

Oyster River Cooperative School District
REGULAR MEETING

April 19, 2023

ORMS – Recital Hall

7:00 PM

O. 6:30 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING

6:30 PM ~ NON-MEETING SESSION: RSA 91-A2 I (b)

- Consultation with Legal Counsel

I. CALL TO ORDER 7:00 PM

II. APPROVAL OF AGENDA

III. PUBLIC COMMENTS (*Total allotted time for public comment is 30 minutes*)

IV. APPROVAL OF MINUTES *Motion to approve 04/5/23 Regular Meeting Minutes.*

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

B. Board

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

- Teacher Professional Development Plan for June 2023

B. Superintendent’s Report

C. Business Administrator

- General Assurance FY24. *Motion to authorize the Board Chair and Superintendent to sign the FY24 General Assurances.*

D. Student Representative (Paige Burt)

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}*

- Nominate SAU HR Coordinator. *Motion to nominate the selected SAU HR Coordinator.*
- Nominate District School Nutrition Director. *Motion to nominate the selected District School Nutrition Director.*
- Nominate ORHS Assistant Student Services Director. *Motion to nominate the selected ORHS Assistant Student Services Director.*
- District Flex Nurse Resignation. *Motion to accept the District Flex Nurse Resignation.*

VIII. DISCUSSION & ACTION ITEMS

- Committee Assignment Requests. *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 3, 2023– Regular School Board Meeting @ 7:00 PM Moharimet
May 17, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall

XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}

NON-MEETING SESSION: RSA 91-A2 I {Beginning of the meeting}

XIII. ADJOURNMENT

➤ **Workshop: DEIJ – Rachael Blansett – following the Regular Meeting.**

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, Chairperson | Term on Board: 2023 – 2026 |
| • Matthew Bacon, Vice Chair | Term on Board: 2022 - 2025 |
| • Brian Cisneros | Term on Board: 2021 –2024 |
| • Daniel Klein | Term on Board: 2021 - 2024 |
| • Thomas Newkirk | Term on Board: 2023 - 2024 |
| • Heather Smith | Term on Board: 2022– 2025 |
| • Giana Gelsey | Term on Board: 2023 - 2026 |

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 5, 2023

DRAFT

SCHOOL BOARD PRESENT: Denise Day, Brian Cisneros, Dan Klein, Heather Smith, Matt Bacon, Tom Newkirk, Giana Gelsey

STUDENT REPRESENTATIVE: Paige Burt

ADMINISTRATORS PRESENT: Dr. Morse, Suzanne Filippone, Catherine Plourde, Sue Caswell, Rebecca Noe, Jay Richard, Misty Lowe

STAFF PRESENT:

GUEST PRESENT: Yusi Turell, Al Howland, Maria Barth-Malone

ABSENT: David Goldsmith

I. CALLED TO ORDER at 7:00 PM by Dr. Morse.

Dr. Morse announced the Oyster River School Board was selected as the 2023 NH School Board of the Year. He acknowledged former board members Yusi Turell, Al Howland, and Maria Barth-Malone who were present in the audience and told them they were a big part of the board's history leading up to today's recognition. Dr. Morse stated that this Board is special in that it can disagree in public and not be disagreeable, and it is a role model to other school districts. He thanked the school board members for their commitment to the students of the district and expressed how proud he is for receiving this honor. Dr. Morse read the official letter of recognition from the Executive Director of the NH School Board Association. In June board members will be honored in a ceremony held in Manchester.

Former chair and board member Maria Beth-Malone stepped up to the podium to express her appreciation.

ELECTION OF CHAIRPERSON AND VICE-CHAIR

- 1. Review ORCSD Policy BBAB – Selection and Duties of Officers**
- 2. Election of Officers**

Tom Newkirk nominated Denise Day for Chairperson, 2nd by Dan Klein.

There were no other nominations.

Motion passed 5-0-2 with Brian Cisneros and Denise Day abstaining and the student representative voting in the affirmative.

Denise Day was elected as the Board's Chairperson.

Dan Klein nominated Matt Bacon for Vice-Chair, 2nd by Tom Newkirk.

Brian Cisneros nominated Heather Smith for Vice-Chair, 2nd by Giana Gelsey.

There were no other nominations.

Matt stated he'd like to take a more active role in leadership and with the hiring of a new superintendent he'd like to promote consistency and a process that goes smoothly.

Heather stated that concerning board goals and the budget she'd like to provide leadership and felt a representative from policy and budget would be an advantage.

Denise Day called for a vote for both nominees. The vote for Matt Bacon was 2 and the vote for Heather Smith was 2. Clarification was made that the nominee could vote for themselves. A second round of voting was done with the final vote being for Matt Bacon with 3 votes and the final vote for Heather Smith was 2 votes.

Matt Bacon was elected as the Board's Vice-Chair.

- 3. Annual Review of "B" Policies**

Per annual requirement, Chair Denise Day reviewed "B" policies for the Board.

Ia. PUBLIC HEARING for Policy:

- **BEDH & R – Public Comments at Board meetings Policy & Procedure**

Tom Newkirk made a motion to open the public hearing on BEDH & R Policy and Procedure, 2nd by Dan Klein. Motion passed 7-0 with the student representative voting in the affirmative.

No members of the public spoke.

Brian Cisneros made a motion to close the public hearing at 7:58pm, 2nd by Heather Smith. Motion passed 7-0 with the student representative voting in the affirmative.

II. APPROVAL OF AGENDA

Giana Gelsey made a motion to approve the agenda as written, 2nd by Dan Klein. Motion passed 7-0 with the student representative voting in the affirmative.

III. PUBLIC COMMENTS – None provided.

IV. APPROVAL OF MINUTES

Matt Bacon made a motion to approve the March 20th, 2023 Non-Regular Meeting Minutes as written, 2nd by Dan Klein. Motion passed 4-0-3 with Brian Cisneros, Tom Newkirk and Giana Gelsey abstaining and the student representative voting in the affirmative.

Matt Bacon made a motion to approve the March 22nd, 2023 Regular Meeting Minutes, 2nd by Dan Klein.

Heather Smith provided the following revisions:

On page 2 under Board Announcements in Heather’s comment change “Imagination Destination” to “Destination Imagination.”

On page 5 under School Board Committee Updates in Heather’s comment change “teaches” to “teachers” in the last sentence.

Motion passed with correction 5-0-2 with Tom Newkirk and Gianna Gelsey abstaining and the student representative voting in the affirmative.

V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS

A. District

Misty Lowe of Mast Way made announcements for both elementary schools in David Goldsmith’s absence. On April 13th the Moharimet 4th graders will perform Alice in Wonderland Jr at 6:30pm in the ORHS auditorium. This is the same night as the Community Dinner at ORHS from 5:30-6:30pm. On April 17th the Mast Way 4th graders will perform Annie Jr at 6:30pm in the ORHS auditorium. On May 30th Mast Way will host its annual Art Show in the hallways of the school from 5:30-7:15pm. STAR and SASS testing will take place at both schools in late May and early June. Principals have been working with Jay Richard to set up middle school transition activities for June. Jay and ORMS counselor Stephanie Kadden will visit with the 4th graders on June 1st for an informal Q&A session. Parent Night will be on June 6th and Step-Up Day at ORMS will be held during the morning of June 9th.

Jay Richard of ORMS announced the Destination Imagination team that focused on composting came in 1st place and the Mathcounts team placed 2nd in their competition. Former professional basketball player Chris Herron will provide a presentation on substance abuse and addiction tomorrow in the Recital Hall. The high school sophomore class will also be attending.

Rebecca Noe of ORHS let the Board know that at noon high school students voluntarily participated in a student-led nation-wide walkout to protest gun violence. She fully supported students exercising their civil rights and was proud of the students for speaking eloquently and passionately about the safety of our nation’s schools. The First Robotics team recently won an engineering award at their competition. Quarter 3 ends on April 7th and

grades will be posted on April 17th. Prom ticket sales will occur during the week of April 17-21st at a cost of \$50 per ticket and Prom will be held on May 25th. After break, Teacher Appreciation Week will be celebrated May 1st - 5th.

B. Board

Heather Smith commented that Tona Brown's concert was a fantastic evening of performance, and all the musicians should feel proud.

Denise Day agreed that Tona Brown's concert was amazing, and she thanked DEIJ Coordinator Rachael Blansett and Strings teacher Andrea von Oeyen for making it possible.

VI. DISTRICT REPORTS

A. Assistant Superintendent/Curriculum & Instruction Report(s)

Suzanne Filippone thanked the K-5 Math Committee for all the behind the scenes' curriculum development and hours spent working.

ORMS Communicating Student Learning (Jay Richard)

Principal Jay Richard presented a slideshow to the Board titled "Reporting Student Learning at ORMS." He went over goals, which included increasing consistency, making information easier and more accessible to parents, creating a "report card" snapshot of learning, and providing student-reflection. The middle school shifted to using PowerSchool to report learning, which is the platform used by all the district schools. Physical copies of report cards are now provided to students and parents, and student self-reflections are emailed home to parents.

Feedback from parents show that they favor PowerSchool as a more effective and convenient reporting system and many families indicated that the student self-reflections have been informative. Most parents monitor their student's academic progress through the printed quarterly report cards, some use PowerSchool and fewer use the student self-reflections. Overall, parents feel the reporting provides greater clarity and understanding of competency-based grading and they appreciate the changes that have been made.

Feedback from 7th and 8th grade students indicate that all students know how to access their grades in PowerSchool and the majority know how to find teacher feedback and assignments on Schoology. Students are also aware that support is available from their teachers during the Bobcat and Flex times. Like parents, most students use PowerSchool as the preferred method to find out how they are doing in their classes.

Next steps include refining the self-reflection process for greater consistency and effectiveness, providing PowerSchool directions every quarter, and continuing to send home paper copies of the report cards.

Tom Newkirk suggested asking parents if the terms used to indicate student progress, for example "progressing," are clear to them since it's a key area of grading.

Heather Smith appreciated the information provided to parents in the teacher presentations during grade level meetings. She also felt that using PowerSchool was a great improvement.

Giana Gelsey wondered about having parent conferences in addition to progress reports during the second half of the year. Jay explained that all parents are invited to the fall conferences to meet the teams, but logistically adding a spring conference would be a challenge. Dr. Morse further stated a second conference would need to be re-negotiated with the Teacher Guild. Giana asked if there was a way to see the assignments in PowerSchool. Suzanne Filippone explained that PowerSchool and Schoology don't speak to each other and to get further information about an assignment and its rubric you must go into Schoology.

B. Superintendent's Report

Dr. Morse shared his pleasure in attending Tona Brown's concert. He acknowledged Andrea von Oyen's incredible work with students, Gen Brown's communication around the event, and Suzanne Filippone's logistical work to make sure it went well.

Conval Lawsuit

Dr. Morse provided an update to the Conval Lawsuit stating that NH is obligated to provide an adequate education, however, it is the lowest funded state per student in the country providing approximately \$3,300 per student. Since taxpayers make up the difference in cost, there are several towns that can't financially generate the taxes to adequately provide for education, therefore the state is not meeting its constitutional obligation. A powerful law firm defending the lawsuit argues that the school administration is not experts in public schools. On April 10th Dr. Morse will be in court to testify, and Suzanne Filippone will fill in during his absence. Dr. Morse said while Oyster River taxpayers can make up the difference in costs, not all towns are that fortunate, and he will be present to show his support.

Calendar – May 26 Workshop

Since there were more snow days than anticipated, Dr. Morse recommended turning the May 26th Workshop Day into a regular school day.

Tom Newkirk made a motion for the May 26th Teacher Workshop Day to be a regular school day, 2nd by Brian Cisneros. Motion passed 7-0 with the student representative voting in the affirmative.

Dr. Morse asked the Board to consider making June 16th ½ day the last day of school. For staff, June 19th is a holiday and June 20-24th would be four Workshop Days with one additional PD Day to still be determined.

Board members discussed that late June gets hot and there is not a lot of new learning occurring in any additional days. The Board felt comfortable making the decision tonight. Denise Day recommended having future conversations about how snow days are built in and communicated through the calendar. Heather Smith suggested they look into how to make a calendar with a finalized last day that does not change.

Brian Cisneros made a motion for Friday, June 16th ½ day to be the last day of the school, 2nd by Heather Smith. Motion passed 7-0 with the student representative voting in the affirmative.

School Board News

Dr. Morse recognized Michael Williams's "Board News" that he provided for the school newsletters in an effort to improve communication. He asked for a board member to continue the endeavor and Matt Bacon volunteered. If Matt is absent, Tom Newkirk will fill in.

C. Business AdministratorMS22

Sue Caswell requested board approval and signed consent for the 2023 MS22 form.

Brian Cisneros made a motion for the Board to accept the 2023 MS22 form with signed consent, 2nd by Heather Smith. Motion passed 7-0 with the student representative voting in the affirmative.

Tennis Court Access

Sue Caswell presented a Tennis Court Usage Plan for public use and rental space. The plan includes securing the gate with a coded lock to allow authorized code holders access to the courts. A sign at the courts would provide contact information to obtain a code with a one-time \$25 fee. Code holders would then be able to use the courts free of charge when they are not being used by the district or reserved for outside organizations. For group use, a \$300 fee would be applied for a half day rental by profit organizations and a \$150 fee for nonprofit groups.

Board members held a discussion about the security and safety of the tennis courts, the one-time code fee charge, and the rental costs proposed. The board decided to move forward with the group rental rates and continue discussing details for individual use.

Dan Klein made a motion to adopt the fee schedule as proposed for groups only, 2nd by Tom Newkirk. Motion passed 7-0 with the student representative voting in the affirmative.

D. Student Representative Report

Paige Burt applauded MOR for putting on a fun 2-hour Coffee House evening for students. She was glad to see a large student attendance at Tona Brown's panel held during the school day and felt the evening performance was remarkable. She encouraged the listening audience to participate in the April 15th Mattress Fundraiser to help support the Senior Class, Project Graduation, and Girls Lacrosse. The April 13th Community Dinner will include table information from local groups. Cost is \$8 per person or \$20 per family. [Click here to RSVP.](#)

E. Finance Committee Report – None provided.

F. Other – None provided.

VII. UNANIMOUS CONSENT AGENDA –Denise Day asked if any items needed to be discussed separately and the Board had no concerns.

- Nominate and approve Non-Continuing Contract Professional Staff Members as submitted by the Superintendent.
- Nominate Mast Way Art Teacher.
- List of Policies for a second read/adoption: BEDH & R – Public Comments at Board Meetings Policy and Procedure, Policy JJJ – Access to Public School Programs by Non-Public, Charter Schools and Home Education Pupils.

Denise Day made a motion to approve the Unanimous Consent Agenda, 2nd by Heather Smith. Motion passed 7-0 with the student representative voting in the affirmative.

VIII. DISCUSSION & ACTION ITEMS

Committee Assignment Requests: What is the committee and what does it do?

Dr. Morse asked board members to submit their assignment requests to Wendy DiFruscio by Wed., April 12th.

IX. SCHOOL BOARD COMMITTEE UPDATES

The Manifest Committee met and completed the following manifests.

Payroll Manifest #20 Total is \$1,034,533.13

Vendor Manifest #20 Total is \$1,083,157.82

Heather Smith announced the following updates for Sustainability Committee: Composting bins are in the team spaces at ORMS, Team leaders began the first of their faculty meeting presentations, and April 13th is the Community Dinner of burgers and hot dogs, which will feature table information from various student and town organizations. Students are also gearing up for Earth Week by developing fun programming and activities to promote school-wide sustainability. More info. to come.

Denise Day announced Wellness Committee meets on the 6th and Policy Committee meets on the 13th.

X. PUBLIC COMMENTS – None provided.

XI. CLOSING ACTIONS

A. Future Meeting Dates: April 19, 2023 – Regular School Board Meeting @ 7:00 PM MS Recital Hall
May 3, 2023 – Regular School Board Meeting @ 7:00 PM Moharimet School

XII. NON-PUBLIC SESSION: RSA 91-A:3 II {If Needed}

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

XIII. ADJOURNMENT:

Heather Smith made a motion to adjourn the meeting at 8:55pm, 2nd by Tom Newkirk. Motion passed 7-0 with the student representative voting in the affirmative.

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

Respectfully Submitted,
Karyn Laird, Records Keeper

INTEROFFICE MEMORANDUM

TO: School Board
FROM: Suzanne Filippone
DATE: April 13, 2023
RE: TW Days

As a result of the School Board decision regarding the end of the year the ORCSD faculty will engage in five professional days, four of the days will be in person, June 20-24, and one will be a “floater” asynchronous day. Below you will find the outline of learning and work as discussed with Leadership as well as the Teachers Guild:

Tuesday, June 20th to Friday, June 23rd

K-12 Professional Learning/Work:

- Faculty Meetings at all levels
- Crisis Prevention Institute Training (Half Day) at all levels – “CPI training programs provide strategies and techniques for all levels of educational professionals, from district administrators through classroom staff. These strategies focus on the Care, Welfare, Safety, and Security of all students and staff with evidence-based, trauma-informed behavior management and crisis prevention approaches.”
- Communications – Best Practices and Website Introduction at all levels (45min – 1hr)
- Vertical Transition Meetings at all levels
- Curriculum Review – Vertical and Horizontal (This will occur between buildings and within buildings depending on need.)
 - Competency Review
 - Content and Skills Review
 - Grade Level/Department Meetings
- Vertical K-12 Counseling Curriculum & Programming Review (Multiple Full Days)
- Vertical Scope and Sequence Meetings: Art, Music, Health, PE and Digital Learning Specialists with Library Media Sciences and STEM Teachers
- Special Education Medicaid Case Managers, Medicaid Related Service Providers (Full Day)

K-5 Professional Learning/Work:

- Eureka Squared Training (Full Day)
- SEL Open Circle

6-12 Professional Learning/Work:

- Math Department Meeting
- 5-12 WL Department Meeting

Asynchronous Professional Day Options (Completed Prior to August 24, 2023)

1. Schoology – Policy review. Read Policy and required short questionnaire to move to the next policy.
2. Schoology – District Book Read which includes required discussion posts on Schoology.
3. Schoology – Artificial Intelligence in Education Course which includes videos and a variety of ways to engage with the topics addressed.



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

April 3, 2023

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2024

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 all of your 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 establishes which of these two entities 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 return it in full to the attention of the Bureau of Federal Compliance. The Bureau of Federal Compliance office will notify the directors of all NHED programs approving federal funds to LEA's when they have received your assurances. The directors of 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 to the NHED Bureau of Federal Compliance office no later than **June 30, 2023**.

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 at 603-761-4601.

New Hampshire Department of Education

FY2024

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 FY2024 general assurances document contains few minor differences from the FY2023 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 details which you are agreeing.

Following your review and acceptance of these 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, email a copy of the entire document to:

**New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

Should you have any questions please contact Lindsey Labonville at 603-731-4621, or Katelyn Komisarek at 603-856-4075.

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 permit such requests from the NHED and 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. 1234 and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) 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."

- 23) 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.
- 24) 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.

- 25) 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.
- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) 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, 2023. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) 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.
- 31) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to personnel standards, merit systems, and programs funded under one of the 19 statutes or regulations specified in appendix B of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Contract Work Hours and Safety Standards Act (40 U.S.C. §276c and 18 U.S.C. §816), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) 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.
- 35) 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).
- 36) 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.

37) 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.).

38) 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).

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
Policy/Procedure Name	In Accordance With	Policy	Procedure
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 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		

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 entities).

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, 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 auditor 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\(mqamohbpjf0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyh1r45p1po1))/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
- 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, 2023**. 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 Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for 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 over an E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required notification 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 of 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.

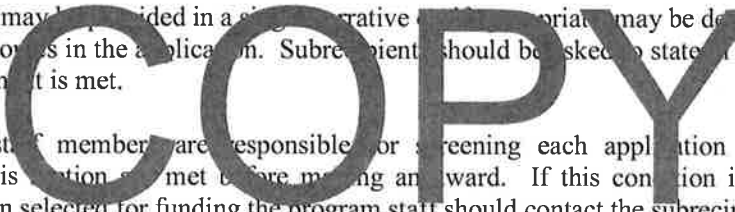
9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

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 the projects do not 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 equitable 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 separate narrative or 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 this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. 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.

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 Administrative 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 which expels a pupil under RSA 193:13, II or 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, II.
- b) School boards shall make certain that the pupil has received 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 the firearm is lawfully licensed under RSA 159:11
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definition of RSA 159:11
- d) If a pupil brings or possesses a firearm in a state school 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 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 non-compliance 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, 200.318, and 200.319 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

COPY

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 State 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 or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

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

- a) **Disciplinary Records** - In accordance with the 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 enrolls 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.

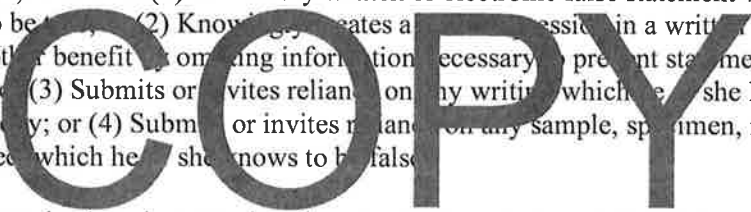
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CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District or School Administrative Unit (SAU) does not have a Superintendent, (*See* RSA 194-C:5, II) **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to present statements therein from being misleading; (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.



Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: _____ District or SAU Name: _____

District UEI: _____ UEI(Sam.gov) Expiration: _____

Typed Name of Superintendent
or other Qualifying Administrator

Signature

Date

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

Please email a fully executed copy of the entire document to:

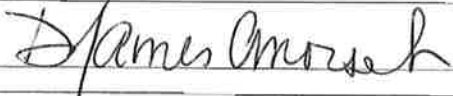
**New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

COPY

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 13

Name:	Nanette Viellieu
Date:	April 19, 2023
Position:	HR Coordinator
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Theresa Proia
Budgeted Amount:	\$67,527
Recommended Step/Salary:	\$70,000
Interviewed By:	Dr. Jim Morse, Suzanne Filippone, Susan Caswell, Rebecca Noe, Amy Ransom, Sabrina Lichtenwalner, Theresa Proia
# Interviewed:	2
Education:	California State University - English Language Literature
Certification:	Bachelors Degree
Related Experience:	OSRAM Inc. Human Resources Generalist 3/2022-Present Veritable Vegetable Inc. - Director of Human Resources - 10/2010 - 09/2021
Comments:	Nanette came to us via a private company out of Exeter, but has extensive experience in HR in California in a non-profit, Veritable Vegetables for 11 years and an art museum, Asian Art. Her experience combined with her wonderful interview, leads me to believe she will do a great job getting to know how the public schools operate by transitioning her extensive experience to ORCSD.
Date: <u>April 19, 2023</u>	Authorized Signature: 

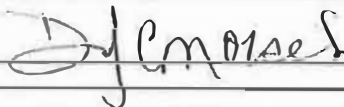
REQUIRED Attachments:		
<input checked="" type="checkbox"/> Resume	<input type="checkbox"/> 3 Letters of Recommendation	<input type="checkbox"/> Copy of Certification

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: 10

Name:	Maredith St. Onge
Date:	April 19, 2023
Position:	School Nutrition Director
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input type="checkbox"/> HS
Person Replacing:	Doris Demers
Budgeted Amount:	\$78,199
Recommended Step/Salary:	\$65,000
Interviewed By:	Dr. Jim Morse, Suzanne Filippone, Susan Caswell, David Goldsmith, Amy Ransom, Doris Demers
# Interviewed:	4
Education:	Pennsylvania State - Hotel Restaurant, Intuitional & Management
Certification:	Bachelors Degree 2002
Related Experience:	Deerfield Community School - Food Service Director 8/2019 - Present UNH - Dining Services - Area Manager - Stillings Hall & Philbrook Hall - 2014-2019 UNH - Dining Services - Assistant Manager - Philbrook Hall 2008-2014
Comments:	Maredith came to us from Deerfield as their Food Service Director. She also has extensive experience with food service at UNH. Her enthusiasm around sustainability caught the ear of the entire interview team. We all believe that she will be an excellent successor to Doris.
Date: <u>April 19, 2023</u>	Authorized Signature: 

REQUIRED Attachments:		
<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: 10

Name:	Nancy Jo Michaud
Date:	04/12/2023
Position:	Assistant Director of Student Services - 227 Days
School for Position	<input type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input checked="" type="checkbox"/> HS
Person Replacing:	Elementary position (Brian Ryan plus .5 unfilled)
Budgeted Amount:	\$103,169
Recommended Step/Salary:	\$107,000
Interviewed By:	Rebecca Noe, Brittany Prendergast, Melissa Jean, Dan Chick, Shannon Caron, Mike McCann, Hannah Cunningham, Nicole Casimiro, Anna Goscinski, Catherine Plourde, Dr. James Morse
# Interviewed:	3
Education:	Teacher of Visually Impaired, UMASS Boston, 2012 M.A. Special Education, National University, 2008 B.A. Childcare Management, Charter Oak College, 2002 A.A. Liberal Studies, Early Childhood Education, Granite State College, 1996
Certification:	Special Education Administration, General Special Education, Principal, Early Childhood Special Education, Blind and Vision Disabilities
Related Experience:	Director of Student Services, SAU 56 and SAU 104- 4 years District Special Education Coordinator/Preschool Coordinator, Barrington- 11 years
Comments:	<p>Ms. Michaud has experience as a leader and administrator in special education. She has been a special education teacher across various grade levels, as well as a special education administrator at all levels. She is currently also enrolled in the Granite State leadership program through SNHU.</p> <p>We are excited to welcome Ms. Michaud to the district. She will be a great addition to our team.</p>
Date: <u>04/19/23</u>	Authorized Signature: <u>Catherine Plourde</u>

<u>REQUIRED Attachments:</u>		
<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
2023 – 2024**

Committee Assignments for School Board: April 19, 2023

# reps	PUBLIC MEETINGS	Daniel	Brian	Thomas	Giana	Denise	Matthew	Heather
3	Policy Committee	X				X	X	
3	Finance		X	X				X

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

REPRESENTATIVES TO OTHER GROUPS

# reps		Daniel	Brian	Thomas	Giana	Denise	Matthew	Heather
2	Manifest							
1	NHSBA Delegate				X			
1	Wellness				X			
1	Sustainability							X
1	Long Range Planning							
1	Sabbatical Committee			X				
2	Equity				X	X		



ORCSD SCHOOL BOARD WORKSHOP OVERVIEW



APRIL 19, 2023

Implicit Bias 101: Looking Beyond the Surface

Session length: 60mins

Facilitator: Rachael Blansett, M. Ed., DEIJ Coordinator for Oyster River Cooperative School District

Workshop Description

In this informative workshop session, school board members will be taken through a mini-crash course on all things implicit bias—exploring key questions, including: what is it? Why is it important? How does this impact my work as a school board leader? And most importantly: what are ways to observe and confront these learned ideas? This training will give foundational knowledge of unconscious bias and how our early socialization and lived experiences can influence how we develop these perspectives. The facilitator will also guide members through a reflective activity to examine their own potential biases, provide critical insight that informs their work in the community and on the board, and offer key strategies to adapt or challenge bias when it surfaces.

Learning Outcomes

By going through this workshop participants will be able to:

- Describe the concept of implicit bias and how it is formed through personal experiences and socialization
- Reflect on their own identities and developed biases
- Understand examples of how implicit bias can impact the role of a school board member
- Explore strategies to acknowledge and shift learned biases

Important Notes

- School board members may be asked questions by the facilitator to allow for participants to interact and engage during the workshop session. ***Members are asked to share only as they feel comfortable***
- A copy of the presentation and resources will be shared with school board members after the completion of the live presentation
- Members will be sent an anonymous evaluation survey to complete to gather data and feedback for the facilitator and future presentations