

Oyster River Cooperative School District  
REGULAR MEETING

July 21, 2021

Oyster River High School Auditorium

7:00 PM

**o. CALL TO ORDER 7:00 PM**

**I. 6:30 – 7:00 PM MANIFEST REVIEW/APPROVAL AT EACH SCHOOL BOARD MEETING**

**II. APPROVAL OF AGENDA**

**IIa. Mask protocol for School Board meeting.**

- *Motion to adopt optional mask usage for School Board meetings.*

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

**IV. APPROVAL OF MINUTES**

- Motion to approve 6/16/21 Regular Meeting Minutes.

**V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

**A. District**

**B. Board**

**VI. DISTRICT REPORTS**

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

- Reach Update
- Testing Scores Update

**B Superintendent’s Report**

- Architect’s Report/LEED
- Chinese Program Update
- Grant General Assurances
  - *Motion to authorize the Board Chair and superintendent to sign the General Assurances.*
- Communications Update

**C. Business Administrator**

**D. Student Representative Report**

**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}*

**VIII. DISCUSSION & ACTION ITEMS**

- Motion to affirm the hiring of the MS World Language Chinese Teacher, MS School Nurse, HS .6 FTE English/Theater Teacher, and HS Special Education Teacher (covering 1-year LOA).
- Motion to approve two ORHS Placement Requests from Dover and Newmarket for the 2021-22 school year.

**IX. SCHOOL BOARD COMMITTEE UPDATES**

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

**XI. CLOSING ACTIONS**

- A. Future meeting dates:**
- August 4, 2021 Regular Meeting – ORHS Auditorium
  - August 18, 2021 Regular Meeting – ORHS Auditorium
  - September 1, 2021 Regular Meeting – ORHS Library

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

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

**XIII. ADJOURNMENT:**

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

**Respectfully submitted,**

**Superintendent**

Public wishing to attend our regular meetings need to arrive between 6:30 and 7:00 as everyone will need to participate in a health screening to enter the auditorium. The doors will be locked at 7 p.m.

**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:**

- |                           |                            |
|---------------------------|----------------------------|
| • Michael Williams, Chair | Term on Board: 2020 - 2023 |
| • Denise Day, Vice-Chair  | Term on Board: 2020 - 2023 |
| • Brian Cisneros          | Term on Board: 2021 - 2024 |
| • Thomas Newkirk          | Term on Board: 2019 - 2022 |
| • Allan Howland           | Term on Board: 2021 - 2022 |
| • Daniel Klein            | Term on Board: 2021 - 2024 |
| • Yusi Turell             | Term on Board: 2021 - 2024 |

**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:

- a. 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.
- b. The hiring of any person as a public employee.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting.
- d. Consideration of the acquisition, sale or lease of 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.
- e. 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**

**June 16, 2021**

**DRAFT**

**SCHOOL BOARD PRESENT:** Denise Day (acting chair), Tom Newkirk, Brian Cisneros, Dan Klein, Al Howland, Yusi Turell **Absent:** Michael Williams. **Student Representative:** None

**SCHOOL BOARD ABSENT:** Michael Williams

**ADMINISTRATORS PRESENT:** Jim Morse, Sue Caswell, Misty Lowe, Catherine Plourde, Suzanne Filippone, Rebecca Noe, Todd Allen

**STAFF PRESENT:** Jonathan Bromley, Francesca Kennedy, Jim Rozycki

**GUEST PRESENT:**

**I. CALLED TO ORDER at 7:00 PM by Denise Day**

Denise Day announced that she will be sitting as chair for the meeting due to the absence of Chair Michael Williams.

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

**1a. PUBLIC HEARING: ESSER III Grant Funding**

**Brian Cisneros moved to open a public hearing, 2<sup>nd</sup> by Tom Newkirk. Motion passed 6-0.**

Sue Caswell gave an overview of the ESSER III grant funding, which is expected to be \$313,432, and what expenditures the district would like to use the money for. Sue is also seeking approval from the Board for Dr. Morse to sign the program assurances corresponding to the grant.

**Al Howland moved to close the public hearing, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**Brian Cisneros moved to authorize the superintendent to sign the ESSER III Funding Grant assurances, 2<sup>nd</sup> by Tom Newkirk. Motion passed 6-0.**

**II. APPROVAL OF AGENDA**

**Brian Cisneros moved to approve the agenda as written, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**III. PUBLIC COMMENTS**

Haley Wickline and Rebecca Blake spoke on behalf of a group of Mast Way Remote Kindergarten parents to thank Francesca Kennedy, Tyler Patria, Misty Lowe, and all of the unified arts teachers and support staff at Mast Way for their dedication to making their remote learning experiences with their children successful. Haley cited the emotional and cognitive growth of the students. Rebecca cited what the children were able to do while virtually learning.

**IV. APPROVAL OF MINUTES**

**Brian Cisneros moved to approve the June 2, 2021 Regular Meeting Minutes, 2<sup>nd</sup> by Yusi Turell.**

Dr. Morse presented the following correction on behalf of Michael Williams: After the approval of the previous minutes, it was stated by Chair Williams that the Board would not be approving the non-public meeting minutes from June 2, 2021 at this time because they have been sealed until July 1, 2021. The reason for sealing is that "disclosure would render action taken ineffective."

**Vote on motion to approve the June 2, 2021 Regular Meeting Minutes with correction passed 6-0.**

## **V. ANNOUNCEMENTS, COMMENDATIONS AND COMMENTS**

### **A. District**

Misty Lowe updated the Board and the community on the end of year wrap up. Mast Way celebrated with a BBQ and the fourth-grade field day. Misty thanked the PTO for providing the students and staff to ice cream treats and also for their support. The fourth graders had their end of year parade to celebrate the students as they move to the middle school, and the high school lent them the bobcat suit for the night. Misty listed the summer programs that will be hosted at Mast Way, which include the REACH program, the Durham Parks & Recreation program, MTSS, and K-4 extended school year program, as well as two new programs: FIT Together with Kathy Baker & Catherine Moore, and in August there will be a "boot camp" for a targeted group of incoming first graders.

Suzanne Filippone congratulated the newly elected School Board Student Representative, Olivia, that will join the Board in the fall. Suzanne described the events that took place during Senior Week, including the students visiting the elementary schools, and their ice cream social, and thanked everyone who helped with graduation making it a wonderful ceremony. Suzanne continued by describing Step Up Day for the incoming high school freshman and thanked the faculty and staff of the high school for all that they have done for the students during such a challenging year.

Dr. Morse thanked Suzanne Filippone for her leadership of counselors, faculty, and staff and for their organization of the high school celebration this year. Dr. Morse cited conversations with members of the community regarding how well the event was put together and how much they enjoyed watching it.

### **B. Board**

Brian Cisneros stated how great it was to see his daughter graduate, and especially being outside and able to utilize the bleachers, but joked the highlight was the bagpipes. Brian also extended a personal thank you to Catherine Plourde and her staff for the work they do with students throughout their education to ensure their success.

Tom Newkirk congratulated Dr. Morse on his excellent editorial piece, placing the importance of him addressing critical race theory.

Yusi Turell had the opportunity to attend the final presentation for the Chinese after school program, led by Ms. Ding and Ms. Wong. Yusi stated how incredible it was to see how they engaged their students online throughout the year, and how impressed she was by the tones, accents, and inflections possessed by the students. Yusi acknowledged the work that was done by Ms. Wong, the Confucius Institute and Chung Du partners, Anita Mathers and Sarah Schafer for keeping the after school program alive and well, as well as the high school and middle school administrators, and world language teachers for their guidance and mentorship. Yusi continued by thanking previous teachers from the Confucius Institute, and Dr. Morse and Todd Allen for believing in the partnership and allowing it to grow over the years.

Denise Day added how wonderful it was to see the kids in the after-school program read *The Very Hungry Caterpillar* in Mandarin, and how she gained an even greater appreciation for teaching via Zoom and keeping the children focused.

## **VI. DISTRICT REPORTS**

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

Todd thanked the Board for the naming of the track after him and stated how great it has been to work with Dr. Morse, as he is a great leader. Todd also extended a thank you to the community for tolerating him for so long, as well as to parents that support the district, and the students for their eagerness to learn.

Sabbatical Presentation from Jon Bromley

Jon discussed the background of his sabbatical, and the possibility of the district adopting a more integrated 9-12 education that would culminate in a capstone program for students prior to graduation. Jon stated the goal of the program would be to develop a more student-centered curriculum and encourage students to use their creativity and critical thinking skills to focus on their passions.

**Dr. Morse then requested the Board move up Francesca Kennedy in the agenda, as her presentation coincides with Jonathan's presentation.**

Francesca Kennedy thanked the families of her students and the team effort that made the year possible and covered the things she would like to keep in motion even after the pandemic when students are in the classrooms again. Francesca covered what the year looked like for the kindergarten students and how they completed activities at home that they would usually do at school. Francesca shared with the Board that 37.5% of kindergarten students are reading at their grade level, and 43.75% are reading above their grade level, and the students read 1,564 books read on RazKids, plus the physical books that have been sent home with the students.

Denise Day asked Francesca what she will you take with her from this experience.

Francesca answered how important it is to involve families in the kids' education, as well as how to incorporate technology more into the classroom.

Yusi Turell asked if Francesca noticed any disparities between families that were able to be involved and others that were working, or single parents that were working, and what she did to lift them up.

Francesca stated there were grandparents, extended family members, and brothers and sisters, that all got involved, and every student had people involved in helping them.

Tom Newkirk stated he thought this would be a great opportunity for parents to learn about education and how to teach their kids too.

Francesca stated she wished she had had an opportunity like this as a parent as well.

**B. Superintendent's Report**

High School Principal Nomination

Dr. Morse announced his nomination for the high principal position as Rebecca Noe. Dr. Morse stated the search included 18 applicants, four of which were invited to the screening process to be interviewed by parents, teachers, students, Board members, and administrators. Two finalists were chosen to visit the high school and meet with students and faculty, and then a sub-group visited the finalists' high school. Dr. Morse spoke to the enthusiasm the Bedford high school community had for Rebecca, and how highly they spoke to her qualifications.

**Brian Cisneros moved to approve the Superintendent's nomination of Rebecca Noe for high school principal, 2<sup>nd</sup> by Yusi Turell.**

Tom Newkirk added that as a member of the search committee he feels Rebecca is a great match for the school and is very impressed by how positive she is, and that he is very excited about the nomination.

**Brian Cisneros moved to approve the Superintendent's nomination of Rebecca Noe for high school principal, 2<sup>nd</sup> by Yusi Turell.**

**Vote on motion to approve the Superintendent's nomination of Rebecca Noe for high school principal passed 6-0.**

Rebecca Noe thanked the Board and expressed her excitement and honor to be chosen as the new principal. Rebecca stated every interaction with the community has shown an immense amount of pride and energy for what Oyster River does for the students and she is thrilled to be involved.

#### Mandarin Chinese Program

Dr. Morse provided updates to the Mandarin Chinese program and the difficulty they are facing in finding qualified candidates. He will be meeting with more candidates for the middle school in the upcoming week. Dr. Morse stated the non-profit grant source for the program did not work out, and the district will continue working with Chan Du University to see if they will provide grant funding.

#### Communications Report

Dr. Morse will continue reaching out to the UNH Survey Center and will update the Board when Andy comes back from vacation.

#### Heat Days

Dr. Morse discussed his decision last week to provide the program remotely due to the high temperatures that were measured at the middle school and in the tower prior to the students being in the building, and that the feedback he received from the parents was mostly positive. Dr. Morse stated that the problem with the excessive heat may need to be addressed sooner rather than later and that Al Howland will be discussing this more in the Finance Committee Report.

#### Right To Know Request

Dr. Morse stated that HB545 is now part of the state budget and it is not yet clear if the governor will sign the budget now that it is embedded. Dr. Morse also made the Board aware that the district received a Right-to-Know Request from a group outside of New Hampshire asking if critical race theory is currently being taught in the schools, which it is not.

#### Dress Code Update

Suzanne Filippone stated she, Mark Milliken, and Mike McCann met with the Student Senate regarding the high school dress code, and they decided as a group to wait until the Fall and work with the new principal.

**C. Business Administrator:** None

**D. Student Representative Report:** None

**E. Finance Committee Report**

Al discussed the audit and compliance check with the budget, and that there was not a management letter from the auditor, which is quite unprecedented. Dr. Morse thanked Sue Caswell for her hard work over the last decade in managing the report. Al Howland will provide the report to the Board to read. Al also discussed the timeline for presenting and approving the budget in the fall to the Board and that the goal will be to include the high school air system in the CIP to help with the temperature issues in classrooms.

Jim Rozycki spoke to what options were available to solve the temperature problem and why they were not selected, and he will be meeting with HVAC vendors in the upcoming weeks to get quotes to bring back to the Board. Jim stated he would like to get the work completed before students return in the fall.

Tom Newkirk stated he supports this project, as most public buildings are air conditioned, and it is very needed and the faster it can be done, the better.

Dan Klein stated he agrees that the project needs to happen and questioned if the money for the piano is still available for reallocation as this project is much more important.

Dr. Morse stated the money had been committed after the Board voted to approve it.

Dan Klein stated he feels the Board needs to be a little more serious about things like the piano during the normal budget process and not the end of the school year, so that the Board can inform their thinking along the way and important projects aren't continuously being put off.

Al Howland stated the Finance Committee will go through the CIP again, numerous times, and it will be updated as they are accomplished, and anything left in the fund balance will be addressed as well.

**F. Other:**

Report out from Mast Way Kindergarten Teacher Remote experience and perspective was moved under the Assistant Superintendent's report following Jon Bromley's Sabbatical Presentation.

**VII. UNANIMOUS CONSENT AGENDA**

Dr. Morse explained to newer Board members that the Board is voting to allow him to offer contracts over the summer, as the meetings are more spread out during the Summer.

**Brian Cisneros moved to approve the Unanimous Consent Agenda as written, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**VIII. DISCUSSION & ACTION ITEMS**

Denise Day suggested that the Board address each policy individually, as there may be more discussion for some of them.

FF & R – Naming of Facilities & Procedure

**Brian Cisneros moved to approve FF & R – Naming of Facilities & Procedure for first read, 2<sup>nd</sup> by Tom Newkirk.**

Yusi Turell stated that other schools and universities have longer and more explicit policies in what they are trying to honor, and asked at what point does the policy committee flush this out? First or second read?

Denise stated the committee's understanding was that there weren't many K-12 school districts with a policy like this and that it is more common in higher education.

Dr. Morse stated there is no model like this for K-12 in New Hampshire or Maine, and the committee wanted to keep it simple as the guiding policies aren't available.

Brian Cisneros stated the biggest difference he sees between K-12 and higher education naming would be the large financial contributions made to the project.

Yusi stated she sees sometimes the naming comes with a donation, or it could be someone that has served the community or society in exceptional ways and it speaks to their character. Yusi questioned what the line meant regarding the recommendation and what is being named.

Denise Day explained that this line is meant that there should be some rationale and connection between the two.

Yusi questioned then if the naming of a cafeteria would have to do with food service.

Denise clarified it doesn't need to necessarily, and reclarified that the committee was trying to keep the policy broad with some basis, but not too strict.

Dan Klein stated he is torn between not wanting to create a policy that is overly prescriptive for a future Boards and feels increasingly uncomfortable with the lack of guidance around the naming process and its permanence.

Yusi stated that in order to keep the policy sparse, she suggests the removal of the "connection between the recommendation and what is being named," and instead adopt language along the lines of "named for a person who has shown exemplary service or contribution to the institution or to society"

Dr. Morse asked that Yusi send it to him to bring up in the second read.

Dan Klein stated that the Board can also develop their own guidance document to the Board that a future Board could use, but not be required to use.

Dr. Morse stated the difference is that this particular policy is still a Board policy about how they would name something.

**Vote on motion to approve FF & R – Naming of Facilities & Procedure for first read passed 6-0.**

**Denise Day moved to approve GBGA – Staff Health, and GCF – Professional Staff Hiring for first read, 2<sup>nd</sup> by Brian Cisneros. Motion passed 6-0.**

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

Yusi Turell stated the Equity and Anti-Racism Committee had its final meeting of the year, and the general feeling was a combination between tired, hopeful, and optimistic that they are building a strong foundation in the community. Yusi encouraged everyone to follow the committee's Facebook page for open dialogue and events for learning and listening.

Denise Day stated the Manifest Committee met and completed the manifest.

Payroll Manifest #26 Total is \$1,158,703.20

Manifest #27 Total is \$2,649,736.25

**X. PUBLIC COMMENTS:** None

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

**A. Future Meeting Dates:** June 30, & July 7 Manifest Review Meetings.  
July 21, 2021 in ORHS Auditorium

**XII. NON-PUBLIC SESSION:** RSA 91-A:3 II {if needed}

**NON-MEETING SESSION:** RSA 91-A2 I {if needed}

#### **XIII. ADJOURNMENT:**

**Brian Cisneros motions to adjourn, 2<sup>nd</sup> by Dan Klein. Motion passed 6-0.**

**Meeting Adjourned at 8:58 pm.**

Respectfully Submitted,  
Alexa Fusilier  
Recording Secretary



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

INTEROFFICE MEMORANDUM

TO: Superintendent Morse & OR School Board  
FROM: Suzanne Filippone, Asst. Superintendent  
DATE: July 13, 2021

RE: SAT/HS ~ STAR Assessment

Between March of 2020 and April of 2021 COVID-19 impacted schools and learning. ORCSD experienced in-person, virtual, and hybrid learning. Smaller class sizes often resulted in the reduction of student-teacher contact time. The pandemic has impacted the student experience, curriculum, instructional practices, and learning. Concerns early in the pandemic were raised regarding student mental health and wellbeing resulting in a focus on social emotional learning. The disruptions to school created by the pandemic have caused many to raise concerns about the academic achievement of our students. These are legitimate questions to raise.

Standardized assessments are typically examined to provide schools with data that can be used for longitudinal study of student learning. It is important to remember that students experienced many unique variables during this school year when examining the included data.

One key measure the ORCSD uses to measure academic achievement is the SAT. Most of us are familiar with the SAT as it has been widely administered to college bound students since the 1950s. In 2016 New Hampshire adopted the SAT as our state assessment. The state administration of the SAT is supposed to occur for all 11<sup>th</sup> graders in the spring but was unable to happen in 2020 due to the COVID shutdown starting in March. To make up for this New Hampshire administered the SAT to all 12<sup>th</sup> graders this fall. The state administration of the SAT occurred in the spring of 2021 to all 11<sup>th</sup> graders. Below you will find SAT Data for the past three state administered SATs:

| Spring 2019: Mean Score 1144 |            | Fall 2020: Mean Score 1144 |            | Spring 2021: Mean Score 1133 |            |
|------------------------------|------------|----------------------------|------------|------------------------------|------------|
| Test or Sub Test             | ORHS/State | Test or Sub Test           | ORHS/State | Test or Sub Test             | ORHS/State |
| Met ERW Benchmark            | 85%/64%    | Met ERW Benchmark          | 85%/68%    | Met ERW Benchmark            | 88%/64%    |
| Met Math Benchmark           | 74%/43%    | Met Math Benchmark         | 67%/43%    | Met Math Benchmark           | 66%/43%    |
| Met both Benchmarks          | 70%/41%    | Met both Benchmarks        | 65%/42%    | Met both Benchmarks          | 65%/40%    |
| Mean ERW                     | 564/516    | Mean ERW                   | 578/528    | Mean ERW                     | 568/517    |
| Mean Math                    | 580/509    | Mean Math                  | 566/512    | Mean Math                    | 565/510    |
| Reading Sub-test             | 28/26      | Reading Sub-test           | 29/27      | Reading Sub-test             | 29/26      |
| Writing and Language         | 28/26      | Writing and Language       | 29/26      | Writing and Language         | 28/26      |
| Science-cross test           | 29/26      | Science-cross test         | 29/27      | Science-cross test           | 29/26      |
| History/SS-cross test        | 28/26      | History/SS-cross test      | 29/27      | History/SS-cross test        | 28/26      |

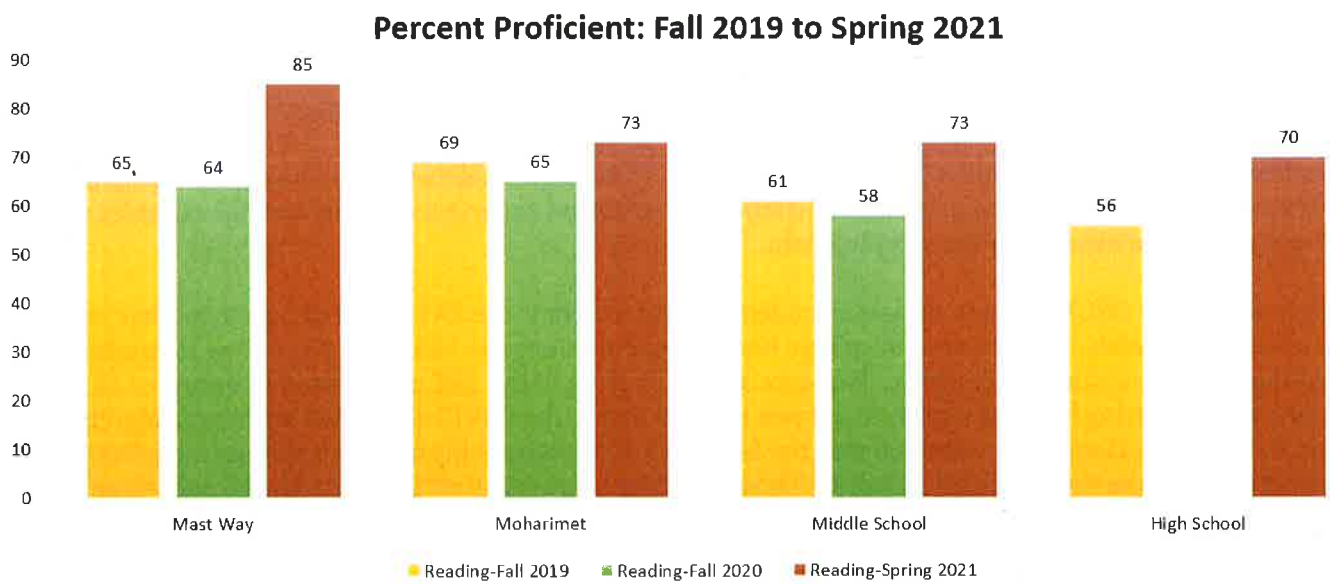
\*Test 400-1600 Mean Score, Math 200-800, ERW 200-800

In 2018 the State of NH switched from SBAC to NHSAS for statewide assessment testing. Both tests are based on Common Core standards but are unique assessments. NHSAS is administered in the spring. Due to COVID the spring 2020 test was not administered. NHSAS scores for the spring of 2021 will not provide longitudinal data that will show student growth because students did not take

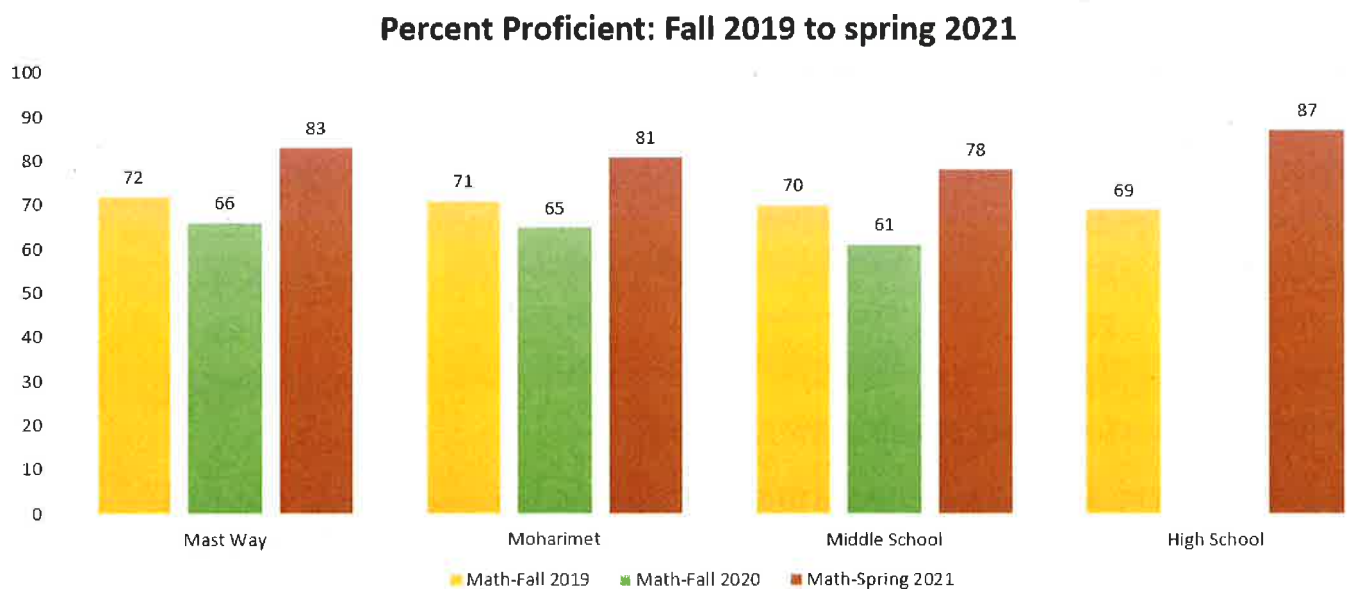
the test in 2020, therefore this was the first time that our elementary students took the NHSAS tests. The NHSAS data can be shared later when the State of NH is able to analyze the data fully providing cut scores.

Star data is a more accurate reflection of student growth. We do not have the analyzed data from the state, with cut scores, for the NHSAS. During the spring months students in grades 2 through 9 participated in the Star Assessment for reading and math. The Star Assessment is a computer-based adaptive assessment that is given to Oyster River students in 2nd through 9th grade. The test is aligned with the Common Core Standards and is nationally normed. In a normal year, the Star is given in fall, winter, and spring. It is given in these intervals to allow us to track progress of students over the course of the year on core skills and provides the opportunity to adjust in instruction where necessary to support student learning. Due to COVID there have been adjustments made to the timing of the administration of the STAR assessment. The data below allows us to analyze student progression from the fall test in 2020 to the spring test in 2021. The percentages reflect how many students are proficient in that content area based on grade level expectations.

### STAR Reading



### STAR Math



Throughout the district educators are actively involved in reviewing all the data we can collect on students and working to do everything we can to support them. As a school district we care deeply about our student's academic, social emotional and physical health. The SAT and Star data give us one picture of how our students are doing academically.

This data reflects that ORCSD students progressed without serious learning loss due to the pandemic. We do acknowledge that there are students who have struggled during the pandemic and we are continuing to make adjustments through MTSS-B to support all learners. We feel that the smaller class sizes, focused instruction in critical areas (reading and math) especially for elementary school, and a focus on targeted learners throughout the school district allowed students to continue to make academic growth during the pandemic. The targeted learning model addressed academic and social emotional learning, as well as mental health which allowed students to continue to engage in person in order to meet their needs, again in small groups with teacher and paraeducator support. The ORCSD continues to be a student focused learning community. The dedication and care, by our faculty and staff, to meet kids where they are and help them develop has allowed us to do more than weather the past 17 month.



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## DESIGN SUBMISSION STATUS

| PROJECT INFORMATION         |                                      |                  |           |  |
|-----------------------------|--------------------------------------|------------------|-----------|--|
| INTEGRATIVE PROCESS         |                                      | 1 OF 1           | AWARDED   |  |
| ✓                           | Integrative Process                  | READY FOR REVIEW | ATTEMPTED |  |
| LOCATION AND TRANSPORTATION |                                      | 4 OF 15          | AWARDED   |  |
| ✓                           | Surrounding Density and Diverse Uses | READY FOR REVIEW | ATTEMPTED |  |
| ✓                           | Reduced Parking Footprint            | READY FOR REVIEW | ATTEMPTED |  |
| ✓                           | Green Vehicles                       | READY FOR REVIEW | ATTEMPTED |  |
| SUSTAINABLE SITES           |                                      | 5 OF 12          | AWARDED   |  |
| ✓                           | Environmental Site Assessment        | READY FOR REVIEW | REQUIRED  |  |
| ✓                           | Site Assessment                      | READY FOR REVIEW | ATTEMPTED |  |
| ✓                           | Open Space                           | READY FOR REVIEW | ATTEMPTED |  |
| ✓                           | Light Pollution Reduction            | READY FOR REVIEW | ATTEMPTED |  |
| ✓                           | Joint Use of Facilities              | READY FOR REVIEW | ATTEMPTED |  |
| WATER EFFICIENCY            |                                      | 6 OF 12          | AWARDED   |  |
| ✓                           | Outdoor Water Use Reduction          | READY FOR REVIEW | REQUIRED  |  |
| ✓                           | Outdoor Water Use Reduction          | READY FOR REVIEW | ATTEMPTED |  |
| ✓                           | Indoor Water Use Reduction           | READY FOR REVIEW | REQUIRED  |  |
| ✓                           | Indoor Water Use Reduction           | READY FOR REVIEW | ATTEMPTED |  |

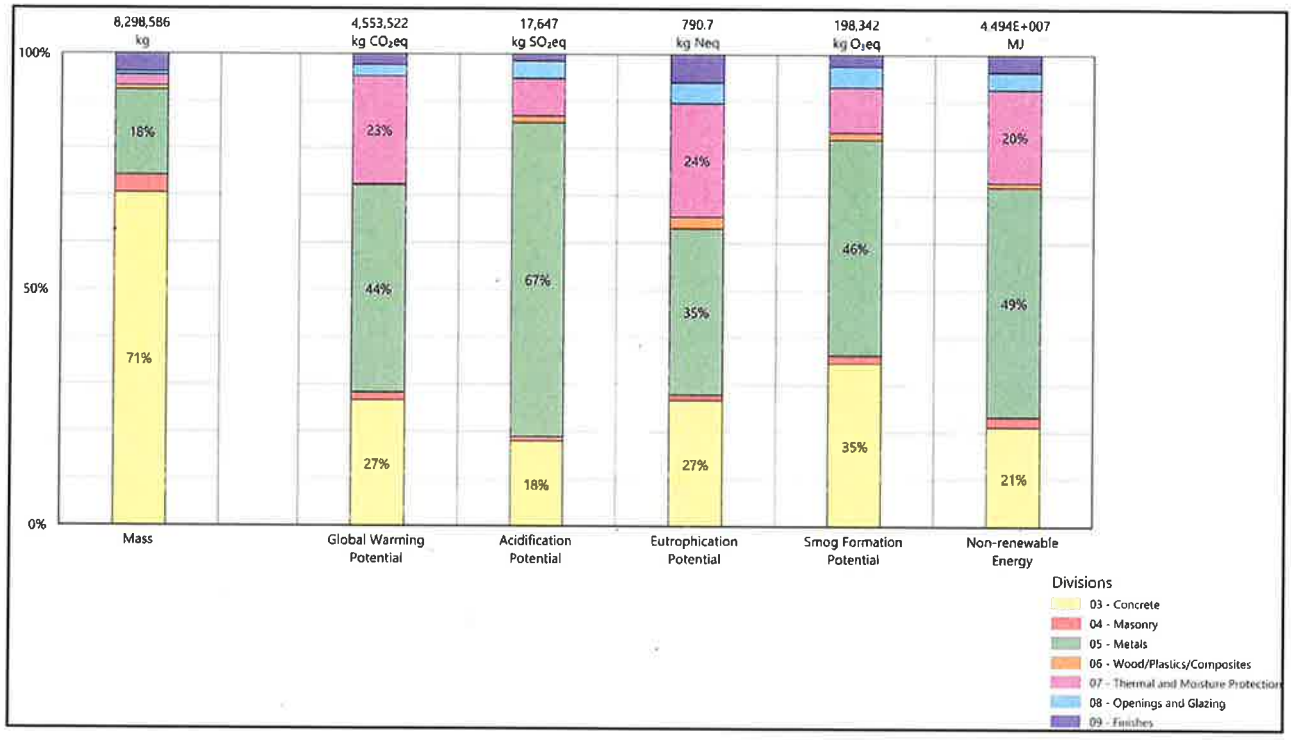
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|  |               |                             |                    |                   |
|--|---------------|-----------------------------|--------------------|-------------------|
| ✓ Building Level Water Metering          | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| Water Metering                           | ✓ (1) (1) (1) | READY FOR REVIEW            | ATTEMPTED          | 1/1               |
| <b>ENERGY AND ATMOSPHERE</b>             |               | <b>18 OF 31</b>             | <b>AWARDED</b>     | <b>0</b>          |
| ✓ Minimum Energy Performance             | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| ✓ Optimize Energy Performance            | ✓ (1) (1) (1) | READY FOR REVIEW            | ATTEMPTED          | 1/1               |
| ✓ Building Level Energy Metering         | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| ✓ Fundamental Refrigerant Management     | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| ✓ Advanced Energy Metering               | ✓ (1) (1) (1) | ATTEMPTED                   | ATTEMPTED          | 0/1               |
| ✓ Enhanced Refrigerant Management        | ✓ (1) (1) (1) | READY FOR REVIEW            | ATTEMPTED          | 1/1               |
| <b>MATERIALS AND RESOURCES</b>           |               | <b>4 OF 15</b>              | <b>AWARDED</b>     | <b>0</b>          |
| ✓ Storage and Collection of Recyclables  | ✓ (1) (1) (1) | ATTEMPTED                   | REQUIRED           | 0                 |
| ✓ Building Life Cycle Impact Reduction   | ✓ (1) (1) (1) | READY FOR REVIEW            | ATTEMPTED          | 1/1               |
| <b>INDOOR ENVIRONMENTAL QUALITY</b>      |               | <b>5 OF 16</b>              | <b>AWARDED</b>     | <b>0</b>          |
| ✓ Minimum Indoor Air Quality Performance | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| ✓ Environmental Tobacco Smoke Control    | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| ✓ Minimum Acoustic Performance           | ✓ (1) (1) (1) | READY FOR REVIEW            | REQUIRED           | 0                 |
| ✓ Enhanced Indoor Air Quality Strategies | ✓ (1) (1) (1) | READY FOR REVIEW            | ATTEMPTED          | 1/2               |
| ✓ Interior Lighting                      | ✓ (1) (1) (1) | ATTEMPTED                   | ATTEMPTED          | 2/2               |
| ✓ Quality Views                          | ✓ (1) (1) (1) | READY FOR REVIEW            | ATTEMPTED          | 1/1               |
| <b>INNOVATION</b>                        |               | <b>1 OF 1</b>               | <b>AWARDED</b>     | <b>0</b>          |
| ✓ Innovation                             | ✓ (1) (1) (1) | ATTEMPTED                   | ATTEMPTED          | 0/1               |
| <b>TOTAL</b>                             |               | <b>ATTEMPTED: 44 OF 106</b> | <b>AWARDED: 0</b>  | <b>PENDING: 0</b> |
|  |               |                             | <b>DEFERRED: 0</b> |                   |

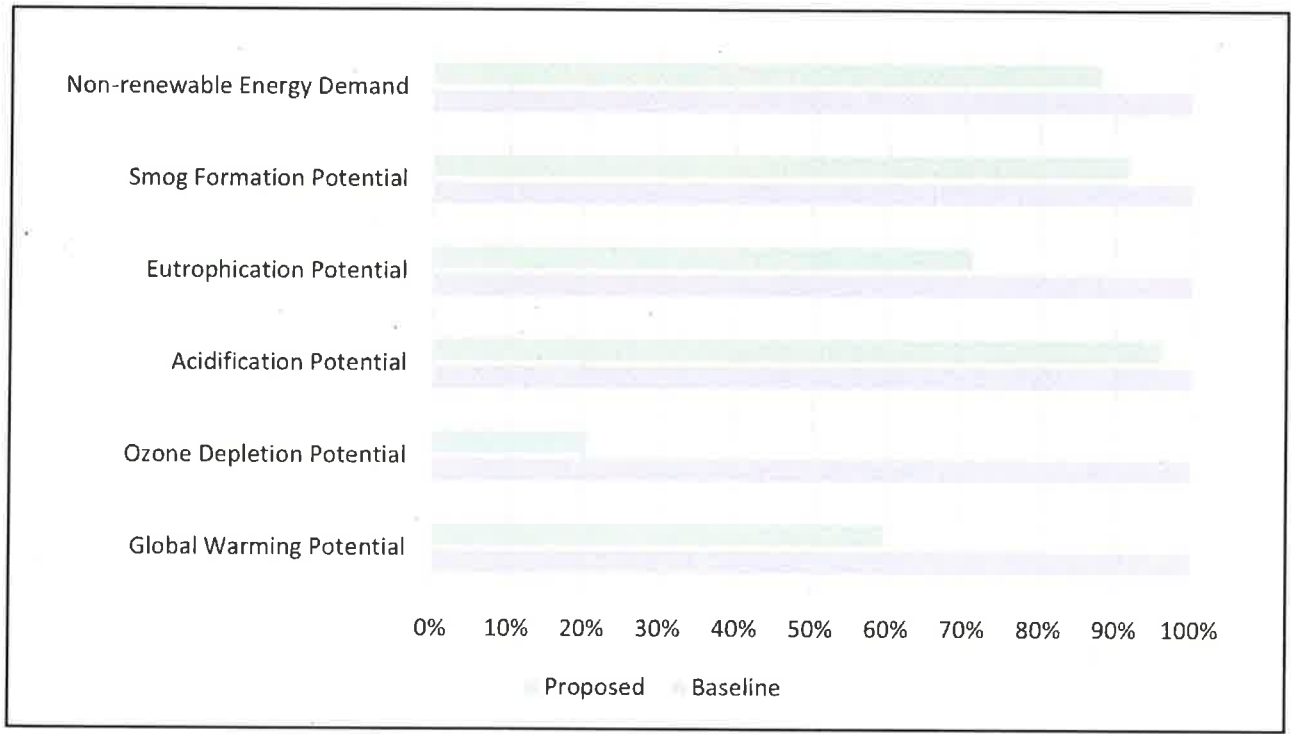
3



4



5



6

| LEED v4 for BD+C: Schools<br>Project Checklist  |    | Project Name: Oyster River Middle School<br>Date: 7/6/2021 |  |
|---|----|--|--|
| Y   | T  | N  | Grade  |
| <b>4 0 0 Integrative Process 1</b>  |    |  |  |
| <b>4 0 1 Location and Transportation 15</b>   |    |  |  |
| Y   | 15 |  | Prereq LEED for Neighborhood Development Location  |
| T   | 1  |  | Prereq Sensitive Land Protection   |
| T   | 2  |  | Prereq High Priority Site  |
| T   | 3  |  | Prereq Surrounding Density and Diverse Uses  |
| T   | 4  |  | Prereq Access to Quality Transit   |
| T   | 5  |  | Prereq Bicycle Facilities  |
| T   | 6  |  | Prereq Reduced Parking Footprint   |
| T   | 7  |  | Prereq Green Vehicles - v4.1 credit requirement  |
| <b>4 0 2 Sustainable Sites 12</b>   |    |  |  |
| Y   |    |  | Prereq Construction Activity Pollution Prevention  |
| Y   |    |  | Prereq Environmental Site Assessment   |
| T   | 1  |  | Prereq Site Assessment   |
| T   | 2  |  | Prereq Site Development - Protect or Restore Habitat                                     |
| T   | 3  |  | Prereq Open Space  |
| T   | 4  |  | Prereq Rainwater Management  |
| T   | 5  |  | Prereq Heat Island Reduction   |
| T   | 6  |  | Prereq Light Pollution Reduction   |
| T   | 7  |  | Prereq Site Master Plan  |
| T   | 8  |  | Prereq Joint Use of Facilities   |
| <b>6 0 0 Water Efficiency 12</b>  |    |  |  |
| Y   |    |  | Prereq Outdoor Water Use Reduction   |
| Y   |    |  | Prereq Indoor Water Use Reduction  |
| Y   |    |  | Prereq Building-Level Water Metering   |
| T   | 1  |  | Prereq Outdoor Water Use Reduction   |
| T   | 2  |  | Prereq Indoor Water Use Reduction  |
| T   | 3  |  | Prereq Cooling Tower Water Use   |
| T   | 4  |  | Prereq Water Metering  |
| <b>23 3 5 Energy and Atmosphere 31</b>  |    |  |  |
| Y   |    |  | Prereq Fundamental Commissioning and Verification  |
| Y   |    |  | Prereq Minimum Energy Performance  |
| Y   |    |  | Prereq Building Level Energy Metering  |
| Y   |    |  | Prereq Fundamental Refrigerant Management  |
| T   | 1  |  | Prereq Enhanced Commissioning  |
| T   | 2  |  | Prereq Optimize Energy Performance version 4.0 ASHRAE 90.1-2009                          |
| T   | 3  |  | Prereq Advanced Energy Metering  |
| T   | 4  |  | Prereq Demand Response   |
| T   | 5  |  | Prereq Renewable Energy Production   |
| T   | 6  |  | Prereq Enhanced Refrigerant Management   |
| T   | 7  |  | Prereq Green Power and Carbon Offsets  |
| <b>7 0 6 Materials and Resources 13</b>   |    |  |  |
| Y   |    |  | Prereq Storage and Substitution of Materials   |
| Y   |    |  | Prereq Construction and Demolition Waste Management Planning                             |
| T   | 1  |  | Prereq Building Life-Cycle Impact Reduction  |
| T   | 2  |  | Prereq Building Product Disclosure and Optimization - Environmental Product Declarations |
| T   | 3  |  | Prereq Building Product Disclosure and Optimization - Sourcing of Raw Materials          |
| T   | 4  |  | Prereq Building Product Disclosure and Optimization - Material Ingredients               |
| T   | 5  |  | Prereq Construction and Demolition Waste Management                                      |
| <b>5 3 8 Indoor Environmental Quality 16</b>  |    |  |  |
| Y   |    |  | Prereq Minimum Indoor Air Quality Performance  |
| Y   |    |  | Prereq Environmental Tobacco Smoke Control   |
| Y   |    |  | Prereq Minimum Acoustic Performance  |
| T   | 1  |  | Prereq Enhanced Indoor Air Quality Strategies  |
| T   | 2  |  | Prereq Low Emitting Materials  |
| T   | 3  |  | Prereq Construction Indoor Air Quality Management Plan                                   |
| T   | 4  |  | Prereq Indoor Air Quality Assessment   |
| T   | 5  |  | Prereq Thermal Comfort   |
| T   | 6  |  | Prereq Interior Lighting   |
| T   | 7  |  | Prereq Daylight  |
| T   | 8  |  | Prereq Quality Views   |
| T   | 9  |  | Prereq Acoustic Performance  |
| <b>1 5 0 Innovation 6</b>   |    |  |  |
| Y   |    |  | Prereq Innovation  |
| T   | 1  |  | Prereq LEED Accredited Professional  |
| <b>3 0 1 Regional Priority 4</b>  |    |  |  |
| T   | 1  |  | Prereq Regional Priority, Optimize Energy Performance                                    |
| T   | 2  |  | Prereq Regional Priority, Building Life-Cycle Impact Reduction                           |
| T   | 3  |  | Prereq Regional Priority, Open Space   |
| T   | 4  |  | Prereq Regional Priority   |
| <b>4 1 0 TOTALS Possible Points: 110</b>  |    |  |  |
| Certified: 40 to 49 points, Silver: 50 to 59 points, Gold: 60 to 79 points, Platinum: 80 to 110 |    |  |  |

7



8

## MAYBE POINTS (6)

- MONITORING-BASED COMMISSIONING
- DEMAND RESPONSE
- INDOOR AIR QUALITY ASSESSMENT
- INTERIOR LIGHTING

9

## DESIGN TEAM INNOVATION POINTS (3)

- PILOT: PASSIVE SURVIVABILITY AND BACK-UP POWER DURING DISRUPTIONS
- PILOT: ALL-GENDER RESTROOMS
- INNOVATION: PURCHASING - LAMPS

10



## ORMS INNOVATION POINTS (2)

- GREEN BUILDING EDUCATION
  1. SIGNAGE
  2. CASE STUDY
- OPERATIONS & MAINTENANCE STARTER KIT
  1. PEST MANAGEMENT POLICY
  2. GREEN CLEANING POLICY

11



12

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  
DATE: July 13, 2021  
RE: Chinese Program Update

Board Members,

We have been successful hiring a Chinese Language teacher for the high school and another for the middle school. Both are naturalized citizens so we will not need to deal with visas.

We have applied for grants, but I am not hopeful, without Yige guiding the process.

We are under the Board's approved budget for the hiring of two Chinese Language teachers.

I've reached out to One World Language to see what they would charge to provide an after school program for the elementary schools.

I have not received it yet as of this report. I will reach out and remind them.

**INFORMATION ONLY**



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

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

April 6, 2021

TO: Superintendents

FROM: Timothy Carney, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2022

The New Hampshire Department of Education (NHDOE) 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 NHDOE. The federally funded programs which flow money through the NHDOE 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 NHDOE 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. NHDOE 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 NHDOE 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. That office will notify the directors of all NHDOE 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 NHDOE programs.

Compliance with these general assurances will be subject to review by NHDOE 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 NHDOE Bureau of Federal Compliance office no later than **June 30, 2021**.

If you should have any questions regarding these general assurances, please contact Timothy Carney, Administrator of the Bureau of Federal Compliance at [Timothy.Carney@doe.nh.gov](mailto:Timothy.Carney@doe.nh.gov) or at 603-271-2634.

# New Hampshire Department of Education

**FY2022**

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

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE 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 NHDOE (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 NHDOE.**

This FY2022 general assurances document contains some differences from the FY2021 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements to 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 NHDOE in this case and will be considered non-responsive.

Once the document is fully executed, you may either email or mail a copy of the entire document to:

New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301  
federalcompliance@doe.nh.gov

Should you have any questions please contact Timothy Carney at 603-271-2634, Lindsey Labonville at 603-271-3837, or Jessica Lescarbeau at 603-271-3808.

# 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 NHDOE, 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.
- 4) The subrecipient will comply with the requirements of the assistance 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 P.L. 93-348 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 submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE 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.
- 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 form to the NHDOE not later than March 31, 2022. The worksheet will be provided to each subrecipient by the NHDOE.
- 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.
- 31) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for 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 (5 C.F.R. 900, Subpart F).
- 33) 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.
- 34) 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) 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) 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) 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:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(b)(20)(ii))
- f) Suspension and Debarment (2 CFR 200.214)
- g) Travel Costs (2 CFR 200.475)
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)

- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.334 and 200.335)

### 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 NHDOE. 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, 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 NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE 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 NHDOE 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  
101 Pleasant Street  
Concord, NH 03301
- 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 NHDOE pursuant to this agreement shall be submitted in a timely manner.

### Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE no later than

**March 31, 2022.** A copy of the form will be provided to each subrecipient by the NHDOE.

### **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 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.

- The recipient's policy of maintaining a drug-free workplace.
  - Any available drug counseling, rehabilitation, and employee assistance programs.
  - 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:
- Abide by the terms of the statement.
  - 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.
- 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.
  - 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 NHDOE 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 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.

NHDOE 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 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 NHDOE 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 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 visits by NHDOE 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 NHDOE. In the event the NHDOE determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHDOE 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 NHDOE.

## **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

### **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 NHDOE] 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.
- c) 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 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.

**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 NHDOE. **No payment for project/grant awards will be made by the NHDOE without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHDOE Bureau of Federal Compliance.

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**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; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (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 July 21, 2021, 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: 5 District or SAU Name: Oyster River Cooperative School District

Dr. James C. Morse, Sr.

\_\_\_\_\_  
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.

Michael Williams

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email or mail a copy of the entire document to:


New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301

federalcompliance@doe.nh.gov

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 3

|                          |  |
|--------------------------|--|
| Name:                    | Xiaochuan (Elaine) Hu  |
| Date:                    | 6/18/2021  |
| Position:                | Chinese Teacher - MS   |
| Person Replacing:        |  |
| Budgeted Amount:         |  |
| Recommended Step/Salary: | MA/Step 14 \$76,903  |
| Interviewed By:          | Suzanne Filippone, Jay Richard, James Morse  |
| # Interviewed:           | 2  |
| Education:               | MA in Education Ashland University, Cleveland Center OH<br>Chinese & Japanese Alternative Teacher Licensure Program<br>Ohio State University, Columbus OH<br>BA in Accounting - Franklin University, Columbus OH |
| Certification:           | World Languages - Chinese  |
| HQT Status               |  |
| Related Experience:      | Boston Latin School High School - Part time Chinese Teacher<br>Xaverian Brothers High School - Chinese Teacher Westwood MA<br>Nauset Regional High School - Chinese Teacher - Cape Cod MA                        |
| Comments:                | Elaine's teaching style is perfect for any level of Chinese. She consistently creates authentic scenarios to help students learn Chinese in meaningful contexts and immersion in the language.                   |
| June 18, 2021            |    |

|   |
|---|
| <b><u>REQUIRED Attachments:</u></b><br><input checked="" type="checkbox"/> Resume <input checked="" type="checkbox"/> 1 Letter of Recommendation <input type="checkbox"/> Copy of Certification |
|---|

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 25

|                            |  |
|----------------------------|--|
| Name:                      | Cheryl Woods   |
| Date:                      | 7/13/2021  |
| Position:                  | School Nurse   |
| School for Position        | <input type="checkbox"/> MW <input type="checkbox"/> MOH <input checked="" type="checkbox"/> MS <input type="checkbox"/> HS  |
| Person Replacing:          | Erin Pasay   |
| Budgeted Amount:           | \$53,449   |
| Recommended Step/Salary:   | MA/Step 15 \$78,519  |
| Interviewed By:            | Michael Hope, Rheanna Cote, Robin Grondin, Kimberly Wolph, Jay Richard, Catherine Plourde, Dr. James Morse   |
| # Interviewed:             | 7  |
| Education:                 | M.S. Nursing- University of New Hampshire<br>B.S. Nutritional Sciences- University of New Hampshire  |
| Certification:             | Registered Nurse, State of NH<br>Approved Ed RN BS Instructor, State of NH<br>Certified Emergency Nurse, BCEN<br>Certified Pediatric Emergency Nurse, BCEN   |
| Related Experience:        | 12 years experience as a RN in local hospitals (Frisbie, Portsmouth, Concord); experience in ICU, neurology, stroke center coordinator, and as a clinical instructor   |
| Comments:                  | Ms. Woods brings excellent clinical experience, including pediatric, to the School Nurse position. She has taken on many leadership roles in her years as a RN, as well as successfully completed additional speciality certifications that make her a huge asset for our school community. She has also taught as a clinical instructor which will be helpful as we expand our wellness and social emotional learning opportunities for the students at ORMS. Ms. Woods is a great addition to our middle school and school nursing department! |
| Date: <u>July 14, 2021</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:                    | Alexander Eustace   |
| Date:                    | July 7, 2021  |
| Position:                | .6 FTE English/Theater Teacher ORHS   |
| Person Replacing:        | Meredith Freeman Caple  |
| Budgeted Amount:         | \$34,091  |
| Recommended Step/Salary: | BA/Step 2 .6 FTE \$26,318   |
| Interviewed By:          | Mark Milliken, Suzanne Filippone, James Morse   |
| # Interviewed:           | 2   |
| Education:               | BA in English Stony Brook University, Stony Brook, NY   |
| Certification:           | NH Beginning Educator Certificate - English Education 5-12  |
| HQT Status               | NY State Initial Certification - English Language Art 7-12  |
| Related Experience:      | Grade 7 Language Arts Teacher - Epping MS   |
| Comments:                | Alexander is a 2014 Oyster River graduate. He was a long term substitute teacher for the middle school for grade 8 English/Language Arts. In his years at ORHS he was the producer and host of Oyster River TV and also participated in all musical and drama theater productions. His knowledge of the district will be a great asset to us. |
| Date: <u>07/07/21</u>    | Authorized Signature: <u>Mark Milliken</u>  |

**REQUIRED Attachments:**  
 Resume  3 Letters of Recommendation  Copy of Certification

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

Oyster River Cooperative School District

Nomination Form

#of Resumes Received: 7

|                          |  |
|--------------------------|--|
| Name:                    | Sabrina Rivers   |
| Date:                    | 6/28/2021  |
| Position:                | Special Education Teacher (1- year)  |
| School for Position      | <input type="checkbox"/> MW <input type="checkbox"/> MOH <input type="checkbox"/> MS <input checked="" type="checkbox"/> HS  |
| Person Replacing:        | Estie Ott  |
| Budgeted Amount:         | MA+30/Step 15 \$91,868   |
| Recommended Step/Salary: | Step 2 BA/\$43,864   |
| Interviewed By:          | Melissa Jean, Catherine Plourde, Daniel Chick, Suzanne Filippone, Nicole Casimiro  |
| # Interviewed:           | 3  |
| Education:               | BA General Special Education (Minor in Psychology)- Southern NH University   |
| Certification:           | General Special Education  |
| Related Experience:      | High School Special Education Teacher- Spaulding High School<br>Long-term Substitute- ORHS<br>Internship- ORHS   |
| Comments:                | Ms. Rivers completed her internship at Oyster River High School and worked alongside our staff who mentored her throughout her experience. After her internship, she fulfilled a long-term substitute position for the remainder of the year and was able to transition into this role with the full support of the department. Ms. Rivers recently held a full-time teaching position at Spaulding High School where her role and responsibilities were similar to the role she will be fulfilling here at ORHS. She is bringing in new energy and ideas after her year in another district, and has a strong foundation from her internship and long-term substitute experiences. We are very excited to have Ms. Rivers back as part of our team! |
| Date: <u>06/28/21</u>    | Authorized Signature: <u>Catherine Plourde</u>   |

**REQUIRED Attachments:**

Resume       3 Letters of Recommendation       Copy of Certification

Revised 3/7/09, 9/12/11 to include HQT Status, 7/17/15, 7/10/19