to Exceptionalities
- ECE 210G - Child, Family & Community Relationships
- ECE 212G - Senior Practicum: Professional Development
- ECE Electives\* (12 credits)

### **GENERAL EDUCATION COURSES:**

- ENGL 110G/111G - College Composition I / with Lab
- English Elective (3 credits)
- Foreign Language/Humanities/Fine Arts Elective (3 credits)
- Science Elective (4 credits)
- Open Electives\*\* (9 credits)
- MATH 145G/147G - Quantitative Reasoning / Plus
- Social Science Elective (3 credits)

\*Students can choose from: ECE 109G, ECE116G, ECE200G, ECE203G, ECE204G, ECE214G or TCHP215G, ECE250G to fulfill electives

# Mast Way Elementary School Projected Enrollment 2024-2025

3/15/24

Enrollments						
	K	1	2	3	4	Total
23-24 Enrollments	67	64	75	69	61	<b>336</b>
New Registrations						
Projected Withdrawal						
24-25 Enrollment	<b>67</b>	<b>64</b>	<b>75</b>	<b>69</b>	<b>61</b>	<b>336</b>

18 classes							
Teacher	Grade	K	1	2	3	4	Avg
Buswell	K	17					16.75
Jorgensen	K	17					
Kennedy	K	17					
Teacher	K	16					
To Be Placed/VLACS		0					0
To Withdraw		0					
Anctil	1		16				16.00
Desrochers	1		16				
Freeman	1		16				
Handwork	1		16				
To be Placed/VLACS			0				0.00
To Withdraw			0				
Moulton	2			19			18.75
Teacher	2			19			
Biggwith	2			19			
Spinelli	2			18			
To Be Placed/VLACS				0			0.00
To Withdraw				0			
Zimar	3				23		23.00
Drew	3				23		
Laliberte	3				23		
To be Placed/VLACS					0		0.00
To Withdraw					0		
Bowden-Gerard	4					20	20.33
Teacher	4					20	
Stacy	4					21	
To be Placed/VLACS						0	0.00
To Withdraw						0	
<b>TOTAL</b>		<b>67</b>	<b>64</b>	<b>75</b>	<b>69</b>	<b>61</b>	<b>336</b>
<b>GRAND TOTAL</b>		<b>67</b>	<b>64</b>	<b>75</b>	<b>69</b>	<b>61</b>	<b>336</b>
<i>Grade</i>		<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	




## Moharimet Elementary School 2024-2025 Anticipated Enrollment

Enrollments							
		K	1	2	3	4	Total
23-24 Enrollments		63	55	56	65	58	<b>297</b>
New Registrations 2023-2024		0	0	0	0	0	<b>0</b>
Projected Withdrawal		0	0	0	0	0	<b>0</b>
Anticipated 23-24 Enrollment		<b>63</b>	<b>55</b>	<b>56</b>	<b>65</b>	<b>58</b>	<b>297</b>

2024-2025 Anticipated Enrollment							
17 classes							
Teacher	Grade	K	1	2	3	4	Avg
Lapierre	K	22					21.33
Larson-Dennen	K	21					
Raspa	K	21					
<i>To Be Placed</i>		0					0.000
<i>To Withdraw</i>		0					
Hubbard	1		18				18.33
Pavlik	1		18				
Ray	1		19				
<i>To Be Placed</i>			0				
<i>To Withdraw</i>			0				
Allen	2			18			18.67
Drew	2			19			
Nadeau	2			19			
<i>To Be Placed</i>				0			
<i>To Withdraw</i>				0			
Fitzhenry	3				17		16.25
Jones	3				16		
Schmitt	3				16		
Torr	3				16		
<i>To Be Placed</i>					0		
<i>To Withdraw</i>					0		
Joosten	4					19	19.33
Randall	4					19	
Van Ledtje	4					20	
<i>To be Placed</i>						0	0.00
<i>To Withdraw</i>						0	
	<b>TOTAL</b>	<b>63</b>	<b>55</b>	<b>56</b>	<b>65</b>	<b>58</b>	<b>297</b>
	<b>GRAND TOTAL</b>	<b>63</b>	<b>55</b>	<b>56</b>	<b>65</b>	<b>58</b>	<b>297</b>
	<i>Grade</i>	<i>K</i>	<i>1</i>	<i>2</i>	<i>3</i>	<i>4</i>	

**10-Apr-24**



**Frank Edelblut**  
Commissioner

**Christine Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
25 Hall Street  
Concord, N.H. 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

March 5, 2024

TO: Superintendents

FROM: Lindsey Labonville, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2025

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHED. The federally funded programs which flow money through the NHED require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHED requests an annual submission for each Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHED Commissioner of Education certify to the Secretary of Education the status of all LEAs.

In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy determines which type of entity may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. The various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return the document by uploading it to the district GMS homepage no later than **June 1, 2024**.

If you should have any questions regarding these general assurances please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at [Lindsey.L.Labonville@doe.nh.gov](mailto:Lindsey.L.Labonville@doe.nh.gov) or at 603-731-4611.

**COPY**

# New Hampshire Department of Education

FY2025

## GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHED) must submit a signed copy of this document to the NHED Bureau of Federal Compliance prior to any formula grant application being deemed to be “substantially approvable” or any discretionary grant receiving “final approval.” Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHED (34 CFR 708).

**Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHED.**

While there have been no significant changes notable in the last year, this FY2025 general assurances document contains a few minor differences from the FY2024 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines which you are agreeing.

Following your review and acceptance of the General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

**Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.**

Should you have any questions please contact Lindsey Labonville at 603-731-4621 or [Lindsey.L.Labonville@doe.nh.gov](mailto:Lindsey.L.Labonville@doe.nh.gov).

# General Assurances, Requirements and Definitions for Participation in Federal Programs

## A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
  - (a) Per 2 CFR 200.330, the non-federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions 'Federal Awarding Agency') with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;

- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
  - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment or modification of any federal grant or cooperative agreement.
  - 11) The subrecipient will comply with 45 CFR 93.34 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
  - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
  - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
  - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
  - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

- 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will comply with the American Recovery and Reinvestment Act of 2009 for Infrastructure Projects as required by 2 CFR Part 18.
- 22) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 23) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

*"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."*

- 24) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 25) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or

report relating to each program will be made readily available to parents and other members of the general public upon request.

- 26) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 27) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 28) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2024. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.
- 29) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 30) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 31) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 32) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 33) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (51 F.R. 9000, Subpart F).
- 34) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 35) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 36) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

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- 37) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 38) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 39) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).
- 40) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.
- 41) The subrecipient will comply with the Protection for Whistleblowers per 41 U.S.C. §4712.

## **B. Explanation of Grants Management Requirements**

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

### **1. Financial Management Systems**

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e) Generate comparisons of expenditures with budget amounts for each federal award.

### **2. Written Policies and Procedures**

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy & Procedure	2 CFR 200.317-327		
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

### 3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

### 4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- f) not used for general expenses required to carry out other responsibilities of the subrecipient.

**5. Audits**

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal sources).

The subrecipient assures it will implement the following audit responsibilities:

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to NHED funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHED funded programs. The BFC will review the subrecipient’s submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

**6. Reports to be Submitted**

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be

submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjfj0hmyh1r45p1po1))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the subrecipient directly to:

- a) **New Hampshire Department of Education  
Bureau of Federal Compliance  
25 Hall Street  
Concord, NH 03301 Or via email to: [federalcompliance@doe.nh.gov](mailto:federalcompliance@doe.nh.gov)**
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

#### Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2024**. A copy of the forms will be provided to each subrecipient by the NHED via email.

#### **7. Debarment, Suspension, and Other Responsibility Matters**

As required by Executive Order (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

### 8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
  - o The dangers of drug abuse in the workplace.
  - o The recipient's policy of maintaining a drug-free workplace.
  - o Any available drug counseling, rehabilitation and employee assistance programs.
  - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
  - o Abide by the terms of the statement.
  - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service  
U.S. Department of Education  
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]  
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
  - o Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
  - o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
  
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

**9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries**

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because projects may have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equal access or participation: gender, race, national origin, color, disability, and age**. Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHED program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If an application has been selected for funding and program staff determine that the requirements of this section are not met, program staff will contact the subrecipient to find out why this information is missing. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement but must receive the missing information before making the award, 34 CFR 75.231. Documentation must be in the project file indicating that this review was completed before the award is made.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

**10. Gun Possession** (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America’s Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrating officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the NHED in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board that expels a pupil under RSA 193:13, III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, I.
- b) School board shall make certain that the pupil has notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
  - 1) Whether a firearm is legally licensed under RSA 159; or
  - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
  - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
  - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 193:13, III and therefore is subject to expulsion.

## 11. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or

cooperative agreement.

- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

**New Hampshire RSA 15:5 - Prohibited Activities.**

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

**12. Subrecipient Monitoring**

In addition to reviews of audits conducted in accordance with 2 CFR 200 Subpart F, subrecipient monitoring procedures may include, but not be limited to on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

**13. More Restrictive Conditions**

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

**14. Obligations by Subrecipients**

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

**15. Personnel Costs – Time Distribution**

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430 and will be based on payrolls



documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

## **16. Protected Prayer in Public Elementary and Secondary Schools**

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

## **17. Purchasing/Procurement**

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317 – 2 CFR 200.327 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
  - a. Micro-purchases
  - b. Small purchases
2. Formal procurement methods
  - a. Sealed bids
  - b. Proposals
3. Noncompetitive procurement

## **18. Retention and Access to Records**

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.334, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.337 (a) and (c), which states:

a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHED] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

## 19. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

*When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.*

## 20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the States have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D.

The relevant portions of the federal and state law appear below.

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

## C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.

- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

COPY



**School Board Certification:**

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board’s obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board’s oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal Programs in said programs.

\_\_\_\_\_  
Typed Name of School Board  
Chair (on behalf of the School Board)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.**

COPY

Office of the Superintendent  
Oyster River School District  
36 Coe Drive, Durham, NH 03824

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INTEROFFICE MEMORANDUM

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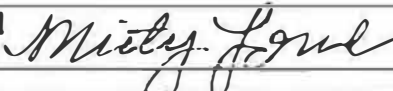
TO: School Board  
FROM: Dr. Jim Morse, Superintendent  
DATE: April 17, 2024  
RE: Staff Member List for Affirmation.

Below listed please find the Staff Member List for Affirmation.

SCHOOL	NAME	POSITION
Mast Way	Stephanie Allen	Grade 1
	Beth Thomas	Grade 2
	Alexandra Muh	Special Education
	Kaitlin Soucy	Special Education
Moharimet	Hulya Varlikli	ESOL
Middle School	Mark MacGlashing	Physical Education
	Jacob Mulligan	Physical Education
	Jarrold Houghton	Special Education
	Robert Dudley	Special Education
	Victoria Sandmaier	Special Education
High School	Fiona Grove	World Language - French

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: 26

Name:	Stephanie L. Allen
Date:	3/28/24
Position:	1st Grade Teacher
School for Position	<input checked="" type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Kirsten Desrochers
Budgeted Amount:	\$67,609
Recommended Step/Salary:	MA/Step 9 \$65,894
Interviewed By:	Misty Lowe, Alison Neri, Erica Talbot, Trista Fitch, Becky Biggwith, Heather Spinelli, & Enslin Levasseur.
# Interviewed:	<b>5 interviews</b>
Education:	Salem State College, Masters in Elementary Education Green Mountain College, Bachelor of Fine Arts
Certification:	Comprehensive Orton Gillingham Plus Letrs: Certificate of Mastery (in process) Responsive Classroom: Course for Elementary Educators
Related Experience:	First Grade Teacher, Nottingham, NH First Grade Teacher, Middleton, NH Title 1 Reading Teacher, Rochester, NH Alternative Kindergarten Teacher, Rochester, NH
Comments:	Stephanie comes to us with a strong background of science and reading practices, math instruction, to include a deep understanding of early numeracy skills. She has been a presenter at The Attachment & Trauma Network's Creating Sensitive Schools Conference for two consecutive years. Stephanie is also passionate about Social Emotional Learning. Stephanie will be a tremendous additon to Mast Way School.
Date: <u>3.28.24</u>	Authorized Signature: 

<b>REQUIRED Attachments:</b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification

Oyster River Cooperative School District  
Nomination Form

#of Resumes Received: \_\_\_\_\_

Name:	Beth Thomas
Date:	03/22/2024
Position:	2nd Grade Teacher
School for Position	<input checked="" type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Barbara Paquette
Budgeted Amount:	\$69,811
Recommended Step/Salary:	BA/Step 1 \$45,193* * MA/Step 1 \$48,734 with transcript proof of Masters Degree
Interviewed By:	Misty Lowe, Alison Neri, Sarah Farwell, Becky Biggwith, Trista Fitch, Enslin Levasseur, Erica Talbot and Heather Spinelli.
# Interviewed:	5
Education:	Bachelor of Human Dev. & Family Studies, UNH Master of Education Elementary Education (expected 05/2024), UNH
Certification:	NH Ed certification in elementary education pending completion of Master's Degree in May, 2024.
Related Experience:	Completing a yearlong internship at Idlehurst Elementary School in Somersworth, NH in a second-grade classroom.
Comments:	Beth truly impressed the building level committee as well as Dr. Morse with her ability to substantiate the committees' interview questions. Her enthusiasm for teaching is contagious. Beth describes herself as an inquiry-based educator who utilizes depth of knowledge questioning with her students. In addition, her core values align with ORCSD's values. She will be an asset to Mast Way.
Date: 04/12/24	Authorized Signature:                      Misty Lowe

<b>Required Attachments:</b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification



Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 11

Name:	Alexandra Muh
Date:	4.11.2024
Position:	Special Education Teacher
School for Position	<input checked="" type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Amy Walter (one year approved leave)
Budgeted Amount:	<b>\$73,244</b>
Recommended Step/Salary:	<b>MA Step 2 \$48,734</b>
Interviewed By:	Melissa Gianino, Melisa Baker, Melissa Spiers, Jan Keravich, Melissa Jean, Brittany Prendergast, Catherine Plourde, Dr. James Morse
# Interviewed:	<b>5</b>
Education:	M.Ed. Special Education, University of New Hampshire B.A. Psychology, University of New Hampshire
Certification:	NH Special Education, K-12
Related Experience:	1 year special education teacher 1 year special education intern 3 years reading tutor/paraeducator/substitute
Comments:	Ms. Muh is joining ORCSD with fresh, new experience and training in special education. She also brings a strong parent perspective to the education field. As an educator, she has focused on reading and math interventions and sought additional training in order to provide specially design instruction. Ms. Muh also completed the certification in Trauma-Informed Schools and Communities at UNH. We are very fortunate to invite Ms. Muh to become part of our team.
Date: <u>4/12/24</u>	Authorized Signature: <u>Catherine Plourde</u>

**REQUIRED Attachments:**

- Resume       3 Letters of Recommendation       Copy of Certification

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 11

Name:	Kaitlin Soucy
Date:	4.11.2024
Position:	Special Education Teacher Mast Way
School for Position	<input checked="" type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Lydia Cupp
Budgeted Amount:	<b>\$58,539</b>
Recommended Step/Salary:	<b>MA Step 4 \$53,636</b>
Interviewed By:	Melissa Gianino, Melisa Baker, Melissa Spiers, Jan Keravich, Melissa Jean, Brittany Prendergast, Catherine Plourde, Suzanne Filippone
# Interviewed:	<b>5</b>
Education:	M.Ed. Curriculum and Instruction with Educational Leadership, Southern NH University  B.A. Elementary Education
Certification:	NH Special Education, K-12 NH Elementary Education, K-6
Related Experience:	3 years as a special education teacher and case manager 3 years as a social studies coordinator on curriculum development committee
Comments:	Ms. Soucy is joining us with three years experience as a special education teacher. In her time as a special education teacher, she has also become involved by taking on a social studies coordinator role and by leading an after school club. She is bringing great training in a variety of reading and math programs in order to provide specially designed instruction to students and already has been certified in crisis prevention intervention. We are excited to welcome her to ORCSD!
Date: <u>4/12/24</u>	Authorized Signature: <u>Catherine Plourde</u>

<b>REQUIRED Attachments:</b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification

Revised 5/7/09, 9/12/11 to include HQT Status, 7/17/15, 7/10/19

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 7

Name:	Hulya Varlikli
Date:	4.11.2024
Position:	ESOL Teacher
School for Position	<input type="checkbox"/> MW <input checked="" type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Ann Gordon
Budgeted Amount:	<b>\$62,809</b>
Recommended Step/Salary:	<b>MA 14 \$79,234</b>
Interviewed By:	David Winters, Ann Gordon, Marsha LaPierre, Molly Jones, Brittany Prendergast, David Goldsmith, Catherine Plourde, Dr. James Morse
# Interviewed:	<b>3</b>
Education:	M.S. in Education (TESOL Program), Nazareth College of Rochester B.S. Business and Marketing Education (concentration in adolescence education), Nazareth College of Rochester
Certification:	NH English for Speakers of Other Languages (ESOL)
Related Experience:	13 years as an ESOL Teacher in public schools 5 years as a Lecturer in the Language Institute at UNH
Comments:	Ms. Varlikli comes to us highly recommended. She has extensive experience providing instruction and support to students in the ESOL program. She has worked across different levels working with all ages. She is a collaborator, an advocate for students, and will be a great support to families and staff. I am excited to bring her on as part of our ESOL team.
Date: <u>4/12/24</u>	Authorized Signature: <u>Catherine Plourde</u>

<b>REQUIRED Attachments:</b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification

Revised 5/7/09, 9/12/11 to include HQT Status, 7/17/15, 7/10/19

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 9

Name:	Mark MacGlashing
Date:	April 12, 2024
Position:	Physical Education
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Alida Carter
Budgeted Amount:	<b>\$58,539</b>
Recommended Step/Salary:	<b>BA/Step 2 \$ 45,193</b>
Interviewed By:	Bill Sullivan, Alida Carter, Andrea Lawrence
# Interviewed:	<b>4</b>
Education:	Bachelors Degree - Merrimack College 2019
Certification:	Statement of Eligibility secured - Certificate secured
Related Experience:	One year Long-Term Substitute Coverage - ORMS
Comments:	Mark was hired in August 2023 as a one year substitute teacher. He has proven to be an excellent teacher and has made wonderful relationships with our students and staff. We are looking forward to adding Mark to our PE Staff
Date: <u>4/12/24</u>	Authorized Signature: <u>William Sullivan</u>

<b>REQUIRED Attachments:</b>
<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> 3 Letters of Recommendation <input checked="" type="checkbox"/> Copy of Certification

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 9

Name:	Jacob Mulligan
Date:	April 12, 2024
Position:	Physical Education
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Emma Hewson
Budgeted Amount:	<b>\$92,809</b>
Recommended Step/Salary:	<b>BA/Step 1 \$ 45,193</b>
Interviewed By:	Bill Sullivan, Alida Carter, Andrea Lawrence
# Interviewed:	<b>4</b>
Education:	Bachelors Degree - University of Maine 2023
Certification:	In Process for Teaching Certification
Related Experience:	One year Long-Term Substitute Coverage - ORMS
Comments:	Jacob filled in for a teacher who left half way through the school year. He has done an amazing job stepping in and building positive relationships with our students and staff. Jacob is going to be an excellent addition to our PE staff.
Date: <u>4/12/24</u>	Authorized Signature: <u>William Sullivan</u>

<b>REQUIRED Attachments:</b>
<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> 3 Letters of Recommendation <input type="checkbox"/> Copy of Certification

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 11

Name:	Jarrod Houghton
Date:	4.11.2024
Position:	Special Education Teacher
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Unfilled in 2023-2024 school year (previously J. Duff who moved to STEM)
Budgeted Amount:	<b>MA/Step 6 58,539</b>
Recommended Step/Salary:	<b>MA Step 15 \$80,899</b>
Interviewed By:	Catherine Plourde, Kim Felch, Melissa Jean, Dan Chick, Melissa Kearney, Nicole Casimiro, Dr. James Morse
# Interviewed:	<b>5</b>
Education:	M.Ed Curriculum and Instruction, Keene State College B.S. Psychology, Endicott College
Certification:	NH Special Education Teacher, K-12
Related Experience:	15 years as an alternative facilitator for special education and alternative programming  2 years as an educator/coordinator in a private special education purpose school
Comments:	Mr. Houghton was offered a position last year and was unable to accept due to a contract clause. He is able to now join us bringing in over 17 years of experience working in the education field. He has specialized in alternative programming for students, managing caseloads, providing consultation and support to colleagues, and being a resource for behavioral health. Mr. Houghton also received his BCBA (Board Certified Behavior Analyst) certification by completing a program at Endicott College. He will be a great complement to our ORMS team!
Date: <u>4/12/24</u>	Authorized Signature: <u>Catherine Plourde</u>

<b>REQUIRED Attachments:</b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 11

Name:	Robert Dudley
Date:	4/11/2024
Position:	Special Education Teacher
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Patricia McCarthy
Budgeted Amount:	<b>\$99,202</b>
Recommended Step/Salary:	<b>BA Step 7 \$56,079</b>
Interviewed By:	Melissa Gianino, Melisa Baker, Melissa Spiers, Jan Keravich, Melissa Jean, Brittany Prendergast, Catherine Plourde, Dr. James Morse
# Interviewed:	<b>5</b>
Education:	B.A. Social Studies/Elementary Education/Special Education, Granite State College  A.A. Communications/Radio Broadcasting
Certification:	NH Special Education Teacher, K-12 NH Elementary Education, K-6
Related Experience:	6 years as a special education teacher 2 years as a paraeducator
Comments:	Mr. Dudley has been a special education teacher mainly in one school, with one year in a different school as his first teaching experience. He is highly recommended with strong interpersonal, communication, and instructional skills. He is willing to learn and builds a great rapport with students, families, and colleagues. He has expertise and training in reading and math interventions which will be critical for ORMS in order to provide the specially designed instruction that is needed. He also has previous training in crisis prevention intervention which is also the training we use in ORCSD. We feel Mr. Dudley will be a strong addition to the ORMS team!
Date: <u>04/12/24</u>	Authorized Signature: <u>Catherine Plourde</u>

<b><u>REQUIRED Attachments:</u></b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 4

Name:	Victoria Sandmaier
Date:	4.11.2024
Position:	Speech and Language Pathologist
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	filling a contracted position that we were unable to fill
Budgeted Amount:	<b>MA/Step 6 58,539</b>
Recommended Step/Salary:	<b>MA Step 8 \$63,439</b>
Interviewed By:	Kristen Hughes, Juliann Woodbury, Catherine Plourde, Melissa Jean, Dr. James Morse
# Interviewed:	<b>2 and considered outside agencies</b>
Education:	B.S. Communication Sciences and Disorders (minor Deaf and Hard of Hearing Studies), University of New Hampshire M.S. Communication Sciences and Disorders, University of New Hampshire
Certification:	NH Speech and Language Pathologist
Related Experience:	7 years as a speech and language pathologist in outpatient, inpatient, and school settings
Comments:	Ms. Sandmaier is joining ORCSD with several years of clinical experience as a speech and language pathologist. She also worked in a school setting as part of her rotations and summer school. She has expertise in a wide variety of communication disorders and disabilities across all ages. She has been a supportive colleague and leader amongst her team, also providing supervision to graduate level clinicians. She is certified through ASHA (American Speech-Language Hearing Association) which is a national professional, scientific, and credentialing association, otherwise known as the gold standard. Ms. Sandmaier will be an excellent addition to the ORCSD speech department and ORMS team!
Date: <u>4/12/24</u>	Authorized Signature: <u>Catherine Plourde</u>

<b>REQUIRED Attachments:</b>		
<input checked="" type="checkbox"/> Resume	<input checked="" type="checkbox"/> 3 Letters of Recommendation	<input checked="" type="checkbox"/> Copy of Certification



Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 5

Name:	Fiona Grove
Date:	April 12, 2024
Position:	World Language Teacher - French
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input checked="" type="checkbox"/> HS
Person Replacing:	Barbara Milliken
Budgeted Amount:	<b>\$77,609</b>
Recommended Step/Salary:	<b>BA/Step 2 \$ 45,193</b>
Interviewed By:	Heidi Sant, Wendy Gibson, Leslie Ayers, Kate Heaney, Anna Goscinski, Rebecca Noe
# Interviewed:	<b>3</b>
Education:	BA International Relations Colgate University
Certification:	French and Spanish
Related Experience:	One year teaching French and Spanish at Somersworth HS. Intern at the Mission of Honduras to the United translating, note taking, and report synthesis. Fiona spent a year in French as an au pair for a Parisian family. She also studied French and Spanish at he University level.
Comments:	Fiona's colleagues and supervisors described her as dedicated to bringing the languages to students. She has a growth mindset and invests time and energy in her students as individuals. She is dedicated and has an extraordinary work ethic. Fiona is reflective and consistently looking for new strategies to improve her teaching and student learning. There is no doubt, she will be an exceptional teacher.
Date: <u>4/12/24</u>	Authorized Signature: <u>Rebecca Noe</u>

<b>REQUIRED Attachments:</b>
<input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> 3 Letters of Recommendation <input checked="" type="checkbox"/> Copy of Certification

**Oyster River School Board**

**REQUESTS FOR COMMITTEE ASSIGNMENTS  
2024 – 2025**

**School Board Approval:**

# reps	PUBLIC MEETINGS	Matthew	Heather	Denise	Brian	Giana	Kelly	Renee
3	Policy Committee			X			X	X
3	Finance		X		X	X		

# reps	NON/MEETING NONPUBLIC	Matthew	Heather	Denise	Brian	Giana	Kelly	Renee
3	Staff and Bargaining Unit Negotiations -	X	X		X			

**REPRESENTATIVES TO OTHER GROUPS**

# reps		Matthew	Heather	Denise	Brian	Giana	Kelly	Renee
2	Manifest							
1	NHSBA Delegate					X		
1	Wellness						X	
1	Sustainability			X				
1	Sabbatical Committee	X						
2	Equity					X		X