

**HILLSBORO-DEERING SCHOOL BOARD
PUBLIC HEARING AND SCHOOL BOARD MEETING**

Monday, April 15, 2024, 5:45 pm
H-D High School Media Center

MINUTES

Board Members Present:

Chris Bober, Chair
Paul Plater, Vice Chair
Michael Kenney
Krista Davison
Stacey Morin

Administration Present:

Jennifer Crawford, Superintendent
Grant Geisler, Business Manager
Stacey Vazquez, Director of Student Support
Jeni Laliberte, Dir. Of Curriculum/Assessment
Jim O'Rourke, HS Principal
Marc Peterson, MS Principal
Robin Whitney, ES Lower Principal
Mark Nichols, Maintenance Director
Neal Richardson, Director of Technology

A. Call Public Hearing to Order

- 1) Bober calls public hearing to order at 5:45 PM
- 2) Announcement as to the presence of a quorum, that the meeting has been duly called, and the notice of the meeting having been posted for time and in the manner required by law. *Public announcement that the meeting is being audio recorded and will appear on the internet at www.hdsd.org.*

B. Pledge of Allegiance and Moment of Silence

C. Presentation of information relative to the various expendable trust funds and necessary expenditures

- 1) The purpose of this hearing is to discuss the following expenditures: up to \$125,000 from the HVAC Expendable Trust Fund and up to \$330,000 from the Maintenance Expendable Trust Fund for the High School boiler replacement project; up to \$120,000 from the Roof Expendable Trust Fund and up to \$80,000 from the Maintenance Expendable Trust Fund for the repair of the High School roof; and to \$30,000 from the Technology Expendable Trust Fund for a replacement firewall system.
- 2) Geisler discussed projects in the maintenance plan and costs; bids due May 1st, board approval May 6th (see attached outline)
- 3) Discussion about EMC consultant company and how our former facilities director now works there and in efforts to be transparent, Geisler went with EMC on the condition that our prior director will not be working on our projects
- 4) Discussion about boiler replacement and firewall

D. Public Comment and Questions

- 1) Riché Colcombe, Hillsboro:
 - i) Questioned the consultant company;
 - ii) Errors in the RFP;
 - iii) Questioned whether this was a sealed bid; and
 - iv) Questioned the greenhouse funding.

E. Close Public Hearing 6:02PM

HILLSBORO-DEERING SCHOOL BOARD MEETING
April 15, 2024 Immediately Following Close of Public Hearing (approx. 6:00 PM)
H-D High School Media Center

F. Bober called meeting to Order at 6:02 PM

G. Review Hillsboro-Deering School Board Norms

H. Presentations

- 1) Presentation by School District Attorney - Matthew Upton, Esq., Drummond Woodsum (see attached handout)
 - i) Roles and Responsibilities of School Board Members
 - ii) Petition Warrant Articles
- 2) Non-Judicial Settlement Agreement – Riché Colcombe, Chair, Trustee of the Trust Funds Hillsborough
 - i) Allows several small scholarships to be combined
 - ii) Board comment
 - Kenney questioned the distribution

I. Correspondence - None

J. Recognitions

- 1) Staff:
 - i) Terri Carson-Terri volunteered to change grade levels and take on a new class of students in January. Terri embraced the change and made the students feel loved and cared for. With Terri as their teacher these students are thriving in many ways!
 - ii) Joanne Johnson-Mrs. Johnson recently put together an awesome unit for our 6th grade students. In this unit, students wrote resumes to apply for a job as part of an archaeological dig. The students then interviewed for their positions, were assigned a role, worked with a dig team to design their company and get sponsorship, and then completed an actual dig in their classroom. The kids thoroughly enjoyed this unit and not only did they learn about ancient Egypt, they also learned about some important life skills that will be helpful to them in the future.
 - iii) Eliza Tasker-I am always amazed with Mrs. Tasker's work. Through her patience and kindness, she reaches students that others cannot. She provides a safe space for her students to learn life skills and she works hard every day to ensure they can be successful in the real world in their own way. I truly admire her work and I often wonder how our school got so lucky with her!
 - iv) Dan Forrester-Dan volunteered to take on the leadership role of Department Head for the Special Education Department at the high school and has done a great job. He regularly communicates with the staff, sends reminders, fields questions, provides support, and is approachable. Thank you, Dan.
 - v) Christine Haley-Put together a phenomenal concert for Chorus, MC'd and charmed the whole audience!
 - vi) Brittney Milligan-Brittney did an amazing job facilitating the District choral concert.
 - vii) Jon Young-Jon has been attending many out-of-school events and taking beautiful photos of our students in action. It's a lot of work and one parents, teachers, and students will appreciate it for years to come.
 - viii) Sara Petersen-Sara may be new to the building, but you would not be able tell from the kind, friendly environment she has cultivated in the middle school Media Center. Students are clamoring to visit and it's clearly become a refuge for many.
 - ix) Paul McQuilkin-Paul is a dedicated educator. He shows a strong commitment to his students each day. Paul loves to find ways to make learning fun!
 - x) Sue Kingsbury-Sue is a breath of fresh air! She has so much energy and enthusiasm for wanting to see her students excel. I'm so glad she decided to come back after her 5 minute "retirement."

- xi) Jill Cover-I love Jill's calm presence in her classroom. I'm thankful that she has invited me in each day during her core math time. I love watching her adjust her teaching on the spot if she notices students don't understand something. There is so much I could say about the amazing learning environment that she has created in her classroom, but you should probably check it out for yourself as I cannot adequately give it the accolades it deserves.
 - xii) Paul and Ted-They are always so willing to help with anything - cheerful and happy and positive!
 - xiii) Meghan Henry-She stepped up in the most positive way to support me here in every possible way (emotionally and physically) I am incredibly grateful for this 4th grade team!
 - xiv) Madeline Parisi-She stepped up in the most positive way to support me here in every possible way (emotionally and physically) I am incredibly grateful for this 4th grade team!
 - xv) Leighanna Dumais-She stepped up in the most positive way to support me here in every possible way (emotionally and physically) I am incredibly grateful for this 4th grade team!
 - xvi) Amy Highstrom-Amy works tirelessly to ensure students are getting the support that they need!
 - xvii) Amy Highstrom-Amy is an incredible asset to HDES. She has helped so many students over the years improve their communication. She is also an amazing resource for staff. Thank you, Amy for your many years of service and dedication to our students.
 - xviii) Jeni Laliberte-Jeni has been an amazing support during my internship with Keene State. She has taken time out of her schedule to meet with me and the other interns to help with assignments and to provide opportunities for learning. Her support is greatly appreciated!
 - xix) Brian McGinn-Brian provided a valuable mentorship opportunity to me that I greatly appreciate! I learned so much about programs that are used at Hillsboro-Deering High School and their supervision philosophy. I appreciate him taking time out of his busy schedule to meet with me!
 - xx) Mark Peterson-Mark has allowed me to join him to help chaperone during Hillsboro-Deering Middle School events. All of the experiences were great! It was so fun seeing former students at the events! The support that was shown by the community for the dance was so heartwarming! The students were so well behaved and had great manners too! Thank you for allowing me to chaperone at your events!
 - xxi) All of the staff who supported the FEAN Year of the Book Event-Danielle and I would like to thank Sue Kingsbury, Robin Whitney, Dagmar Herrick, Paul McQ, Pam Pascale, Gail Eaton, Anna Muncy, Chef Steph, Veronica Hytner, Kid Adventures Staff and all staff that supported the Year of The Book FEAN night. We loved co-hosting this great event and greatly appreciated all of your help and support!
 - xxii) Mitch Silverman-Thank you for all your support in going above and beyond in working with the 6th grade students. You have helped them to gain confidence in their woodworking abilities, and in that, you helped them to gain confidence in themselves! Thank you for all your support throughout the years.
 - xxiii) The WHOLE 6th Grade Team!!- I cannot say enough great things about the 6th grade team. You all work cohesively together, create a welcoming atmosphere for the students, and treat each child with kindness and compassion. You are all absolutely awesome, and I am very proud to work with all of you!
 - xxiv) Amanda McFadden and Rebecca Persechino-I could not ask for a better team to be working in my classroom. You two are absolutely amazing! You both go above and beyond in supporting the students within the classroom, and they are very lucky to have you. Thank you for all you do each and every day!
- 2) Students:
- i) Alexa, Lane, Nathan, Charlotte, Griffin, Jaxon, Raymond, Cora, Khaileah, Leslie, Jacob, Christian, Harley, Fallyn, Finnley (HDES) - We are recognizing all of the students in Mrs. Carson's 1st grade class. In January they changed their teacher and their classroom. They made the adjustment without any issues. They are always positive and supportive of each other. We are very proud of how well they are doing together!
 - ii) Band: Noah Welch, David Kopf, Alex Gingell, Caiden Baker, Chorus: Sidney Christensen, Liam Stewart; Chorus: Caroline Molina (HDMS) - Students chosen to participate in the NHMEA Southwest Music Festival - May 11
 - iii) Dominic Robinson, Ben Davidson, Connor Dumais, Owen Bober (HDMS)- Helped set-up, clean-up and serve food at the End68 fundraiser on Feb. 21

K. Public Comment- Limited to five minutes per person

NOTE: This is an opportunity for members of the public to share an idea or concern with the board. Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.

- 1) Riché Colcombe, Hillsboro – Trust Funds
 - i) Fund 25 and Haslet Trust
 - ii) Discrepancies in Audit
 - iii) Encumbrances
 - iv) Errors in accounting
 - v) Board Committees have not been published or posted to public

L. Consent Agenda (*action needed*)

- 1) Approve Minutes – April 1, 2024
- 2) Appointments, Leaves and Resignations
- 3) Motion to approve the consent agenda by Kenney; second by Davison; passed 5-0-0

M. Student Representative's Report – Mason Ferwerda – not available

N. Superintendent's Report

- 1) General Update
 - i) FEAN Night this Thursday
 - ii) Fun Fest: May 8th 4:45-6pm
 - iii) SAU #34 Hillsboro-Deering School District Recipient of the Campus Compact for New Hampshire Presidents' Community Partner Award from New England College
 - Crawford read the award
 - iv) FY25 General Assurances, Requirements and Definitions for Participation in Federal Programs
 - Necessary to accept federal funds
 - Crawford reviewed the changes
 - No Board questions; Board needs to authorize Chair to sign
 - v) Reading Curriculum Resources – Jeni Laliberte, Director of Curriculum, Instruction, & Assessment (see attached)
 - Laliberte reviewed current resources and processes to obtain new resources
 - Benchmark Advanced program review with focus on positive aspects
 - Savings as it's all-inclusive
 - Board questions and comments
 - Davison commends the presentation
 - Kenney question Scarborough's reading rope
 - Plater will review
 - Bober asked what we have currently
 - Crawford discussed drawbacks to current program and positive aspects of Benchmark Advanced
 - Cost for 6 years \$130,380 for both HD and WES (\$115,927.50 for HD based on per-student count) or \$307.50 per student
 - Will be grant-funded for the most part \$24,665 from our budget, the rest from grant.
 - Morin asked how much more it is; Laliberte said the current phonics program is \$10,000 a year for HD
- 2) Business Manager's Report
 - i) HS Gym Roof bids and recommendations (see attached)
 - Geisler reviewed bids and bidding timeline
 - Requesting the bid be awarded to Queen City Roofing
 - Board Questions - None

ii) Fund Descriptions and Information

- Geisler reviewed a description of what our funds actually are (see attached)
 - Geisler reviewed the Trust Funds and balances
 - Haslet Trust is specifically for HS, and primarily used for what was known as “mechanical arts” (loosely translated to technology or engineering) and is just about all of Fund 25
 - Dunkin Jenkins for student and teacher enrichment
 - NH Charitable Foundation (for music)
 - Health Trust (wellness) – this is NOT health insurance costs
 - Discussion about transparency, returning funds, business manager turnovers, etc.
- Board questions – None

O. Board Discussion

1) Maintenance/HVAC/Roof Trust Fund

- i) Up to \$125,000 from the HVAC Expendable Trust Fund and up to \$330,000 from the Maintenance Expendable Trust Fund for the High School boiler replacement project; and Up to \$120,000 from the Roof Expendable Trust Fund and up to \$80,000 from the Maintenance Expendable Trust Fund for the repair of the High School roof;

ii) Board questions

- Morin questioned the greenhouse money
- Crawford explained funding and the board approval of contract

2) Technology Trust Fund

- i) Up to \$30,000 from the Technology Expendable Trust fund for a replacement firewall system.

3) Petition Warrant Articles

- i) Move it forward to next meeting

4) Non-Judicial Settlement Agreement

- i) No Board questions

P. Public Comment -Limited to five minutes per person

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1) Bober opened public comment at 9:41 PM

2) Riché Colcombe

- a. MS-25 shows reports on other funds not listed here
- b. A transfer was made from the Equipment line, but nothing was noted in the minutes to support a transfer request

3) Public comment closed at 9:46 PM

Q. Action Items

1) Trust Funds Withdrawals

- i) Withdraw up to \$125,00 from HVAC Expendable Trust Fund for the H-DHS boiler replacement project
- Kenney moves to withdraw up to \$125,00 from HVAC Expendable Trust Fund for the H-DHS boiler replacement project; seconded by Plater; passed 5-0-0
- ii) Withdraw up to \$330,000 from the Maintenance Expendable Trust Fund for the H-DHS boiler replacement project
- Kenney moves to withdraw up to \$330,000 from the Maintenance Expendable Trust Fund for the H-DHS boiler replacement project; seconded by Second by Morin; passed 5-0-0
- iii) Withdraw up to \$120,000 from the Roof Expendable Trust Fund for the repair of the H-DHS roof
- Motion by Davison to withdraw up to \$120,000 from the Roof Expendable Trust Fund for the repair of the H-DHS roof; seconded by Morin; passed 5-0-0
- iv) Withdraw up to \$80,000 from the Maintenance Expendable Trust Fund for the repair of the H-DHS roof

- Motion by Bober to withdraw up to \$80,000 from the Maintenance Expendable Trust Fund for the repair of the H-DHS roof; seconded by Kenney; passed 5-0-0
- v) Withdraw up to \$30,000 from the Technology Expendable Trust Fund for a replacement firewall system
 - Motion by Morin to withdraw up to \$30,000 from the Technology Expendable Trust Fund for a replacement firewall system; seconded by Davison; passed 5-0-0
- 2) Approve the purchase of K-5 reading curriculum materials in the amount of \$115,927.50, with at least \$91,262.11 paid from the ESSER III Grant and the remaining from the FY24 General Fund
 - i) Motion by Bober to approve the purchase of K-5 reading curriculum materials in the amount of \$115,927.50 with at least \$91,262.11 paid from the ESSER III Grant and the rest from the FY24 general fund; seconded by Plater; passed 5-0-0
- 3) Approve the H-DHS roof repair contract with Queen City Roofing in the amount of \$204,900
 - i) Motion by Morin to approve the contract with Queen City Roofing for the roof repair in the amount of \$204,900; seconded by Kenney; passed 5-0-0
- 4) Authorize the Superintendent and School Board Chair to sign and submit the FY25 General Assurances, Requirements and Definitions for Participation in Federal Programs for the Hillsboro-Deering School District
 - i) Motion by Davison to authorize the Superintendent and School Board Chair to sign and submit the FY25 General Assurances, Requirements and Definitions for Participation in Federal Programs for the Hillsboro-Deering School District; seconded by Morin; passed 5-0-0
- 5) Authorize the School Board Chair to sign the Non-Judicial Settlement Agreement
 - i) Motion by Davison to authorize the School Board Chair to sign the Non-Judicial Settlement Agreement; seconded by Kenney; passed 5-0-0

R. Non-Public Session – RSA 91-A:3 II (a) (c)

- 1) Motion to enter into a non-public session made by Bober; seconded by Morin.
- 2) Roll call
 - Bober yes
 - Plater yes
 - Kenney yes
 - Morin yes
 - Davison yes
- 3) Non-public session entered at 9:55PM

S. Call Back to Order after non-public session at 10:14 PM

T. Motion to adjourn by Davison; seconded by Morin; passed 5-0-0

U. Adjournment at 10:15 PM

Respectfully submitted,

Lynn M. Wheeler

Hillsboro-Deering School Board
Unanimously Approved 8-21-2023

Norm	When we do this, we...	When we are NOT doing this, we...
Assume Good Intentions	<ul style="list-style-type: none"> • Value others commitments • Actions come from a place of supporting students • Listen to other points of view 	<ul style="list-style-type: none"> • Are visibly frustrated and at odds • Alienate groups of students • Make assumptions and jump to conclusions
Be present and prepared	<ul style="list-style-type: none"> • Read all materials prior to the meeting • Listen to each other • Pay attention and stay engaged for the full meeting 	<ul style="list-style-type: none"> • Do not follow the discussion • Go off topic • Did not read the meeting materials in advance
Communicate Effectively	<ul style="list-style-type: none"> • Listen to and hear each other • Avoid spur of the moment decision making • Speak to move the conversation forward 	<ul style="list-style-type: none"> • Are off topic • Are repetitive • Are argumentative

DrummondWoodsum

School Board Roles & Responsibilities

*Presented by
Matthew H. Upton*

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Scope of Presentation

1. General School Board Roles & Responsibilities.
2. Right To Know Law.
3. School Board Role in Personnel Matters.
4. School Board Member Liability.

2

GENERAL SCHOOL BOARD ROLES & RESPONSIBILITIES

3

General School Board Roles & Responsibilities

- Policy-Making (Legislative)

The primary role of the school board is to establish policies that govern the school system's operations. The board establishes strategic goals and policies to move the organization toward the community's shared vision for its schools.

A school board member can help build public support and understanding of public education through the vision delineated in the school board goals and policies.

4

General School Board Roles & Responsibilities

- Operational (Legislative)
 - A school board roles in the actual operation of the school system are limited to the functions of the board including electing board officers, adopting an operating budget, determining committee memberships, working with other officials and agencies, electing teachers, policy development, hiring and evaluating the superintendent, approving school calendars, and establishing school attendance boundaries.
 - The superintendent is responsible for the day to day operations and oversight of all schools, instruction, curriculum, buses, grounds, equipment, students and personnel.

5

General School Board Roles & Responsibilities

- Hearing Appeals and Grievances (Quasi-Judicial)
 - The school board must often act in situations that require it to act as a decision maker when hearing appeals and/or grievances.
 - The Board acts in a quasi-judicial capacity when it takes action in contested nonrenewals of tenured teachers, teacher terminations, manifest educational hardship appeals, and hearing grievances.
 - Board members are required to be **impartial and free of actual bias or prejudgment** when acting in a quasi-judicial capacity. *Appeal of Hopkinton (2004).*

6

General School Board Roles & Responsibilities

- General Conflicts of Interest:
 - RSA 21-G: 21-27 addresses conflicts of interest and misuse of position.
 - The statute prohibits participation by a public official in a matter if the official, his/her spouse, or dependent holds a private interest in a matter before the board which could directly or indirectly affect or influence the performance of the official's duties. RSA 21-G: 22.

7

General School Board Roles & Responsibilities

- A board member may have a conflict of interest if he/she:
 - (a) has a direct financial interest in the outcome of a board decision;
 - (b) has a direct family relationship where a relative is affected by the outcome of a decision;
 - (c) has an employment relationship with a party that is benefiting from board action; or
 - (d) is an abutter to property subject to a decision of the board.

8

General School Board Roles & Responsibilities

- Should You Recuse Yourself?

A board member has an ethical duty to acknowledge a potential conflict and decide if he /she should step down from the vote.

The board member's decision regarding conflict is a personal decision. While the board as a whole can advise the member of its assessment, ultimately only the board members him or herself can make that determination.

If a conflict exists, a court may overturn a board's decision regardless of whether or not the person's vote influenced the outcome. *Winslow v. Holderness Planning Board*, 125 NH 262 (1984).

When acting in a legislative capacity, a Board member may benefit from actions of the Board so long as the benefit is no greater than the benefit conferred to other members of the public.

9

General School Board Roles & Responsibilities

- Bias
 - Bias and prejudice do not necessarily constitute grounds for disqualifying a member from voting when the member is acting in a legislative capacity. *E.g. replace gym floor.*
 - Deciding whether a decision is legislative or quasi-judicial depends on the subject matter.
 - When a board member is acting in a quasi-judicial capacity, bias, prejudgment and prejudice can disqualify the board member from a vote. Must be comply with juror standard and be as "*impartial as the lot of humanity will admit.*" Bill of Rights, art. 35.
 - The legal standard for bias is that the Board member has actual bias as contrasted with the appearance of having bias.

10

General School Board Roles & Responsibilities

- Prejudgment
 - Prejudgment can disqualify a board member from participation when acting in a quasi-judicial capacity. You must distinguish between a member's personal points of view and prejudgment of the facts, circumstances or outcome.
 - To prove prejudgment a complaining party must demonstrate that an official has prejudged the facts prior to making the actual decision. *NH Milk Dealers' Association v. Milk Control Board*, 107 NH 335, 338, 339 (1966).

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General School Board Roles & Responsibilities

- Outside Knowledge
 - A Board member with personal expertise may be called upon by the Board to offer an opinion.
 - Sharing opinions is fine but members should avoid launching individual investigations and instead request that any additional information or investigations be undertaken or provided by the administration or legal counsel.
 - Your role on the Board is to consume information and make informed decisions.
 - All due diligence should be shared simultaneously with the entire Board.

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General School Board Roles & Responsibilities

- Gifts
 - It is unlawful to knowingly give a gift to a public official or family member of any public official *for the sole purpose* of influencing or affecting the official conduct of the official.
 - No official should knowingly accept a gift if it is linked to any specific expectation or required official action or inaction.
 - Violation of this law is a misdemeanor. RSA 15-B.

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General School Board Roles & Responsibilities

- ▶ Individual Board Member Responsibilities
 - Not to speak on behalf of the Board without prior authority .
 - Not to individually direct or attempt to supervise employees of the District.
 - To keep non-directory student information and employee performance confidential.
 - Do not release non-public information to members of the public.
 - Pass all complaints of employee misconduct to the superintendent for investigation and/or action.
 - All complaints relative to the superintendent should be given to the Board chair.

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RIGHT TO KNOW LAW

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Right to Know Law

- ▶ *Preamble:*
- ▶ *Openness in the conduct of public business is essential to a democratic society. The purpose of this chapter is to ensure both the greatest possible public access to the actions, discussions and records of all public bodies and their accountability to the people.*

RSA 91-A:1

16

Definition of a Public Meeting

- ▶ A public meeting is defined as the convening of a quorum of the membership of a public body, whether in person, by means of telephone or electronic communication, *or in any other manner such that all participating members are able to communicate with each other contemporaneously, for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power.* A chance, social, or other encounter *not convened for the purpose of discussing or acting* upon such matters shall not constitute a public meeting if no decisions are made regarding such matters.

RSA 91-A: 2, I.

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Quorum of the Public Body

- ▶ Generally, a quorum of the public body is a majority of the members appointed or elected to serve on the public body.
- ▶ The public body may, by rule, stipulate a greater number than a simple majority as a “quorum” of the body.

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Definition of a Public Body

- ▶ Any legislative body, governing body, board, commission, committee, agency, or authority of any county, town, municipal corporation, school district, school administrative unit, chartered public school, or other political subdivision, ***or any committee, subcommittee or subordinate body thereof, or advisory committee thereto.***

RSA 91-A:1-a, VI

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Requirements of a Public School Board Meeting

- ▶ Must be open and accessible by the public.
- ▶ Must have a quorum of the public body physically present (unless emergency).
- ▶ Minutes must be taken.
- ▶ Notice of the meeting must be posted in two appropriate places at least 24 hours in advance, excluding Sunday and holidays, unless an emergency exists.
- ▶ All communications between members of the public body must be discernable to those in attendance.
- ▶ Public comment period of at least 30 minutes

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Emergency Public Meetings

- ▶ Emergency exists when chair or presiding officer concludes that ***"immediate and undelayed action is imperative."***
- ▶ Notice of the time and place of the emergency meeting shall be posted as soon as practicable.
- ▶ The public body must use whatever further means are reasonably available to inform the public of the emergency meeting.
- ▶ The minutes of the meeting must clearly state the reason for emergency meeting.

RSA 91-A:2, II.

21

Electronic Participation

- ▶ Members may participate electronically only when physical attendance is not practical.
- ▶ Each member participating electronically must be able to communicate contemporaneously with all members of the public body.
- ▶ The communications of the member(s) appearing electronically must be audible or observable by the public in attendance.
- ▶ The person appearing electronically must identify anyone else present with that member.
- ▶ The minutes must state the reason attendance was not practical.
- ▶ Except in an emergency, quorum must be physically present at the location indicated in the posting.

RSA 91-A:3, III

22

Non-Public Meetings

- ▶ Limited to the following purposes:
 - The dismissal, promotion, disciplining, or compensation of any public employee, unless the employee has the right to have the meeting public and requests so (RSA 91-A:3 II, a).
 - The hiring of any public employee (RSA 91-A:3 II, b).
 - Matters which, if discussed in public, would adversely affect the reputation of any person, other than a member of the body itself (unless requested to be in public session by the person so affected) (RSA 91-A:3 II, c).

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Non-Public Meetings (cont.)

- ▶ Limited Purposes Continued:
 - Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would benefit a party whose interest are adverse to the general community (RSA 91-A:3, II, d).
 - Consideration or negotiation of pending claims or litigation threatened in writing or filed until the matter is fully adjudicated (RSA 91-A:3 II, e).
 - Consideration of matters relating to carrying out emergency functions and related trainings intended to thwart widespread or severe damage to person or property (RSA 91-A:3 II, i).

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Non-Public Meetings (cont.)

- ▶ Limited Purposes Continued:
 - Consideration of legal advice provided either orally or in writing to one or more members of the public body even if legal counsel is not present.
 - Consideration of student tuition agreements authorized under RSA 194 or RSA 195-A, if disclosure would benefit parties whose interests are adverse to those of the general public (must make all records public prior to final approval).

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Requirements of Non-Public Sessions

- ▶ Must open meeting of the public body in public session first.
- ▶ Motion must be made to enter into non-public session including a reference to the specific non-public purpose (cite relevant statutory purpose).
- ▶ Roll call vote must be taken and noted in the minutes of public session.
- ▶ Majority vote of members present is required.
- ▶ Minutes of the non-public session must be taken.
- ▶ Discussions limited to specific non-public purpose. RSA 91-A:3

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Non-Meetings

- ▶ Non-Meetings are meetings of the public body that are not considered public (or non-public) meetings. Examples:
 - Strategy or negotiations with respect to collective bargaining;
 - Consultation with legal counsel;
 - Chance, social, or other encounters of a quorum of the public body not convened for the purpose of discussing or acting upon a matter or matters over which the public body has supervision, control, jurisdiction, or advisory power, if no decisions are made regarding such matters;
 - Circulation of draft documents intended to formalize decisions made in a previous meeting.

RSA 91-A:2, I.

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Difference Between a Non-Meeting and a Non-Public Session

- ▶ No minutes are required for a non-meeting.
- ▶ No posting is required for a non-meeting.*
- ▶ No public meeting is required before entering into a non-meeting.
- ▶ No roll call vote is required to go into a non-meeting.
- ▶ No quorum is required to be physically present for a non-meeting.

*Note: The public body may decide to post the non-meeting so the public knows why the body is meeting in private.

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Public Meeting Minute Requirements

- Names of members present.
- Time meeting started and ended.
- Names of persons appearing before the body.
- A brief description of each subject discussed.
- All final decisions made including any motions made, the names of the persons making and seconding all motions, and the tally on all votes.
- Minutes are not required to be a verbatim transcript. *DiPietro v. Nashua*, 109 N.H. 1974 (1968).
- Must be available for public inspection not more than five (5) days after the meeting (draft minutes are sufficient).

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Sealing Non-Public Session Minutes

- ▶ Minutes of Non-public session may be sealed by a 2/3rds vote for three (3) limited reasons:
 - Disclosure would likely adversely affect the reputation of a person other than a member of the body itself; or
 - Disclosure would render the proposed action ineffective; or
 - The topic discussed pertained to terrorism/emergency functions.
- ▶ If no action is taken by the body, consideration should be given to drafting the non-public session minutes in manner so that sealing is not required.
- ▶ Before sealing the non-public minutes they should be reviewed by the body to determine if sealing is necessary.
- ▶ The motion to seal must be taken in public session and should state one of the three (3) reasons for sealing the minutes.

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Governmental Records

- Governmental records are defined as any information created, accepted, or obtained by, or on behalf of, any public body, or a quorum or majority thereof, or any public agency in furtherance of its official function. Without limiting the foregoing, the term "governmental records" **includes any written communication or other information**, whether in paper, electronic, or other physical form, **received by a quorum or majority of a public body in furtherance of its official function, whether at a meeting or outside a meeting of the body.**

31

Governmental Records: Exempt From Disclosure

- Records relative to the preparation and carrying out of emergency functions intended to thwart acts intended to impose widespread injury to persons or property.
- Any notes or other materials made for personal use that do not have an official purpose.
- Preliminary drafts, notes, memoranda, and other documents not in their final form which have not been circulated or available to a quorum of the public body.
- Student records.

RSA 91-A: 5, III, VIII & IX.

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Other Governmental Records Exempt from Disclosure

- Electronic records that have been initially and "**legally**" deleted (not just in trash folder).
- Records pertaining to internal personnel practices; confidential, commercial, or financial information; test questions, scoring keys, and other examination data used to administer a licensing examination, examination for employment, or academic examinations; and personnel, medical, welfare, library user, and **other files whose disclosure would constitute invasion of privacy.**

RSA 91-A: 1, III.

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Disclosure of Governmental Records that Would Constitute an Invasion of Privacy

- The Courts will apply a three (3) part test to determine if disclosure would constitute an **invasion of privacy**:
 - Is there a privacy interest that would be invaded by disclosure?
 - Would disclosure inform the public about the conduct and activities of the government?
 - Balance the public's interest in disclosure against the interests of those favoring non-disclosure (including those alleging an invasion of privacy will result from disclosure).
- Generally, information about private citizens in governmental files **that reveals nothing about the agency's conduct "is not within the purpose of the Right to Know Law."** *Lamy v. N.H. Public Utilities Commission*, 152 N.H. 106 (2005).

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Personnel Matters (cont.)

- Best Practices:
 - If an employee contacts you about an employment related issue, politely refer them to the Superintendent unless it involves the Superintendent.
 - If a member of the public contacts you about a matter involving a District employee, politely refer them to the Superintendent unless it involves the Superintendent.
 - Follow up with the Superintendent regarding any complaint you receive about a District employee unless that employee is the Superintendent.
 - Concerns about the conduct of the Superintendent should be directed to the School Board Chair.
 - If you think the Superintendent is not dealing with complaints properly that is something the School Board can address with the Superintendent, but it is not justification for the School Board to intervene.

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When Must the Government Make Records Available for Inspection?

- Immediately when records are readily available.
- When records are not readily available, the body shall within five (5) business days of the request:
 - Make the record available; or
 - Deny the request in writing with reasons; or
 - Acknowledge receipt of the request and give a reasonable estimate of the time to either:
 - Make the record available, or
 - Determine eligibility for disclosure.
- Only requires records be made available for inspection (except electronic information).

RSA 91-A:4, IV.

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Use of Email

- The single most sought after records in contemporary right to know law cases.
- Should be used solely for scheduling purposes.
- Since use of email may result in the creation of a governmental record, always use governmental email address (records must be available for inspection).
- Cannot use email or text messages to circumvent or violate the spirit of the right to know law (deliberation).
- Sequential emails or text messages can create an illegal meeting. Avoid reply to all where a quorum can communicate contemporaneously.
- Use of personal email account can result in a subpoena for personal email information, computer or hard drive.

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Violations

- First and foremost the most common remedy for violations of the Right To Know Law is disclosure. If you make a mistake – disclose.
- Injunctive relief ensuring future compliance.
- Attorneys' fees and cost can be awarded against a public employee or official **personally** in cases of bad faith. RSA 91-A:8, I.
- Attorney's fees and costs can be awarded against the public body if:
 - The lawsuit was necessary to bring about compliance (costs only); and
 - The public body knew or should have known nondisclosure was a violation of the right to know law (cost & attorneys fees).

ATV Watch v. N.H. Department of Resources and Economic Development, 155 N.H. 434 (2007).

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Violations (cont.)

- A person who knowingly destroys information to prevent disclosure in response to a right to know law request is guilty of a misdemeanor.
- The court may invalidate any action taken by the public body in violation of the right to know law (often occurs for posting violations).
- Attorneys' fees may be awarded **to the public body** if the case is brought in bad faith or is frivolous, unjust or vexatious.

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SCHOOL BOARD ROLE IN PERSONNEL MATTERS

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SCHOOL BOARD ROLE IN PERSONNEL MATTERS

- Adopt policies to effectuate the recruitment, employment, dismissal and evaluation of teachers and other employees. *Ed. 303.1*
- Hire and annually evaluate the superintendent of schools. RSA 194-C:4; *Ed. 303.1*
- Elect certified staff who have first been nominated by the superintendent. *Ed. 303.1*
- Adopt policies prohibiting discrimination and sexual harassment. *Ed. 303.1*
- Dismiss teachers in accordance with RSA 189:13.
- Hear grievances in accordance with the process set forth in collective bargaining agreements (CBA).
- Hear appeals of tenured teachers in the nonrenewal process. RSA 189:14-a.

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SCHOOL BOARD ROLE IN EMPLOYEE DISCIPLINE

- Generally confined to three areas:
 - Hearing appeals in the grievance process (generally focused on presence of just cause or violations of a collective bargaining agreement).
 - The dismissal of teachers pursuant to RSA 189:13 for:
 - Immorality; or
 - Failure to maintain competency standards; or
 - Conduct that does not conform to rules proscribed.
- Superintendent supervision and misconduct.

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SCHOOL BOARD ROLE IN NONRENEWALS

- Nonrenewal is different from termination so make sure the lines are not blurred.
- While both result in a loss of employment, technically one is ending an employment contract before its term is over; the other is simply not offering a contract in the ensuing school year.
- The Board's role in the nonrenewal process is somewhat limited by N.H. Administrative Rule Ed. 303.1

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BOARD'S ROLE IN NONRENEWAL PROCESS

- Pursuant to ED 303.1, the renewal (or hiring) of a teacher begins with the superintendent nominating a teacher for employment.
- After the nomination is made, the Board has the authority to elect the employee. If the Board decides not to elect the employee, the employee is either not hired or nonrenewed.
- If non-tenured teacher is not nominated by the superintendent, the teacher is nonrenewed with no further action of input by or from the school board. RSA 189:14-a.
- In contrast, a tenured teacher who is not nominated by the superintendent can appeal to the school board (who can overturn the superintendent's decision). RSA 189:14-a

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NONRENEWAL HEARINGS

- All the rules relative to quasi-judicial decisions apply to nonrenewal hearings except just case (actual bias, conflicts of interest, *ex parte* communications and prejudgment).
- Burden is on the superintendent to show by a preponderance of the evidence that there was justification for the nonrenewal. RSA 189:14-a.
- RSA 189:14-a provides that the grounds for the "*nonrenomination or nonreelection shall be determined at the sole discretion of the school board*" in cases involving tenured teachers.

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CONFIDENTIALITY & FERPA

- Board members should always remember that unless waived by the employee, all discussions of employee misconduct must take place in non-public session (unless the employee requests otherwise).
- Releasing information relative to students that includes personally identifiable information (or information that is easily traceable to a specific student) is a violation of common law privacy and FERPA.

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SCHOOL BOARD MEMBER LIABILITY

SCHOOL BOARD MEMBER LIABILITY

- Board members may be named in lawsuits, e.g. the discipline of staff and students, personal injury claims, conduct of board meetings, EEOC complaints, general discrimination claims, hostile workplace claims, common law violations of privacy, and constitutional violations.
- It is rare for a board member to be held liable unless that person has stepped far beyond the scope of the official's authority.
- State laws protect board members from liability for actions taken in good faith and within the scope of their authority as board members.

RSA 31:104 Liability of Municipal Executives, RSA 31:105 Indemnification for Damages
RSA 31:106 Indemnification of Civil Rights Suits

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SCHOOL BOARD MEMBER LIABILITY

► Best Practices:

- Avoid acting outside of scope of official authority.
- Do not knowingly violate constitutional rights of employees or students.
- Do not violate employee or students rights to privacy (including FERPA).
- Do not knowingly violate Right to Know Law.
- Avoid conflicts of interest and recuse when appropriate.
- Ensure all criminal conduct is reported to authorities.
- Ensure all known or suspected instances of student abuse are reported to appropriate authorities.
- Report all violations of the DOE Code of Ethics to DOE.

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DrummondWoodsum

Matthew H. Upton, Esq.
mupton@dwmlaw.com
603-716-2895

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50

IN RE: DR. AND MRS. BENJAMIN PEASLEE FUND, SAU 34/COCA-COLA
SCHOLARSHIP FUND, OLD SCHOOL FUND, AND ETTA M. INNESS FUND

NONJUDICIAL SETTLEMENT AGREEMENT
PURSUANT TO RSA 564-B:1-111(b)

NOW COME the Trustees of the Trust Funds of the Town of Hillsborough and the Attorney General, Director of Charitable Trusts, being all of the parties interested in the Dr. and Mrs. Benjamin Peaslee fund, the SAU 34/Coca-Cola Scholarship fund, the Old School fund, and the Etta M. Inness fund, and make this Agreement pursuant to RSA 564-B:1-111, effective this __ day of _____ 2024.

WHEREAS, the Dr. and Mrs. Benjamin Peaslee fund was established with a principal amount of \$4,000 in 1962, with income to be distributed to support the post-secondary education of Hillsborough students;

WHEREAS, the total value of said fund is currently \$5,453.45;

WHEREAS, the SAU 34/Coca-Cola Scholarship fund was established in 2007, with a principal amount of \$1,726.85, with income to be distributed to support scholarships for students at Hillsborough-Deering High School;

WHEREAS, the total value of said fund is currently \$3,204.66;

WHEREAS, the Old School fund was established in 1979, with a principal amount of \$3,771.17, with income to be distributed to aid the higher education of resident graduates of Hillsborough-Deering High School;

WHEREAS, the total value of said fund is currently \$5,657.84;

WHEREAS, the Etta M. Inness fund was established in 1963, with a principal amount of \$1,133.52, with income to be distributed to provide scholarships for graduates of Hillsborough-Deering High School;

WHEREAS, the total value of said fund is currently \$1,704.90;

WHEREAS, the Dr. and Mrs. Benjamin Peaslee fund has generated no more than \$240.00 in income for each of the past three years;

WHEREAS, the SAU 34/Coca-Cola Scholarship fund has generated no more than \$143.00 in income for each of the past three years;

WHEREAS, the Old School fund has generated no more than \$240.00 in income for each of the past three years;

WHEREAS, the Etta M. Inness fund has generated no more than \$76.00 in income for each of the past three years;

WHEREAS, the income from each individual fund are not adequate to provide any meaningful scholarships to the students of Hillsborough Deering High School;

WHEREAS, all of the funds are for general scholarships to support the higher education of students and do not include any specific criteria or restrictions on educational plans for the recipients;

WHEREAS, the Hillsborough Trustees of Trust Funds wish to combine the funds into one Peaslee-Inness-Coca Cola-Old School Scholarship fund, with income to be distributed as one or multiple scholarships for graduates of Hillsborough Deering High School for the purpose of higher education;

WHEREAS, the Hillsborough Trustees of the Trust Funds and the Director of Charitable Trusts are "interested persons" within the meaning of RSA 564-B:1-111(a);

WHEREAS, the modification of the trusts is needed to administer the trust effectively, RSA 564-B:4-412, and combining the trusts will not adversely affect the achievement of the trusts' purposes, RSA 564-B:4-417; and

WHEREAS, the Hillsborough Trustees of the Trust Funds and Michael R. Haley Esq., Director of Charitable Trusts, desire to enter into a nonjudicial settlement agreement pursuant to RSA 564-B:1-111 to combine the funds into one Peaslee-Inness-Coca Cola-Old School Scholarship fund, with income to be distributed as one or multiple scholarships for graduates of Hillsborough Deering High School for the purpose of higher education.

NOW THEREFORE, the Parties agree as follows:

1. The Hillsborough Trustees of Trust Funds shall combine the Dr. and Mrs. Benjamin Peaslee fund, the SAU 34/Cola-Cola Scholarship fund, the Old School fund, and the Etta M. Inness funds into one Peaslee-Inness-Coca Cola-Old School Scholarship fund, with income to be distributed for one or multiple scholarships for graduates of Hillsborough Deering High School.

2. All Parties hereto have had sufficient opportunity to consult with an attorney prior to entering into this Nonjudicial Settlement Agreement.

3. This Nonjudicial Settlement Agreement shall be governed in all respects by the laws of the State of New Hampshire.

4. For purposes of this Nonjudicial Settlement Agreement, a document signed and transmitted electronically as a PDF document is to be treated as an original document, and the signature of any party or witness is to be considered to have the same binding effect as an original signature or an original document.

5. This Nonjudicial Settlement Agreement may be executed in two or more counterparts each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the Parties have signed this Nonjudicial Settlement Agreement effective as of the date first written above.

TRUSTEES OF THE TRUST FUNDS, TOWN OF HILLSBOROUGH:

Riché Colcombe

Date

Lori Adams

Date

Judy Ann Thibault

Date

BOARD OF SELECTMEN:

James C. Bailey, III - Chair

Date

HILLSBOROUGH DEERING SCHOOL BOARD:

Chris Bober, Chair

Date

OFFICE OF THE ATTORNEY GENERAL:

Michael R. Haley, Director of Charitable Trusts

Date

DEED OF GIFT

We, Roy J. Honeywell and Annabel M. Honeywell, both of Bethesda, in the County of Montgomery and State of Maryland, in consideration of the affection for the Town of Hillsborough of said Annabel M. Honeywell, hereby give to the said Town of Hillsborough, a municipal corporation, the sum of Four Thousand (\$4,000.00) dollars, said sum of money to be known as the Dr. and Mrs. Benjamin D. Peaslee Memorial Fund, and to be invested upon such terms and conditions as the town or its agents shall in their sole discretion see fit, the income to be used for the benefit of some student of Hillsborough, New Hampshire, desiring to further his or her education. The selection of said student, the terms and conditions of any gift or loan to said student, and the general ~~management of the fund and its income shall be in the sole discretion~~ of the Town of Hillsborough or its duly appointed agents: and no person dealing directly or indirectly with the assets or income of this fund shall be required to look to the application of said assets or income.

IN WITNESS WHEREOF we have hereto set our hands and seals
this 19th day of April, 1963.

Witness:

Julia H. Wright
Rose Marie Rogers

Annabel M. Honeywell
Roy J. Honeywell

~~This is the documentation we have for the SAU 34/Coca-Cola fund.~~

RECEIVED AUG 17 2007

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SAU #34

P. O. Box 2190
Hillsboro, NH
03244-2190
603-464-4466
Fax 603-464-4053

Soaring to Excellence

Barbara K. Baker, Ph.D.
Superintendent of Schools

Hélène L. Bickford, M.Ed.
Director of Curriculum, Instruction, and Assessment

Lisa G. Braiterman, MBA
Business Administrator

Patricia M. Parenteau, M.S.
Director of Student Support Services

August 7, 2007

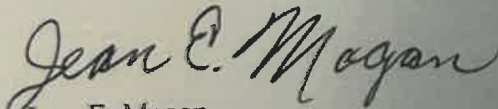
Mr. Douglas S. Hatfield, Esq.
Trustee of the Trust Funds
Upton & Hatfield
P O Box 13
Hillsborough, N H 03244-0013

Dear Mr. Hatfield,

As Trustee of the Trust funds for the Hillsboro- Deering School District, please accept this check to open an account for the Coca-Cola Scholarship fund for the High School.

The High School Principal, Christian Elkington, will inform you of any disbursements when scholarships are awarded.

Sincerely,



Jean E. Mogan
District Accountant

HILLSBORO DEERING HIGH SCHOOL
STUDENT BODY ASSOCIATION

12 HILLCAT DR
HILLSBOROUGH, NH 03244

S-7516/110
B780002407

939

DATE 8/30/07

THE Trustee of Funds \$1,724.85
one thousand seven hundred & twenty four DOLLARS 85
cents



Sovereign Bank

sovereignbank.com

MEMO Salvatore P. Chesebrough John J. Chesebrough
ACCOUNT # 0110751501 87800024207 0939

5. *Staphylococcus aureus* (Staph. aureus) - This is the most common cause of skin infections. It is a gram-positive, spherical bacterium that can form clusters. It is often found on the skin and in the nose. It can cause a variety of infections, including abscesses, boils, and cellulitis.

The object of this fund, to be situated, is to furnish money to aid the indigent students of the Hillsborough, N. H. Academy of Arts, Sciences and Agriculture, in a college, university, normal school, or other educational institution of similar character, shall be approved by a majority of the members of the Association, hereinafter mentioned, having just and fitting regard, and the associates of said Board of Managers hereinafter provided.

This fund shall be held by the Hillsborough Board of Districts, in said town of Hillsborough, through its officers and the net income therefrom and the whole, or any part, practical, shall be paid over by said Board of Education to or persons, as may be directed by a committee who shall be one of the following named persons; The members of said Board of Education, Superintendent of schools for the district who shall be appointed by the school District, and a member, or the descendant, or of the old school Association, of said Hillsborough; the said fund, raised by said association, if it is in existence, or otherwise, created by the Board of Selection of said town of Hillsborough, and the said committee shall have the power to make such investments as they may deem proper and to make such disbursements as they may deem proper as the trustees.

On the death of any individual Association, or descendant thereof, or on the death, or of any one, all hereafter deceased, of any one of the members, his or her estate, or the estate of his or her heirs, assigns, personal representatives, or assigns, shall be liable for the payment of the same, and the same shall be a debt of the estate of the deceased, and shall be paid out of the same in the same manner as the same shall be paid out of the estate of the deceased, and the same shall be a debt of the estate of the deceased, and shall be paid out of the same in the same manner as the same shall be paid out of the estate of the deceased.

~~This is the documentation we have for the Inness fund.~~

Alternate Name		
Purpose	In trust, net income used for perpetual care of Inness lot in Maple Avenue Cemetery and for placing flowers or wreaths on said lot on May 30, September 27 and December 25 each year	
Remarks		

Year Created	1963	County:
Name of Trust	Inness, Etta M.	
Alternate Name		
Purpose	In trust, net income paid over annually as a scholarship to a graduate of high school in Hillsboro designated each year by school board of Hillsboro-Deering Cooperative School District to receive scholarship that year	
Remarks		

78 School Street
Hillsboro, NH
03244-2190

SAU #34

603-464-4466
Fax 603-464-4053
www.hdsd.org

Soaring to Excellence

Jennifer L. Crawford, Ed.D.
Superintendent of Schools

Jeni M. Laliberte, M.Ed., CAGS
Director of Curriculum, Instruction and Assessment

Stacey L. Vazquez, Ed.S.
Director of Student Support Services

Grant G. Geisler, M.S.
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: April 15, 2024

Resignations:

Leaves: None

Transfers/Change of Assignments: None

Appointments:

Jeff Crowe-HDHS Asst Baseball Coach, stipend \$800.00; effective 3/18/24-6/1/24
Robert Armstrong-HDHS Asst Baseball Coach, stipend \$800.00; effective 3/18/24-6/1/24
Allan Kingsbury-HDHS Head Softball Coach, stipend \$3,300.00; effective 3/18/24-6/1/24
Jeff Miller-HDHS Head Baseball Coach, stipend \$3,300.00; effective 3/18/24-6/1/24
Matt Dean-HDHS Asst Softball Coach, stipend \$1,600.00; effective 3/18/24-6/1/24
Howie Roevers-HDHS Head Boys Lacrosse Coach, stipend 3,300.00; effective 3/18/24-6/1/24
Makayla Savoy-HDHS Head Track and Field Coach, stipend \$3,100.00; effective 3/18/24-6/1/24
Sydney Eccleston-HDHS Asst Track and Field Coach, stipend \$1,900.00; effective 3/18/24-6/1/24
Jenna Rheault-HDHS Asst Track and Field Coach, stipend \$1,900.00; effective 3/18/24-6/1/24
Amy Edwards- HDES Book Mobile Paraeducator - \$20.00/hour, up to 40 hours effective July-August (Title I grant funded)
Susan Kingsbury- HDES Summer Title 1 Paraeducator- \$20.00/hour, up to 48 hours, effective 7/22/24-8/8/24 (Title I grant funded):

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Hillsboro, NH
03244-2190

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Director of Curriculum, Instruction and Assessment

Grant G. Geisler, M.S.
Business Manager

To: Members, Hillsboro-Deering School Board
From: Dr. Jennifer Crawford, Superintendent of Schools
Date: April 15, 2024
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the April 1, 2024 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

HDES Summer Title 1 Teachers - \$35.00/hour, up to 80 hours, effective 7/1/24-8/16/24
(Title I grant funded):

Meagan Henry
Kate Griffin
Stephanie Savoy
Shannon Adamo
Gail Eaton

Shannon Rockwell- HDES Book Mobile - \$35.00/hour, up to 40 hours, effective July-August (Title I grant funded)

General Assurances Requirements and Definitions for Participation in Federal Programs

For Comparison Purposes:

- **FY 25 Assurances with New Additions Highlighted**
- **FY 24 Assurances**

FY25

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

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

- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 11) The subrecipient will comply with 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 comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 22) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 23) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

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

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

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

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

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

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

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

3. Internal Controls

The subrecipient must:

- 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).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- 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.
- Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

4. Allowable Costs

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

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

5. Audits

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

6. Reports to be Submitted

Audits/Management Decisions

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

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyhlr45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyhlr45p1po1))/account/login.aspx)

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

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

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

Single Audit Certifications and Federal Expenditures Worksheet

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

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive 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.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement.
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

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

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

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

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

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

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because 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.

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

11. Lobbying

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

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

cooperative agreement.

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

New Hampshire RSA 15:5 - Prohibited Activities.

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

12. Subrecipient Monitoring

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

13. More Restrictive Conditions

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

14. Obligations by Subrecipients

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

15. Personnel Costs – Time Distribution

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

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

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

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

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

16. Protected Prayer in Public Elementary and Secondary Schools

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

17. Purchasing/Procurement

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

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

18. Retention and Access to Records

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

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

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

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

19. The Stevens Amendment

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

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

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the 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 and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; 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 _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: _____ District or SAU Name: _____

District UEI: _____ SAM.gov Expiration Date: _____

Typed Name of Superintendent

Signature

Date

School Board Certification:

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

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

Signature

Date

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

FY24

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

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



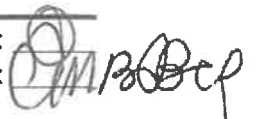
- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 11) The subrecipient will comply with 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 sub-recipient 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 NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

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

- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.



- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2023. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 31) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to 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) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 36) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.



- 37) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 38) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

- 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.
- Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- Produce records that identify adequately the source and application of funds for federally funded activities.
- 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.
- Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988	✓	N/A
Procurement Policy & Procedure	2 CFR 200.317-327	✓	✓

[Handwritten signatures]

Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)	✓	N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)	✓	✓
District Travel Policy	2 CFR 200.475(b)	✓	N/A
Policy/Procedure Name	In Accordance With	Policy	Procedure
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)	✓	✓
Time and Effort Policy & Procedure	2 CFR 200.430	✓	✓
Records Retention Policy & Procedure	2 CFR 200.334	✓	✓
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546	✓	N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)	✓	N/A
Gun Free School Act	Gun Free School Act of 1994	✓	N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305	✓	✓

3. Internal Controls

The subrecipient must:

- 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).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- 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.
- 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;

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

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5. Audits

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyh1r45p1po1))/account/login.aspx)

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



subrecipient directly to:

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

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

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2023**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.



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

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

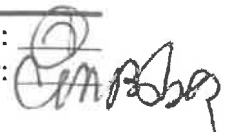
As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

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

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

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

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



other appropriate agency.

- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

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

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

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because 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.

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

11. Lobbying

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

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its



instructions.

- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

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

12. Subrecipient Monitoring

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

13. More Restrictive Conditions

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

14. Obligations by Subrecipients

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

15. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

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



of the work performed by the employee.

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

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

16. Protected Prayer in Public Elementary and Secondary Schools

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

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317, 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 NHED] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.



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

19. The Stevens Amendment

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

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

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

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

- a) **Disciplinary Records** - In accordance with the 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 NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; 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 **May 1, 2023**, 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: 34 District or SAU Name: Hillsboro-Deering Cooperative School District

District UEI : JMTJGPDEBH14 UEI(Sam.gov) Expiration: 2/13/2024

Jennifer L. Crawford
Typed Name of Superintendent
or other Qualifying Administrator


Signature

5/1/2023
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.

Christopher Bober
Typed Name of School Board
Chair (on behalf of the School Board)


Signature

5/1/23
Date

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

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





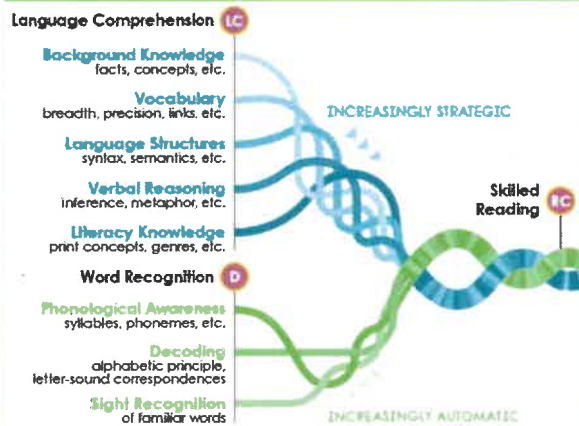
Hillsboro-Deering Elementary ELA

April 2024



Selection process and Evidence

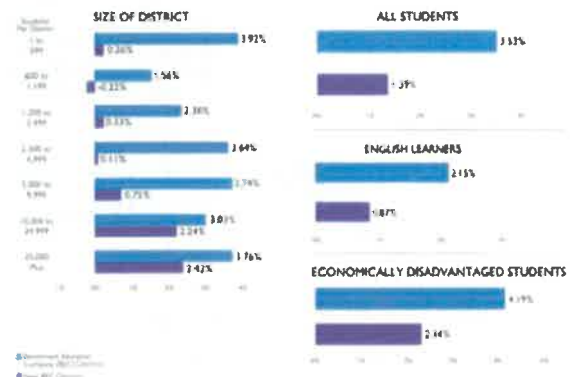
Scarborough's Reading Rope



This interpretation of the Reading Rope incorporates Gough & Tunmer's (1986) Simple View of Reading.

2.5x Growth in Proficiency for Students Using Benchmark Advance

Sustained Gains Across Demographics, Including English Learners and Economically Disadvantaged Students



Grades 3-5 student results of California, Colorado, Michigan, and Minnesota districts. Growth in percent of students meeting proficiency using Benchmark Advance vs. students using other instructional materials.



Purposeful Scope & Sequence

A clearly defined K–6 progression facilitates efficient mastery and transfer.



Includes explicit teacher modeling

Daily application of decoding and encoding skills

Skills spiral

Multimodal and multisensory learning



Daily Application of Phonics Instruction

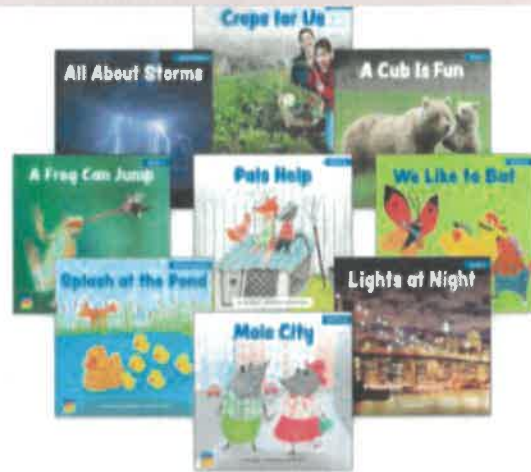
Decoding and Encoding, Building Beyond Mastery to Transfer

- I read
- I write
- Dictation and spelling
- Decodable readers
- Home and school connection
- Phonics and word study extends through grade 5

Decodable Readers

Targeted practice in connected texts for Grades K and 1

- Connects to target phonics skill and high-frequency words
- Provides spiral review of previously taught skills and high-frequency words
- Reinforces unit knowledge building topic



Unit 1

LIFE SCIENCE

GRADE BY GRADE, KNOWLEDGE GROWS



Knowledge strands are consistently mapped across all grade levels



UNIT	1	2	3	4	5	6	7	8	9	10
Grades K-6 Vertically Aligned Knowledge Strands	 Life Science	 Character Matters	 Government and Citizenship	 Perspectives in Literature	 Technology and Society	 Themes Across Cultures	 History, Culture, and Geography	 Earth Science	 Economics	 Physical Science

10 topic based units per grade level



Each unit includes

- Student book
- Video
- Core complex text
- Vocabulary practice

Build Vocabulary Through Multiple Contexts

Key Vocabulary Is Encountered in
Listening, Speaking, Reading, and Writing

Unit Introduction

Students encounter vocabulary words in the captions of the opening pages of the student book, where they also begin discussing the Essential Question and connecting to real-world perspectives.



Texts for Close Reading, Grade 4 Unit 1—Observing Nature

Unit Video

Videos for each unit introduce students to the Essential Question and key concept vocabulary.



Unit Video, Grade 4 Unit 1—Observing Nature



Writing and Reading Reciprocity

Use Writing to Deepen Topic Knowledge

Daily Writing Instruction with Varied Practice

Daily explicit writing instruction uses the core texts as either text sources or as mentor texts for students. Grammar instruction is infused throughout. Students write across the three text types: informative/explanatory, narrative, and opinion. Poetry is also included.



Evidence-Based Writing

Students use texts from reading instruction as text sources



Core texts are used as the basis for both reading and writing student work

WHAT THE RESEARCH SAYS

The evidence is clear: writing can be a vehicle for improving reading. In particular, having students write about a text they are reading enhances how well they comprehend it.
—Writing to Read: Evidence for How Writing Can Improve Reading, Steve Graham and Michael Hebert

Self-Selected Process Writing

Students analyze texts from reading instruction as mentor texts



Grade-Level Complex Text Sets

Every Student Has Access to Complex Text Daily

Topic Text Sets for Grades K-1

Topic Texts on one topic featuring poetry, prose, and informational texts

- Build content knowledge and vocabulary
- Read across genres in every unit topic
- Close text analysis



Grade 1, Unit 3 Topic Text Set Read-Alouds

Topic Text Sets for Grades 2-6

Texts for Close Reading: the article, informational, and fiction books, contain a multi genre collection of short texts, extended texts, and poetry all connected around a single topic

- Build content knowledge and vocabulary
- Read across genres in every unit topic
- Close text analysis



Texts for Close Reading Grade 2

Read alouds

Trade book collections

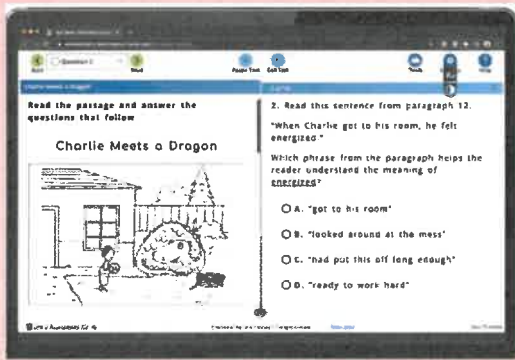
Short authentic literacy and informational texts

Relevant engaging text

Topic text sets

Poetry





Accessibility tools provide equitable access to resources

Assessments that drive instruction



78 School Street
Hillsboro, NH
03244-4870

SAU #34

Soaring to Excellence

603-464-4466
Fax 603-464-4053
www.hdsd.org

Jennifer L. Crawford, Ed.D.
Superintendent of Schools

Stacey Vazquez, Ed.S.
Director of Student Support Services

Jeni Laliberte, CAGS
Director of Curriculum, Instruction and Assessment

Grant Geisler, MS
Business Manager

April 8, 2024

To: HD School Board

From: Grant Geisler, Business Manager

Subj: Trust Fund Discussion

There are a few projects that need to be tackled this summer and that need to be sourced from the District's Trust Funds.

1. HS Boiler Replacements: This project has been #1 on our Capital Maintenance Plan for quite a while. Our current cost estimate is \$450K.
 - a. Life Expectancy / Repair Issues: The two boilers are beyond their 35-year life expectancy and if one or both fail, we could be looking at significant down time - the cast iron sections of our boilers have a lead time of several months. We can replace the boilers with new Viessmann Ci2 condensing gas-fired boilers which will be reliable and efficient.
 - b. Heat Loss / Efficiency: Our current boilers have high heat loss which overheats the boiler room and results in efficiency loss of up to 5%.
 - c. Lack of Redundancy: Even though we have two boilers, the hot water is circulated by a single drive. If the drive fails, we can't circulate heat. We can replace existing pumps with two variable-speed drives to provide the redundancy.
 - d. Domestic Hot Water: Domestic hot water is provided by a separate boiler that is in good condition. However, redundancy is currently maintained by an electric water heater which is in poor condition and due for replacement. We can incorporate a zone from the new boilers to serve as the redundancy and eliminate the electric water heater.
2. HS Gym Roof: This project wasn't on our list, but should have been since it's beyond it's useful life (33 years old). The membrane is shrinking and separating at seams and along the perimeter of the roof. We are trying to manage the situation by patching leaks as they appear and by using cement blocks to hold the membrane in place (see photos below). Our current cost estimate is \$195K.



3. Firewall Servers: The cost of this requirement is much less than projects we would capture on the Capital Maintenance Plan which is why it hasn't been identified. Our firewall servers are nearing the end of their useful life which means they are susceptible to hardware failures and performance issues. Perhaps even more concerning, they will no longer receive security updates and patches which will increase our security vulnerability. We would be replacing three (3) servers and a log analyzer. Our current cost estimate is \$27.5K.

The estimated balance of Facilities and Technology Trust Funds (per Bill Shee on 4/3/24) are:

<u>Trust</u>	<u>Amt</u>
Building Maintenance	\$492,033
HVAC	\$122,593
Roof	\$116,775
Technology	\$127,907

The boiler project can tap into both the HVAC and Building Maintenance Trusts. The roof project can tap into both the Roof and Building Maintenance Trusts. The firewall servers would be funded from the Technology Trust. At the conclusion of the projects, the HVAC and Roof Trusts will be depleted (as planned), the Building Maintenance Trust will have a balance of about \$82K and the Technology Trust will have a balance of \$98K. We anticipate sufficient FY24 surplus to be able to add \$250K to the Building Maintenance Trust and \$10K to the Technology Trust.

78 School Street
Hillsboro, NH
03244-4870

SAU #34

Soaring to Excellence

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Superintendent of Schools

Stacey Vazquez, Ed.S.
Director of Student Support Services

Jeni Laliberte, CAGS
Director of Curriculum, Instruction and Assessment

Grant Geisler, MS
Business Manager

April 11, 2024

To: HD School Board

From: Grant Geisler, Business Manager
Mark Nichols, Facilities Director

Subj: Contract Recommendation – HS Gym Roof Replacement

The HS Gym Roof is beyond its useful life, and we are experiencing multiple leaks. We invited four companies to present proposals regarding roof replacement and each one visited the site. A community member referred a fifth company to us, and they were also invited to present a proposal and visit the site. Ultimately, we received four bids that were opened in the Business Office at 10:00 on April 11th, and a summary of the bids follows:

<u>Vendor</u>	<u>Cost</u>
B.R. Jones Roofing Co.	\$218,225.00
Queen City Roofing LLC	\$204,900.00
SEN Roofing LLC	\$193,790.00
Therrien Company Inc.	\$238,689.00

SEN Roofing LLC submitted the low bid, but their proposed solution includes installation of a newer product that doesn't have a proven track record in cold climates. The other three bidders all proposed the more traditional rubber roofing membrane. Of those bids, Queen City Roofing was the low bidder. The roof comes with a 20-year warranty, but its useful life should be 30 years.

We recommend the following motion: To award the HS Gym Roof contract to Queen City Roofing LLC at a cost of \$204,900.00.

Descriptions of Funds

Fund 10 – General (Operating) Fund

This fund is the primary source appropriated for operating the schools each year. It is comprised of budgets for each school and department and is the amount voted on as the “Operating Budget” each year.

Nearly 80% of the fund goes toward employee salaries and benefits of employees, but other expenses relate to transportation, contracted services, books, supplies, utilities, etc.

Revenues support the expense budget approved by the voters. The significant revenue sources are normally: School taxes (local and statewide), State adequacy aid, and tuition payments.

If there is a surplus at the end of the year, available funds will be transferred to expendable trusts (if voter approved) in the order they appear in the warrant. If any surplus remains after these transfers are applied, those funds will reduce the tax responsibility of the towns for the subsequent year. Sometimes we refer to this as “returning the surplus to the towns.

Fund 20 – Grant Fund

This fund is used to separately maintain the revenue and expenses for those programs run under Federal guidelines. The expenses for each program are preapproved by State/Federal advisors and are reimbursed. This fund is self-balancing. It covers programs such as: AWARE, IDEA, and Titles I, II, IV, and V.

The appropriation for this fund is included in a Warrant article with a total estimated amount to acknowledge the flow of funds through the District.

Fund 21 – Food Service

This fund is used to maintain revenue and expenses separately for the nutrition program through each school. The major source of revenue is Federal reimbursement for the National School Lunch program and cafeteria sales. Other revenue comes from catering sales, partial State reimbursement for breakfast costs, Federal reimbursement for the Fresh Fruits and Vegetable program, and a transfer from the General Fund to cover any deficit. Most of the expense in this fund relates to employee salaries and benefits and food/milk for breakfast and lunch. Other expenses include non-program food, supplies and equipment.

The appropriation for this fund is included in a Warrant article with a total estimated amount to acknowledge the flow of funds through the District.

Fund 25 – Donation Fund

This fund is used to maintain independent programs/activities beyond the routine school activities covered in the operating budget. Examples of these programs/activities are: special field trips, afterschool clubs, music lessons, drama presentations, and specialized teacher trainings. The revenue for these programs comes from various sources such as the Dunkin-Jenkins Trust, Haslet Trust, New Hampshire Charitable Foundation, and HealthTrust. By the nature of these programs/activities, the funds may carryover from one fiscal year to the next.

Student Activities Accounts

Student activities accounts exist for each school but are not within the fund accounting system. These accounts are managed at the school level and largely relate to fundraising for extracurricular activities.

H-D SCHOOL BOARD PUBLIC HEARING
AND SCHOOL BOARD MEETING
April 1, 2024 at 5:45 PM
H-D Elementary School Media Center

MINUTES

Present:

Administration:

Jennifer Crawford, Superintendent
Grant Geisler, Business Manager
Jeni Laliberte, Dir. of Curriculum and Instruction & Assessment
Stacey Vazquez, Director of Student Support Services
Mark Nichols, Maintenance Director
Jim O'Rourke, HS Principal
Marc Peterson, MS Principal
Robin Whitney, HDES Lower Principal
Nicole Barton, HDES Upper Principal
Justin Parsils, Assistant Principal
Brian McGinn, Interim Assistant Principal

Hillsboro-Deering School Board:

Chris Bober, Chair
Paul Plater, Vice Chair
Michael Kenney
Krista Davison

PUBLIC HEARING

The purpose of this hearing is to accept two SAFE Grants in the amounts of up to \$100,000 each in accordance with RSA 198:20-b .

A. Call Public Hearing to Order 5:45 Bober calls to order

- 1) Announcement as to the presence of a quorum, that the meeting has been duly called, and the notice of the meeting having been posted for time and in the manner required by law. *Public announcement that the meeting is being audio recorded and will appear on the internet at www.hdsd.org.*

B. Pledge of Allegiance and Moment of Silence

C. Presentation of SAFE Grants information

- 1) The State put out the 3rd round of grant money available for safety projects with specific criteria to use the funds. Three categories: access control, emergency alerting, and surveillance. The funds will be used to upgrade our public address systems. We applied for each of the HD schools and we were awarded \$100,000 each for HDMS and HDHS. We're on the wait list for HDES. Any monies not spent will go to an ES project. Hopeful that we'll get the HDES grant as well and, if so, that would be a different hearing later on.

D. Public Comment and Questions

- 1) Board questions – none.
- 2) **Public questions –**
 - a) Riche Colcombe questioned the intended use for the grant funds.

E. Close Public Hearing

- 1) Bober closed the public hearing at 5:52 PM.

HILLSBORO-DEERING SCHOOL BOARD MEETING

F. Call Meeting to Order at 5:52PM

G. Review Hillsboro-Deering School Board Norms

H. Correspondence-none

I. Recognitions-none

J. Public Comment- Limited to five minutes per person

NOTE: This is an opportunity for members of the public to share an idea or concern with the board. Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.

- 1) Riche Colcombe spoke about the donation fund
- 2) Bober asked if anyone else wants to speak? No
- 3) Bober stated he took notes and will get back to Riche on her concerns.

K. Consent Agenda (action needed)

- 1) Approve Minutes – March 18, 2024
- 2) Appointments, Leaves and Resignations
- 3) 24-25 Nominations List
- 4) Facilities Use Request
 - a) Camp Manahan – Animal Exhibit Presentation at HDMS on July 23rd, 9:00AM-Noon (in case weather prevents the exhibit at Manahan); waiver request of \$65 for building use fee
 - b) AAU Basketball Practice; HDMS Gym April 30-June 30; 2 nights/week 6:00 PM-9:00 PM; waiver request of \$1,170 for building use (9 weeks@ \$130/week).
- 5) Policies Update:
 - a) IC School Year and School Year Calendar – Final Board Approval
- 6) KCD Public Gifts – Final Board Approval
 - a) Pull Policy KCD from consent agenda and send back to policy committee for additional info.
 - b) Kenney moves to pull, seconded by Plater; passed 4-0-0
- 7) Plater moves to approve consent agenda, seconded by Davison; passed 4-0-0.
 - a) Note to pull AAU facilities request; Plater asked for clarification on games vs. practices.
 - b) Request to waive the building use fee of \$1,170. No additional custodial fee as this is during the regularly staffed time. Plater had concerns about additional people on campus.
 - c) Plater moves to approve AAU waiver request; Davison seconds. Passed 4-0-0

L.) Student Representative's Report – Mason Ferwerda

- 1) Snowfall ...
- 2) Pushed back school last meeting due to snow and now it's going to snow again and SATs have to be pushed back, but the seniors end on the same day no matter what.
- 3) HDES has been quiet; students preparing for solar eclipse. Dr. Gibbs presented; CARES program and had fun outside.
- 4) HDMS Dr. Gibbs on March 27 to parents; all school assembly to live by the golden rule.
- 5) HDHS spring sports underway; first games next week; DECA trip in 26 days; financial aid night on April 11 at 6:30; SATs are April 10th; prom tickets still on sale; prom is the 18th; lacrosse team had a tournament and played D1 schools and came out with a record and beat a D1 team.
- 6) Kenney asked if students will be viewing the eclipse, the length of time and appropriate glasses. Crawford confirmed that we were able to get good glasses for all of the HDES and enough to send home. They can have an excused absence or early release if they want to leave to watch it. There will be activities at school and notices were sent home about safety.

M.) Superintendent's Report

- 1) General Update
 - a) Solar eclipse
 - b) Weather – storm is coming and a weather call is scheduled for 3:00 tomorrow and she will let the community know asap on schedules; numerous power outages from last storm and still working on the cleanup from that; SATs were moved to accommodate any school closing due to storm, will be April 10th; HDHS will still be in the building on that day.
 - c) CONVAL lawsuit – appeal was officially filed and all of that will continue to work thru the legal system;
 - d) Public hearings at the State Board of Education on the revisions to the ED rules 306 which, set the minimum standards to public schools; significant set of revisions are happening April 3 and April 14th.
 - e) Funfest May 8th 4:45-6:00 and the Withington award nominations are accepted thru April 12th and recipient will be announced at Funfest.
- 2) Location Change April 15th Hillsboro Deering School Board Meeting at HDHS Media Center
 - a) Location of next HD school board meeting will be at the high school on April 15th;
- 3) Business Manager's Report – Grant Geisler
 - a) March Financial Report – covers March 1st to March 31st. See attached. No questions from Board.
 - b) Budget Transfer- Grant reviewed transfers (see attached). No questions from Board.
 - c) Updated Capital Maintenance Plan – 1 number changed and 1 item was added; we have leaks in the HS gym and it's from the original roof that never made it onto the capital plan so that was added; the boiler replacement will be less than anticipated; that will be presented at the next meeting as they're getting bids right now. We have a company coming in to look at all facilities to make sure we have everything covered and there will be a new plan before next budget cycle. Kenney asked about reconfiguring; Grant clarified that it's just straightening the parking lines; this part will redirect the traffic and fix parking but will not change the square footage of the lot. Mark Nichols clarified that.
 - d) Maintenance/HVAC/Roof Trust Fund Discussion – See attached
 - e) Technology Trust Fund Discussion – See attached.
 - f) Balances for maintenance etc.: See attached

N. Board Discussion

- 1) SAFE Grants
 - a) Any questions from board accepting safe grants? None
- 2) Staff Appreciation
 - a) Double checked the last several years; board voted to give staff gift cards to staff at local restaurants and it's been \$15 each year; do they want to make a motion? Bober stated how they used to have food for each building and this is better so they're not putting food out and shows appreciation. Is it in May? First week in May. Bober likes the idea; board supports doing this recognition.
- 3) Updated Capital Maintenance Plan
 - a) Any questions/concerns? No board questions
- 4) Maintenance/HVAC/Roof Trust Fund
 - a) Any questions/concerns? Jennifer clarified that in order to withdraw money from the trust funds we need to have a public hearing; we're asking for a motion tonight to have a public hearing to address withdrawing the funds; 5:45 on April 15th meeting?
 - b) Bober asked if there were questions? No
- 5) Technology Trust Fund

O. Public Comment -Limited to five minutes per person

NOTE: This is an opportunity for members of the public to share an idea or concern with the board.

Comments are limited to 5 minutes per person. It is not the practice of the board to immediately respond to comments made.

- a) Riche Colcombe:
 - a) Questioned if the Trust Fund amounts include latest transfers;
 - b) Questioned whether the LNA position a teaching position;
 - c) Requested a delay in the greenhouse project as the funds could be better used for other needs around the schools; and
 - d) Questioned donation funds.
- 2) 6:50 PM closed public comment.

P. Action Items

- 1) SAFE Grants – Accept two SAFE Grants in the amount of up to \$100,000 each in accordance with RSA 198:20-b
 - a) Motion by Davison to accept the two SAFE grants in the amount of up to \$100,000 each; second by Plater; passed 4-0-0
- 2) Approve Facilities Use Waiver Requests
 - a) Camp Manahan --- done in the consent agenda
 - b) AAU Basketball --- done in the consent agenda
- 3) Approve Staff Appreciation Gift
 - a) Motion to authorize the Superintendent to purchase \$15 gift cards at various restaurants in Hillsboro for staff appreciation gifts. Motion made by Plater; seconded by Kenney; passed 4-0-0
- 4) Updated Capital Maintenance Plan
 - a) Kenney made a Motion to accept the Updated Capital Maintenance Plan as presented; seconded Plater; passed 4-0-0
- 5) Set Public Hearing for Maintenance/HVAC/Roof Trust Fund Withdrawal Request
 - a) Motion to set a public hearing for Maintenance/HVAC/Roof Trust Fund Withdrawal on April 15th at 5:45 made by Bober; seconded by Davison; passed 4-0-0
- 6) Set Public Hearing for Technology Trust Fund Withdrawal Request

- a) Motion for public hearing to set a public hearing for the Technology Trust Fund Withdrawal made by Davison; seconded by Kenney; passed 4-0-0

Q. Non-Public Session – RSA 91-A:3 II (c)

- 1) Davison makes a Motion to enter a non-public session pursuant to RSA 91-A:3, II (c). Seconded by Plater; Motion passed 4-0-0 at 6:57 PM
- 2) Roll call:
 - a) Chris Bober - yes
 - b) Michael Kenney - yes
 - c) Paul Plater - yes
 - d) Krista Davison – yes

R. Call Back to Order

- 1) Bober called the meeting back to order at 7:00 PM

S. Action After Non-Public Session - None

T. Adjournment

- 1) Davison moved to adjourn; Plater seconds; motion passed 4-0-0 at 7:00PM

Respectfully submitted,

Lynn M. Wheeler

78 School Street
Hillsboro, NH
03244-2190

SAU #34

603-464-4466
Fax 603-464-4053
www.hdsd.org

Soaring to Excellence

Jennifer L. Crawford, Ed.D.
Superintendent of Schools

Stacey L. Vazquez, Ed.S.
Director of Student Support Services

Jeni M. Laliberte, M.Ed., CAGS
Director of Curriculum, Instruction and Assessment

Grant G. Geisler, M.S.
Business Manager

To: Hillsboro-Deering School Board Members
From: Dr. Jennifer Crawford, Superintendent of Schools
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: April 1, 2024

Resignations:

Leaves: None

Transfers/Change of Assignments: None

Appointments:

Felicia Borowiec – HDES Substitute Teacher, \$100.00/day as needed, effective 3/25/24

78 School Street
Hillsboro, NH
03244-2190

SAU #34

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Director of Curriculum, Instruction and Assessment

Grant G. Geisler, M.S.
Business Manager

To: Members, Hillsboro-Deering School Board
From: Dr. Jennifer Crawford, Superintendent of Schools
Date: April 1, 2024
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the March 18, 2024 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

ADMINISTRATORS COVERED BY RSA 189:14A

NAME	JOB TITLE	FTE	DEPARTMENT
BARTON, NICOLE L	PRINCIPAL - UPPER ELEMENTARY	1.0000	ELEMENTARY SCHOOL
CARSON, TIMOTHY G	ALTERNATIVE PROGRAM DIRECTOR - HS	1.0000	HIGH SCHOOL
HYTNER, VERONICA M	SPECIAL EDUCATION COORDINATOR - ES	1.0000	SPECIAL EDUCATION
McGINN, BRIAN C	ASSISTANT PRINCIPAL - HS	1.0000	HIGH SCHOOL
MUNCY, ANNA D	FOOD SERVICE DIRECTOR	1.0000	FOOD SERVICE
MUZZY, MELISSA J	SPECIAL EDUCATION COORDINATOR - HS	1.0000	SPECIAL EDUCATION
O'ROURKE, DOROTHY F	SPECIAL EDUCATION/OUT OF DISTRICT COORDINATOR	1.0000	SPECIAL EDUCATION
O'ROURKE, JAMES E	PRINCIPAL	1.0000	HIGH SCHOOL
PARSILS, JUSTIN C	ASSISTANT PRINCIPAL - MS	1.0000	MIDDLE SCHOOL
PETERSON, MARC W	PRINCIPAL	1.0000	MIDDLE SCHOOL
WHITNEY, ROBIN L	PRINCIPAL - LOWER ELEMENTARY	1.0000	ELEMENTARY SCHOOL

HILLSBORO-DEERING ELEMENTARY SCHOOL
TEACHERS COVERED BY RSA 189:14A

NAME	JOB TITLE	FTE
ADAMO, SHANNON M	TEACHER CLASSROOM	1.0000
BAGTAZ, REBECCA L	TEACHER CLASSROOM	1.0000
BEAUDRY, SAMANTHA R	TEACHER SPEC ED PRESCHOOL/CASE MANAGER	1.0000
BRETT, ELIZABETH	TEACHER ART	1.0000
BUCK, ELISABETH J	TEACHER SPECIAL EDUCATION	1.0000
COVER, JILL M	TEACHER CLASSROOM	1.0000
COVER, MARGARET I	TEACHER CLASSROOM	1.0000
DICKEY, KELSIE R	TEACHER CLASSROOM	1.0000
DUMAIS, LEIGHANNA	TEACHER CLASSROOM	1.0000
DYER-QUINN, DEBORAH	TEACHER CLASSROOM	1.0000
GILLET, KAITLYN RM	TEACHER CLASSROOM	1.0000
GILLET-CARSON, TERRI L	TEACHER CLASSROOM	1.0000
GOULD, LAURIE J	TEACHER SPECIAL EDUCATION	1.0000
GRIFFIN, KATIE	MATH SPECIALIST	1.0000
GRUPP, ZACHARY R	TEACHER CLASSROOM	1.0000
HALEY, CHRISTINE L	TEACHER MUSIC	1.0000
HENRY, MEGHAN K	TEACHER CLASSROOM	1.0000
HERRICK, DAGMAR S	READING SPECIALIST	1.0000
JOHANSEN, MARY H	TEACHER SPECIAL EDUCATION	1.0000
JONES, MARGARET M	LIBRARY/MEDIA SPECIALIST - ES	1.0000
JULIANO, CARA M	SCHOOL COUNSELOR	1.0000
KIMBALL, ALANA JT	TEACHER CLASSROOM	1.0000
KNOFF, JENNIFER	TEACHER ESOL	1.0000
LAMBERT, VERONIQUE	TEACHER CLASSROOM	1.0000
McDERMOTT, KELLY C	TEACHER CLASSROOM	1.0000
McLAY, VIRGINIA E	TEACHER CLASSROOM	1.0000
MEFFERT, CAROLYN E	TEACHER CLASSROOM	1.0000
MONTANEZ, MELISSA A	TEACHER SPECIAL EDUCATION	1.0000
MURDOUGH, HANNAH M	TEACHER CLASSROOM	1.0000
MURDOUGH, KRYSTLE M	TEACHER SPECIAL EDUCATION	1.0000
NEAL, DEANNA R	TEACHER CLASSROOM	1.0000
PARENTEAU, DANIELLE B	TEACHER CLASSROOM	1.0000
ROCKWELL, SHANNON M	SCHOOL COUNSELOR	1.0000
SAVOY, STEPHANIE	TEACHER CLASSROOM	1.0000
SILVERSTEIN, MICHAEL S	TEACHER PHYSICAL EDUCATION	1.0000
WARD-HILL, ELLEN R	TEACHER CLASSROOM	1.0000
WECHSLER, KATHLEEN	TEACHER SPECIAL EDUCATION	1.0000
WESLER, KIMBERLY G	TEACHER SPECIAL EDUCATION	1.0000
WILLETT, MEAGAN L	TEACHER PRESCHOOL	1.0000
WHIPPS, LISA A	TEACHER CLASSROOM	1.0000
WHITMAN, TONIA L	TEACHER SPECIAL EDUCATION	1.0000
WOODARD, REBECCA G	TEACHER CLASSROOM	1.0000

HILLSBORO-DEERING MIDDLE SCHOOL
TEACHERS COVERED BY RSA 189:14A

NAME	JOB TITLE	FTE
BAGTAZ, MICHAEL D	SCHOOL COUNSELOR	1.0000
BEAUDREAU, CAROLINE R	TEACHER SPECIAL EDUCATION	1.0000
BELL, TARA L	TEACHER SPECIAL EDUCATION	1.0000
BROWN, SAMUEL N	TEACHER SCIENCE	1.0000
BUTTON, SARAH J	TEACHER MATH - GRADE 8	1.0000
CHAPIN, RICHARD C III	TEACHER SCIENCE	1.0000
CONLEY, AMANDA E	TEACHER SPECIAL EDUCATION	1.0000
CONWAY, ALEXANDER S	TEACHER MATH - GRADE 6	1.0000
DREW, JOCELYNN M	TEACHER ART	1.0000
GAMACHE, SHARON P	NURSE - MS	1.0000
GRANGER, JESSICA A	TEACHER SPECIAL EDUCATION	1.0000
JOHNSON, JOANNE M	TEACHER SOCIAL STUDIES	1.0000
LAMOTHE, STEPHANIE L	TEACHER ELA - GRADE 8	1.0000
LEFKO, GREGORY A	TEACHER ELA - GRADE 7	1.0000
MALLINGER, COURTNEY R	TEACHER HEALTH	1.0000
MARTIN, STEPHANI L	TEACHER SCIENCE	1.0000
MERRY, MARLEY	TEACHER PHYSICAL EDUCATION	1.0000
METRIC, CRYSTAL A	TEACHER MUSIC	1.0000
MONTANEZ, AMY V	TEACHER MATH - GRADE 7	1.0000
MOULTROUP, MELISSA M	TEACHER ELA - GRADE 6	1.0000
PETERSEN, SARA N	LIBRARY/MEDIA SPECIALIST - MS	1.0000
ROBBINS, MELISSA B	TEACHER SOCIAL STUDIES	1.0000
SILVERMAN, MITCHELL A	TEACHER INDUSTRIAL ARTS	1.0000
TASKER-SMITH, ELIZA K	TEACHER SPECIAL EDUCATION	1.0000
YOUNG, JONATHAN A	TEACHER SOCIAL STUDIES	1.0000

HILLSBORO-DEERING HIGH SCHOOL
TEACHERS COVERED BY RSA 189:14A

NAME	JOB TITLE	FTE
BELISLE, MICHAEL C	TEACHER MATH	1.0000
BLASCHIK, JENNIFER J	LIBRARY/MEDIA SPECIALIST - HS	1.0000
BOUCHER, MICHAEL G	SCHOOL COUNSELOR	1.0000
BRAMLEY, JOHN T	TEACHER MATH/ENGINEERING	1.0000
CAIRNS, ELISABETH G	TEACHER AUTISM SPECIAL EDUCATION	1.0000
CASHORALI, KATELYN E	SCHOOL to CAREER COUNSELOR	1.0000
CHAGNON, SHANNON B	TEACHER WORLD LANGUAGE	1.0000
CHANDLER, MARIAH D	TEACHER SPECIAL EDUCATION	1.0000
CLARK, CLARICE	TEACHER MATH/ENGINEERING	1.0000
COUSENS, STEPHEN F	TEACHER ENGLISH	1.0000
DENSLOW, NOAH B	TEACHER SOCIAL STUDIES	1.0000
DINSMORE, KELLY A	TEACHER SPECIAL EDUCATION	1.0000
FAZIO, ALISON S	TEACHER SCIENCE	1.0000
FISHER, CATHERINE R	TEACHER ART	1.0000
FORRESTER, DANIEL W IV	TEACHER SPECIAL EDUCATION	1.0000
GASPERINI, ALEXANDRIA E	TEACHER SCIENCE	1.0000
GEHRIG, NATALIE E	TEACHER ART	1.0000
GILLET, JOSEPH M	TEACHER HEALTH/PHYSICAL EDUCATION	1.0000
HARNOIS, VANESSA L	TEACHER SCIENCE	1.0000
IRWIN, JESSAMYN C	TEACHER ENGLISH	1.0000
KNAPP, MARILYN A	TEACHER MATH	1.0000
KNOPF, WILLIAM K	TEACHER SCIENCE	1.0000
LaBIER, HEATHERANN R	NURSE - HS	1.0000
LANGILLE, ALICIA A	SCHOOL COUNSELOR	1.0000
LaROCHE, NICOLE E	TEACHER HEALTH	1.0000
LUHTJARV, KARLA	TEACHER SOCIAL STUDIES	1.0000
LUHTJARV, RICHARD A	TEACHER SOCIAL STUDIES	1.0000
MACCABE, JAMES E	TEACHER SOCIAL STUDIES	1.0000
McHUGH, ABIGAIL A	TEACHER WORLD LANGUAGE	1.0000
MILLIGAN, BRITTNEY L	TEACHER MUSIC	1.0000
PAQUETTE, SARA L	TEACHER ENGLISH	1.0000
PAYEUR, MARC R	TEACHER BUSINESS & MARKETING	1.0000
PERRIN, JOCELYN M	TEACHER MATH	1.0000
PRENTISS, MICHELLE E	TEACHER ENGLISH	1.0000
ROTH-RITCHIE, JACOB	TEACHER ENGLISH	1.0000
STUMPFOL, LORI A	TEACHER SPECIAL EDUCATION	1.0000
THOMPSON, JERAMY	TEACHER SOCIAL STUDIES	1.0000
TONKEN, ANDREA L	TEACHER SPECIAL EDUCATION	1.0000
WOOD, JAY C	TEACHER PHYS ED/ATHLETIC DIR	1.0000

HILLSBORO-DEERING SCHOOLS COMBINED
TEACHERS COVERED BY RSA 189:14A

NAME	JOB TITLE	FTE
ADAMO, SHANNON M	TEACHER CLASSROOM	1.0000
BAGTAZ, MICHAEL D	SCHOOL COUNSELOR	1.0000
BAGTAZ, REBECCA L	TEACHER CLASSROOM	1.0000
BEAUDREAU, CAROLINE R	TEACHER SPECIAL EDUCATION	1.0000
BEAUDRY, SAMANTHA R	TEACHER SPEC ED PRESCHOOL/CASE MANAGER	1.0000
BELISLE, MICHAEL C	TEACHER MATH	1.0000
BELL, TARA L	TEACHER SPECIAL EDUCATION	1.0000
BLASCHIK, JENNIFER J	LIBRARY/MEDIA SPECIALIST - HS	1.0000
BOUCHER, MICHAEL G	SCHOOL COUNSELOR	1.0000
BRAMLEY, JOHN T	TEACHER MATH/ENGINEERING	1.0000
BRETT, ELIZABETH	TEACHER ART	1.0000
BROWN, SAMUEL N	TEACHER SCIENCE	1.0000
BUCK, ELISABETH J	TEACHER SPECIAL EDUCATION	1.0000
BUTTON, SARAH J	TEACHER MATH - GRADE 8	1.0000
CAIRNS, ELISABETH G	TEACHER AUTISM SPECIAL EDUCATION	1.0000
CASHORALI, KATELYN E	SCHOOL to CAREER COUNSELOR	1.0000
CHAGNON, SHANNON B	TEACHER WORLD LANGUAGE	1.0000
CHANDLER, MARIAH D	TEACHER SPECIAL EDUCATION	1.0000
CHAPIN, RICHARD C III	TEACHER SCIENCE	1.0000
CLARK, CLARICE	TEACHER MATH/ENGINEERING	1.0000
CONLEY, AMANDA E	TEACHER SPECIAL EDUCATION	1.0000
CONWAY, ALEXANDER S	TEACHER MATH - GRADE 6	1.0000
COUSENS, STEPHEN F	TEACHER ENGLISH	1.0000
COVER, JILL M	TEACHER CLASSROOM	1.0000
COVER, MARGARET I	TEACHER CLASSROOM	1.0000
DENSLOW, NOAH B	TEACHER SOCIAL STUDIES	1.0000
DICKEY, KELSIE R	TEACHER CLASSROOM	1.0000
DINSMORE, KELLY A	TEACHER SPECIAL EDUCATION	1.0000
DREW, JOCELYNN M	TEACHER ART	1.0000
DUMAIS, LEIGHANNA	TEACHER CLASSROOM	1.0000
DYER-QUINN, DEBORAH	TEACHER CLASSROOM	1.0000
FAZIO, ALISON S	TEACHER SCIENCE	1.0000
FISHER, CATHERINE R	TEACHER ART	1.0000
FORRESTER, DANIEL W IV	TEACHER SPECIAL EDUCATION	1.0000
GAMACHE, SHARON P	NURSE - MS	1.0000
GASPERINI, ALEXANDRIA E	TEACHER SCIENCE	1.0000
GEHRIG, NATALIE E	TEACHER ART	1.0000
GILLETT, JOSEPH M	TEACHER HEALTH/PHYSICAL EDUCATION	1.0000
GILLETT, KAITLYN RM	TEACHER CLASSROOM	1.0000
GILLETT-CARSON, TERRI L	TEACHER CLASSROOM	1.0000
GOULD, LAURIE J	TEACHER SPECIAL EDUCATION	1.0000
GRANGER, JESSICA A	TEACHER SPECIAL EDUCATION	1.0000

GRIFFIN, KATIE	MATH SPECIALIST	1.0000
GRUPP, ZACHARY R	TEACHER CLASSROOM	1.0000
HALEY, CHRISTINE L	TEACHER MUSIC	1.0000
HARNOIS, VANESSA L	TEACHER SCIENCE	1.0000
HENRY, MEGHAN K	TEACHER CLASSROOM	1.0000
HERRICK, DAGMAR S	READING SPECIALIST	1.0000
IRWIN, JESSAMYN C	TEACHER ENGLISH	1.0000
JOHANSEN, MARY H	TEACHER SPECIAL EDUCATION	1.0000
JOHNSON, JOANNE M	TEACHER SOCIAL STUDIES	1.0000
JONES, MARGARET M	LIBRARY/MEDIA SPECIALIST - ES	1.0000
JULIANO, CARA M	SCHOOL COUNSELOR	1.0000
KIMBALL, ALANA JT	TEACHER CLASSROOM	1.0000
KNAPP, MARILYN A	TEACHER MATH	1.0000
KNOFF, JENNIFER	TEACHER ESOL	1.0000
KNOFF, WILLIAM K	TEACHER SCIENCE	1.0000
LaBIER, HEATHERANN R	NURSE - HS	1.0000
LAMBERT, VERONIQUE	TEACHER CLASSROOM	1.0000
LAMOTHE, STEPHANIE L	TEACHER ELA - GRADE 8	1.0000
LANGILLE, ALICIA A	SCHOOL COUNSELOR	1.0000
LaROCHE, NICOLE E	TEACHER HEALTH	1.0000
LEFKO, GREGORY A	TEACHER ELA - GRADE 7	1.0000
LUHTJARV, KARLA	TEACHER SOCIAL STUDIES	1.0000
LUHTJARV, RICHARD A	TEACHER SOCIAL STUDIES	1.0000
MACCABE, JAMES E	TEACHER SOCIAL STUDIES	1.0000
MALLINGER, COURTNEY R	TEACHER HEALTH	1.0000
MARTIN, STEPHANI L	TEACHER SCIENCE	1.0000
McDERMOTT, KELLY C	TEACHER CLASSROOM	1.0000
McHUGH, ABIGAIL A	TEACHER WORLD LANGUAGE	1.0000
McLAY, VIRGINIA E	TEACHER CLASSROOM	1.0000
MEFFERT, CAROLYN E	TEACHER CLASSROOM	1.0000
MERRY, MARLEY	TEACHER PHYSICAL EDUCATION	1.0000
METRIC, CRYSTAL A	TEACHER MUSIC	1.0000
MILLIGAN, BRITTNEY L	TEACHER MUSIC	1.0000
MONTANEZ, AMY V	TEACHER MATH - GRADE 7	1.0000
MONTANEZ, MELISSA A	TEACHER SPECIAL EDUCATION	1.0000
MOULTROUP, MELISSA M	TEACHER ELA - GRADE 6	1.0000
MURDOUGH, HANNAH M	TEACHER CLASSROOM	1.0000
MURDOUGH, KRYSTLE M	TEACHER SPECIAL EDUCATION	1.0000
NEAL, DEANNA R	TEACHER CLASSROOM	1.0000
PAQUETTE, SARA L	TEACHER ENGLISH	1.0000
PARENTEAU, DANIELLE B	TEACHER CLASSROOM	1.0000
PAYEUR, MARC R	TEACHER BUSINESS & MARKETING	1.0000
PERRIN, JOCELYN M	TEACHER MATH	1.0000
PETERSEN, SARA N	LIBRARY/MEDIA SPECIALIST - MS	1.0000
PRENTISS, MICHELLE E	TEACHER ENGLISH	1.0000
ROBBINS, MELISSA B	TEACHER SOCIAL STUDIES	1.0000
ROCKWELL, SHANNON M	SCHOOL COUNSELOR	1.0000

ROTH-RITCHIE, JACOB	TEACHER ENGLISH	1.0000
SAVOY, STEPHANIE	TEACHER CLASSROOM	1.0000
SILVERMAN, MITCHELL A	TEACHER INDUSTRIAL ARTS	1.0000
SILVERSTEIN, MICHAEL S	TEACHER PHYSICAL EDUCATION	1.0000
STUMPFOL, LORI A	TEACHER SPECIAL EDUCATION	1.0000
TASKER-SMITH, ELIZA K	TEACHER SPECIAL EDUCATION	1.0000
THOMPSON, JERAMY	TEACHER SOCIAL STUDIES	1.0000
TONKEN, ANDREA L	TEACHER SPECIAL EDUCATION	1.0000
WARD-HILL, ELLEN R	TEACHER CLASSROOM	1.0000
WECHSLER, KATHLEEN	TEACHER SPECIAL EDUCATION	1.0000
WESLER, KIMBERLY G	TEACHER SPECIAL EDUCATION	1.0000
WHIPPS, LISA A	TEACHER CLASSROOM	1.0000
WHITMAN, TONIA L	TEACHER SPECIAL EDUCATION	1.0000
WILLETT, MEAGAN L	TEACHER PRESCHOOL	1.0000
WOOD, JAY C	TEACHER PHYS ED/ATHLETIC DIR	1.0000
WOODARD, REBECCA G	TEACHER CLASSROOM	1.0000
YOUNG, JONATHAN A	TEACHER SOCIAL STUDIES	1.0000

APPENDIX KF-R

Alternate Space in Case of rain

Hillsboro-Deering School District
Facilities Use Request Form

Sponsor's Section Facility Requested Room Number or Type
HDES HDMS HDHS Gym
Day(s) and Date(s) July 23rd 9am - 12pm
Hours From To
Name of Sponsoring Group Camp Manahan - Hillsborough Parks and Recreation Dept.
Name of Group Contact Zoe Paige
Daytime phone 603-464-4145 Evening Phone 603-831-1751
Email Zpaige@hillsboroughnh.net
Billing address/city/state/zip 7 School St, Hillsborough NH 03244
Specific description of activity

Camp Manahan

- Hosting Wildlife Encounters - an interactive + informational animal exhibit/presentation.

Estimated Attendance Min 50 Max 100
Is this activity for HD Students? ☒ Y ☐ N Is the organization a non-profit? ☒ Y ☐ N
Admission Fee to be Charged? ☒ Y ☐ N Amount? \$5
Is Waiver requested for Building Use Fee? (Circle) ☒ Y ☐ N Custodial Fee? Y ☒ N

IF YES, PLEASE EXPLAIN. SCHOOL BOARD MUST APPROVE ALL WAIVERS.

We are an established community group serving residents of Hillsboro + Deering

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured.

It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature of Legal Representative of Lessee

Print Name Zoe Paige

Date

3/19/24

Print Title Hillsboro Parks + Recreation

Revised: 4-07-2009

Program Coordinator

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/ email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (school personnel)

Certificate of Insurance
Initial

TR Yes No

2. Building principal: Confirm that facility in your building is available as requested
Or Athletic Director: Confirm that athletic field is available as requested

Building Facility Reserved on:

Room being used

Use approved (circle one)

Reason for Denial (if applicable)

Signature

Approved

Disapproved

3. Business Office/ Facilities: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee

Custodial Fees

\$25/hr per custodian

Custodians

Hours per custodian

Kitchen Fees \$25/hr per staff member

Cafeteria Staff

Hours per person

Circle one

Approved

Disapproved

Total Fees

Signature

\$ 65

\$

\$ 0

\$

\$ 65

\$ 65

during regular
custodian
hours

Comments/ Reason for Denial (if applicable)

4. Scheduling

Entered in School Calendar

Custodial

Maintenance

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

Facility Requested: (Check one) HDES HDMS <input checked="" type="checkbox"/> HDHS	
Room/Space Requested: Gym	
Dates: 2 nights a week Thursday of Wednesday and Fridays Apr. 130 - June 30	
Times: 6pm - 9pm	
Name of Event/Activity: AAU basketball team	
Name of Event/Activity Contact: Coombs Basketball / Paula Coombs at Owen Coombs	
Phone: 603-568-8604 or 603-748-7056 Email: paula-coombs@yahoo.com	
Address: 58 Deering Center Rd Deering NH 03244	
Description of Activity: Basketball Practices	
Set up requests: # of chairs _____ # of Tables _____ (attach any special configuration of chairs and tables)	
Technology/AV Requests (organizations must provide their own laptops, adaptors & power strips): Projector _____ Microphone _____	
Kitchen _____ (Will be closed to the public unless a district food service employee is present. See fees on page 2.)	
Estimated Attendance: 16	Will an admission fee be charged? Yes <input type="radio"/> No <input checked="" type="radio"/> Amount? _____
Check all that apply to this event/activity: School-sponsored <input type="checkbox"/> School Related <input type="checkbox"/> Community <input checked="" type="checkbox"/> Outside District <input type="checkbox"/> Profit <input type="checkbox"/> Non-Profit <input checked="" type="checkbox"/>	
Is Building Use Waiver requested? Yes <input checked="" type="radio"/> No <input type="radio"/>	Is Custodial fee Waiver requested? Yes <input checked="" type="radio"/> No <input type="radio"/> Is Kitchen fee Waiver requested? Yes <input type="radio"/> No <input type="radio"/>
PLEASE EXPLAIN REASON FOR WAIVER REQUEST. SCHOOL BOARD MUST APPROVE ALL WAIVERS. The boys on the teams are HDMS students. This will be coached by the middle school boys coach and local parents.	

IT IS AGREED that in consideration for allowing the rental of the Hillsboro-Deering School District's owned facilities and in full recognition of its fiduciary to protect publicly owned property and assets, the Lessee hereby covenants and agrees to at all times hold harmless the Hillsboro-Deering School District, its officers and employees. To the fullest extent permitted by law, from any and all claims, damages, losses and expenses, including, but not limited to, reasonable attorney's fees and legal costs, arising out of the use of these rental premises and all facilities by the Lessee, its officers, employees, agents, representatives, contractors, customers, guests, and invitees.

- The Lessee will provide a Certificate of Insurance reflecting Commercial General Liability coverage with limits of no less than \$1 million per occurrence, naming the Hillsboro-Deering School District as an Additional Insured. Certificate of Insurance attached _____
- Any flyers, social media or advertising of any kind must contain the following: "Not a school-sponsored event"
- It is understood that school events/functions have priority for the use of the school district's facilities and as such, outside groups may be bumped or displaced.

Signature: _____

Printed Name: Paula J Coombs

Date: 3-18-2024

APPENDIX KF-R

**Hillsboro-Deering School District
Facilities Use Request Form**

You will be contacted by the approving agent upon acceptance of this request at the above listed contact phone/ email. Do not assume this event is approved until you receive confirmation.

Approval Section:

1. Recipient: (SAU, ES, MS or HS Main Office)

Certificate of Insurance

Initial

☒ Yes

☐ No

TR

2. Building principal: Confirm that facility in your building is available as requested
Or Athletic Director: Confirm that athletic field is available as requested

Building Facility Reserved on:

Room being used

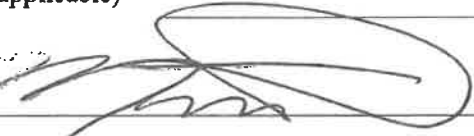
Use approved (circle one)

Approved

Disapproved

Reason for Denial (if applicable)

Principal Signature:



5-19-24

3. Business Administrator: Set fees, approve event (Signer is responsible to confirm event with requestor)

Use of Building Fee

(see fees on page 6)

9 wks x \$130

\$ 1,170.00

Custodial Fees

Custodians

\$35/hr per custodian

Hours per custodian

\$

during regular custodial hr

Kitchen Fees

Cafeteria Staff

\$25/hr per staff member

Hours per person

\$

Notes:

Total Fees

\$ 1,170.00

Business Administrator Signature:

4. School Board:

Fee waiver Granted:

Yes

No

Amount of waiver requested:

\$

Amount waived:

\$

School Board Signature:

5. Scheduling (SAU Office)

Entered in School Calendar

SCHOOL YEAR AND SCHOOL YEAR CALENDAR**A. School Year.**

The student school year shall be a minimum of 180 instructional days or, alternatively, the equivalent number of hours as required in the rules of the N.H. Department of Education (see Ed 306.18).

The school calendar will be established annually as described in paragraph D below.

B. School Closures.

Any days that the schools are closed for emergency reasons and are not designated by the Superintendent as distance education days (see paragraph C below) may be made up at the end of the school year or during recess periods, as approved by the Board upon the Superintendent's recommendation. Under special circumstances the Board may request an exception to this requirement from the State Board of Education.

In the event schools are closed for excessive days for emergency reasons, the Superintendent may recommend to the School Board a revised schedule that satisfies all Department of Education requirements, but which may amend the number of days in the school year.

C. Distance Education During Inclement Weather.

If inclement weather makes it unsafe to safely transport students to or from in-person instruction, the Superintendent/designee is authorized to designate that day as a remote instruction or "distance learning". Before remote instruction/distance learning is used as instructional day for the purpose of satisfying the minimum instructional day/hour requirements of the N.H. Department of Education, the Superintendent shall ensure that a plan exists with procedures to promote and allow for participation by all students in any affected school.

Prior to approving designating a day as a remote instruction/distance learning day, or any school/district-wide distance education that is dependent on technology, the Superintendent/designee will consider the impact that the inclement weather event might have on necessary technology.

Distance education will only count toward required instructional days/time when conducted in accordance with N.H. Dept. of Education Rule Ed 306.22. See also Board policies IC and IMBA.

D. School Calendar.

The school calendar will be developed by the Superintendent and submitted to the Board in the Spring. The Board should approve the final calendar. Any exceptions or revisions to the calendar thereafter must be approved in advance by the Board.

The Superintendent shall ensure that the calendar conforms to the number of actual days of instruction and employment as required by law, board policy, and staff contracts.

To the extent possible, the calendar will be coordinated with the school calendars of the area vocational schools, regional special education programs, and other districts in the

SAU.

The high school graduation date shall be set no more than 5 school days or 30 instructional hours before the end of the scheduled school year. The date may remain fixed notwithstanding the need for other grades to make up days lost to inclement weather or other emergencies. See Ed 306.18(a)(4).

Legal Reference:

RSA 189:1 Days of School

RSA 189:24 Standard School

Policy Adoption & Revision History:

Policy Committee Review: 2/22/24

1st Reading: 3/4/24

2nd Reading: 3/18/24

Board Approval:

PUBLIC GIFTS/DONATIONS

Gifts from organizations, community groups and/or outside individuals, which will benefit the District, shall be encouraged. A gift shall be defined as money, real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the District shall be encouraged to discuss in advance with the Building Principal or Superintendent what gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the District's goals, or in which the ownership of the gift would tend to deplete the resources of the District. In determining whether a gift will be accepted, consideration shall be given to District Policies, School District goals and objectives (with particular emphasis on the goal of providing equal educational opportunities to all students) and adherence to basic principles outlined in the regulation that accompanies this policy.

The Superintendent may accept gifts subject to the terms of this policy in the amount of \$19,999 or less. The Superintendent will advise the Board in advance of acceptance, if possible, or if after acceptance, at the next regularly scheduled Board meeting. Gifts in excess of \$2,500 may only be accepted by the Board. Additionally, pursuant to RSA 198:20-b, III, gifts in the amount of \$20,000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$20,000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting in which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the District, may not be returned without approval of the Board, and is subject to the same controls and regulations as are other properties of the District. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift, including whether it is intended for the use of one particular school or all schools in the District. The Board will make every effort to honor the intent of the donor in its use of the gift but reserves the right to utilize any gift it accepts in the best interest of the educational program of the District. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product, business enterprise, or institution of learning.

It is the responsibility of the Superintendent or designee to process the appropriate forms to update the District's inventory and to notify the donor of acceptance or rejection of a gift.

Voluntary contributions by District employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$2,500 are permitted without further approval or documentation. Receipt or voluntary contributions being made by District employees with a value of \$2,500 or more must be approved as required in this policy for gifts from individuals not employed by the District.

Active solicitation of gifts to be received by the District, including any school, classroom, or extra/co-curricular program in the District, through online crowd funding or donor web sites (e.g. donorschoose.org, classful.com, etc.) must be approved by the Board in accordance with Policy DFGA.

Legal Reference:

RSA 189:70 Educational Institute Policies on Social Media

RSA 198:20-b Appropriation for Unanticipated Funds Made Available During the Year

Policy Adoption & Revision History:

Policy Committee Review: 2/22/24

1st Reading: 3/4/24

2nd Reading: 3/18/24

Board Approval:

HILLSBORO-DEERING SCHOOL DISTRICT

FINANCIAL REPORT YTD BY OBJECT

Fiscal Year: 2023-2024

From Date: 3/1/2024 To Date: 3/31/2024

Include pre encumbrance

Exclude inactive accounts with zero balance

☐ Print accounts with zero balance

☒ Filter Encumbrance Detail by Date Range

Account Number	Description	Budget	Adjustments	GL Budget	Current	YTD	Balance	Encumbrance	Budget Bal	% Rem
10.0000.000.110.0	SALARY	\$8,400,893.80	(\$86,328.00)	\$8,334,565.80	\$573,013.94	\$4,987,432.64	\$3,347,133.16	\$2,947,100.90	\$400,032.26	4.80%
10.0000.000.111.0	PARA EDUCATOR SALARY	\$1,331,534.71	\$72,491.86	\$1,404,026.57	\$83,952.51	\$891,098.96	\$512,927.61	\$396,668.04	\$116,259.57	8.20%
10.0000.000.112.0	SALARY	\$29,120.00	(\$500.00)	\$28,620.00	\$0.00	\$0.00	\$28,620.00	\$0.00	\$28,620.00	100.00%
10.0000.000.113.0	NON-UNION	\$2,024,813.58	(\$53,869.00)	\$2,024,944.58	\$1,468,898.58	\$1,319,703.41	\$705,241.17	\$610,918.08	\$94,323.09	4.66%
10.0000.000.114.0	NON UNION SALARY	\$274,323.26	\$0.00	\$274,323.26	\$20,409.48	\$193,890.06	\$80,433.20	\$63,766.56	(\$3,333.36)	-1.22%
10.0000.000.120.0	SUBSTITUTES	\$172,500.00	\$0.00	\$172,500.00	\$25,092.30	\$181,351.30	\$68,851.30	\$14,414.16	(\$23,285.46)	-13.49%
10.0000.000.130.0	STIPENDS	\$22,800.00	\$0.00	\$22,800.00	\$0.00	\$0.00	\$22,800.00	\$0.00	(\$9,600.00)	-42.11%
10.0000.000.211.0	HEALTH INSURANCE	\$2,812,838.25	(\$109,772.32)	\$2,703,065.93	\$200,233.71	\$1,650,462.31	\$1,052,603.62	\$852,695.53	\$199,908.09	7.40%
10.0000.000.212.0	DENTAL INSURANCE	\$248,290.80	(\$2,018.84)	\$246,271.96	\$18,925.77	\$154,215.81	\$92,056.15	\$12,181.26	\$12,181.26	4.95%
10.0000.000.213.0	LIFE INSURANCE	\$16,128.00	(\$96.00)	\$16,032.00	\$1,196.09	\$9,609.22	\$6,422.78	\$5,109.86	\$1,312.92	8.19%
10.0000.000.214.0	LONG TERM DISABILITY	\$25,200.76	(\$137.63)	\$25,063.13	\$1,767.76	\$14,973.37	\$10,089.76	\$8,011.21	\$2,078.55	8.29%
10.0000.000.220.0	FICA & MEDICARE	\$939,574.27	(\$3,820.49)	\$935,753.78	\$62,608.36	\$555,206.94	\$380,546.84	\$288,791.16	\$81,755.68	8.74%
10.0000.000.230.0	NHRS	\$2,079,922.17	(\$24,494.65)	\$2,055,427.52	\$147,642.96	\$1,284,193.79	\$771,233.73	\$677,147.35	\$94,086.38	4.58%
10.0000.000.231.0	403B	\$4,420.00	\$0.00	\$4,420.00	\$0.00	\$4,404.39	\$15.61	\$0.00	\$15.61	0.35%
10.0000.000.240.0	TUITION REIMBURSEMENT	\$57,000.00	\$0.00	\$57,000.00	\$0.00	\$32,564.00	\$24,446.00	\$1,494.00	\$22,962.00	40.27%
10.0000.000.241.0	STAFF TUITION REIMB	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$0.00	\$8,000.00	\$0.00	\$8,000.00	100.00%
10.0000.000.242.0	TRAINING	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$12,086.00	(\$10,096.00)	\$0.00	(\$10,096.00)	-504.80%
10.0000.000.250.0	UNEMPLOYMENT COMPENSATION	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$4,437.96	\$3,562.04	\$0.00	\$3,562.04	44.53%
10.0000.000.260.0	WORKERS COMPENSATION	\$57,500.00	\$0.00	\$57,500.00	\$0.00	\$64,737.00	(\$7,237.00)	\$0.00	(\$7,237.00)	-12.59%
10.0000.000.290.0	EMPLOYEE PHYSICALS & FINGERPRINTS	\$4,800.00	\$0.00	\$4,800.00	\$476.50	\$4,982.00	(\$182.00)	\$448.00	(\$630.00)	-13.13%
10.0000.000.310.0	SUPERINTENDENT SERVICES	\$1,005,714.00	\$0.00	\$1,005,714.00	\$0.00	\$502,857.00	\$502,857.00	\$502,857.00	\$0.00	0.00%
10.0000.000.330.0	PROFESSIONAL SERVICES	\$497,847.11	\$59,104.25	\$556,951.36	\$137,039.86	\$392,276.44	\$164,672.92	\$122,762.75	\$41,910.17	7.52%
10.0000.000.331.0	TUTORING OR CONSULTANTS	\$5,000.00	\$0.00	\$5,000.00	\$0.00	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00	50.00%
10.0000.000.340.0	CHECKLIST	\$500.00	\$0.00	\$500.00	\$0.00	\$0.00	\$500.00	\$0.00	\$500.00	100.00%
10.0000.000.360.0	AUDIT FEES	\$22,500.00	\$0.00	\$22,500.00	\$0.00	\$20,750.00	\$1,750.00	\$0.00	\$1,750.00	7.79%
10.0000.000.411.0	WATER & SEWER	\$54,000.00	\$0.00	\$54,000.00	\$12,988.25	\$35,474.97	\$18,525.03	\$24,000.00	(\$5,474.97)	-10.14%
10.0000.000.421.0	WASTE DISPOSAL	\$42,000.00	\$0.00	\$42,000.00	\$2,610.00	\$21,628.15	\$20,371.85	\$13,451.85	\$6,920.00	16.49%
10.0000.000.423.0	GUSTODIAL SERVICES	\$643,753.00	\$0.00	\$643,753.00	\$55,627.95	\$421,761.35	\$221,991.65	\$209,953.60	\$12,038.05	1.87%
10.0000.000.424.0	GROUND MAINTENANCE	\$167,500.00	\$0.00	\$167,500.00	(\$31.80)	\$141,440.35	\$28,059.65	\$2,591.65	\$23,468.00	14.01%
10.0000.000.430.0	REPAIRS & MAINTENANCE	\$283,350.00	\$127,168.99	\$410,518.99	\$61,964.19	\$249,956.81	\$160,560.18	\$85,879.51	\$73,680.67	17.95%
10.0000.000.441.0	RENT	\$35,000.00	\$0.00	\$35,000.00	\$1,000.00	\$28,228.00	\$6,772.00	\$3,000.00	\$3,772.00	10.78%
10.0000.000.442.0	EQUIPMENT RENTAL	\$229,528.76	\$0.00	\$229,528.76	\$0.00	\$229,446.70	\$82.06	\$0.00	\$82.06	0.04%
10.0000.000.510.0	TRANSPORTATION	\$1,229,184.00	\$0.00	\$1,229,184.00	\$124,286.75	\$860,964.76	\$368,219.24	\$293,084.42	\$75,134.82	6.11%
10.0000.000.520.0	PROPERTY INSURANCE	\$53,695.00	\$0.00	\$53,695.00	\$0.00	\$59,715.00	(\$6,020.00)	\$0.00	(\$6,020.00)	-11.21%
10.0000.000.531.0	TELEPHONE	\$101,080.00	(\$1,050.00)	\$100,030.00	\$9,078.29	\$80,379.91	\$19,630.09	\$13,860.21	\$5,769.88	5.77%
10.0000.000.534.0	POSTAGE	\$8,500.00	\$0.00	\$8,500.00	\$718.03	\$3,032.46	\$5,467.54	\$3,644.18	\$1,823.36	21.45%
10.0000.000.540.0	ADVERTISING	\$8,000.00	\$0.00	\$8,000.00	\$0.00	\$3,148.90	\$4,851.10	\$0.00	\$4,851.10	60.64%
10.0000.000.550.0	PRINTING	\$4,500.00	\$0.00	\$4,500.00	\$2,528.14	\$2,710.87	\$1,789.13	\$0.00	\$1,789.13	38.76%
10.0000.000.560.0	TUITION	\$534,270.00	\$0.00	\$534,270.00	\$20,960.44	\$212,694.05	\$321,575.95	\$139,192.07	\$182,383.88	34.14%
10.0000.000.561.0	TUITION - FOSTER PLACEMENTS	\$21,000.00	\$0.00	\$21,000.00	\$0.00	\$0.00	\$21,000.00	\$0.00	\$21,000.00	100.00%
10.0000.000.580.0	TRAVEL	\$23,250.00	(\$750.00)	\$22,500.00	\$2,479.32	\$5,503.96	\$16,996.04	\$10,176.86	\$6,819.18	30.31%
10.0000.000.591.0	ADMISSIONS	\$1,500.00	\$0.00	\$1,500.00	\$1,253.00	\$1,500.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.610.0	SUPPLIES	\$316,994.50	\$10,279.00	\$327,273.50	\$32,609.87	\$233,698.42	\$93,575.08	\$29,604.14	\$63,970.94	18.55%
10.0000.000.622.0	ELECTRICITY	\$273,736.00	\$0.00	\$273,736.00	\$27,388.96	\$147,519.15	\$126,216.85	\$125,220.24	\$999.51	0.36%
10.0000.000.623.0	PROPANE	\$157,500.00	\$0.00	\$157,500.00	\$29,189.04	\$119,110.07	\$38,389.93	\$36,942.50	\$1,447.43	0.92%
10.0000.000.626.0	VEHICLE FUEL	\$6,000.00	\$0.00	\$6,000.00	\$325.25	\$2,254.35	\$3,745.65	\$2,745.65	\$1,000.00	16.67%
10.0000.000.640.0	BOOKS	\$102,375.00	\$0.00	\$102,375.00	\$6,216.89	\$67,269.02	\$35,105.98	\$5,275.49	\$29,830.49	29.14%
10.0000.000.650.0	SOFTWARE	\$250,000.00	\$64,580.00	\$314,580.00	\$3,100.22	\$307,016.32	\$7,563.68	\$13,771.68	(\$6,208.00)	-1.97%
10.0000.000.651.0	HARDWARE	\$0.00	\$201,020.00	\$201,020.00	\$778.00	\$201,019.36	\$0.64	\$0.00	\$0.64	0.00%
10.0000.000.730.0	EQUIPMENT	\$262,975.00	(\$192,047.12)	\$70,927.88	\$21,384.95	\$41,609.61	\$29,318.27	\$17,852.13	\$11,666.14	16.45%
10.0000.000.810.0	DUES & FEES	\$49,155.00	(\$1,700.00)	\$47,455.00	\$3,328.00	\$33,095.50	\$14,359.50	\$6,074.00	\$8,285.50	17.46%
10.0000.000.811.0	NEASSC HS REACCREDITATION	\$3,700.00	\$0.00	\$3,700.00	\$0.00	\$3,700.00	\$0.00	\$0.00	\$0.00	0.00%
10.0000.000.890.0	MISCELLANEOUS	\$60,100.00	(\$200.00)	\$59,900.00	\$3,992.86	\$13,915.45	\$45,984.55	\$37,193.45	\$8,791.10	14.88%
10.0000.000.930.0	TRANSFER TO TRUST	\$260,000.00	\$0.00	\$260,000.00	\$0.00	\$210,000.00	\$50,000.00	\$50,000.00	\$0.00	0.00%
Grand Total:		\$25,287,846.97	\$77,860.05	\$25,365,707.02	\$1,853,025.42	\$16,021,530.09	\$9,344,176.93	\$7,756,773.12	\$1,585,403.81	6.25%

HILLSBORO-DEERING SCHOOL DISTRICT

BUDGET TRANSFER REQUEST FORM

Requested by: Stacey Vazquez

Position: Director, Student Support Services

Reason for Request: Realigning excess budget from vacant HDES LNA position (budgeted in 1200 & 2130) to cover costs related to contracting out for the services.

Entry	Account #	Account Name	Increase	Decrease
1	10.1200.000.111.1	SpEd Para - ES		\$33,000.00
2	10.1200.000.220.1	SpEd FICA - ES		\$2,524.50
3	10.2130.000.211.1	Nurse Health Insurance - ES		\$745.50
4	10.2130.000.330.1	Nurse NHRB - ES	\$36,270.00	
5		Prof Services		
6				
7				
8				
9				
Total			\$36,270.00	\$36,270.00

Notes: All budget transfers must sum to zero. For longer budget transfer entries attach spreadsheet.

Approvals:

Date

Principal/Director

[Signature]

3/19/24

Business Administrator

[Signature]

3/20/24

Superintendent

[Signature]

3/20/2024

School Board

Entered by:

HILLSBORO-DEERING SCHOOL DISTRICT

Draft CAPITAL MAINTENANCE PLAN

2/26/2024

Priority	Requirement	Amount
1	Replace HS Boiler Plant	\$500,000
2	Replace HS Gym Roof	\$200,000
3	Replace ES Domestic Hot Water Boiler	\$225,000
4	Install Ventilation in ES Rooms 203, 207, 208	\$650,000
5	Install Ventilation in ES Haslet Wing, 2nd Floor	\$1,600,000
6	Upgrade HVAC in HS Rooms 201, 210-214 & Admin area	\$1,800,000
7	Upgrade HVAC in HS Rooms 202-207 and 101-105	\$1,800,000
8	Repave Hillcat Drive	\$250,000
9	Install Ventilation in ES 3rd Floor	\$1,500,000
10	Reconfigure & Repave ES Main Parking Lot	\$250,000
11	Install HVAC in HS Gym	\$200,000
12	Replace HS Gym Floor	\$200,000
Total		\$9,175,000

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SAU #34

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Jennifer L. Crawford, Ed.D.
Superintendent of Schools

Stacey Vazquez, Ed.S.
Director of Student Support Services

Jeni Laliberte, CAGS
Director of Curriculum, Instruction and Assessment

Grant Geisler, MS
Business Manager

March 27, 2024

To: HD School Board

From: Grant Geisler, Business Manager

Subj: Trust Fund Discussion

There are a few projects that need to be tackled this summer and that need to be sourced from the District's Trust Funds.

1. HS Boiler Replacements: This project has been #1 on our Capital Maintenance Plan for quite a while. Our current cost estimate is \$450K.
 - a. Life Expectancy / Repair Issues: The two boilers are beyond their 35 year life expectancy and if one or both fail, we could be looking at significant down time - the cast iron sections of our boilers have a lead time of several months. We can replace the boilers with new Viessmann Ci2 condensing gas-fired boilers which will be reliable and efficient.
 - b. Heat Loss / Efficiency: Our current boilers have high heat loss which overheats the boiler room and results in efficiency loss of up to 5%.
 - c. Lack of Redundancy: Even though we have two boilers, the hot water is circulated by a single drive. If the drive fails, we can't circulate heat. We can replace existing pumps with two variable-speed drives to provide the redundancy.
 - d. Domestic Hot Water: Domestic hot water is provided by a separate boiler that is in good condition. However, redundancy is currently maintained by an electric water heater which is in poor condition and due for replacement. We can incorporate a zone from the new boilers to serve as the redundancy and eliminate the electric water heater.
2. HS Gym Roof: This project wasn't on our list, but should have been since it's beyond it's useful life (33 years old). The membrane is shrinking and separating at seams and along the perimeter of the roof. We are trying to manage the situation by patching leaks as they appear and by using cement blocks to hold the membrane in place (see photos below). Our current cost estimate is \$195K.



3. Firewall Servers: The cost of this requirement is much less than projects we would capture on the Capital Maintenance Plan which is why it hasn't been identified. Our firewall servers are nearing the end of their useful life which means they are susceptible to hardware failures and performance issues. Perhaps even more concerning, they will no longer receive security updates and patches which will increase our security vulnerability. We would be replacing three (3) servers and a log analyzer. Our current cost estimate is \$27.5K.

The estimated balance of our Facilities and Technology Trust Funds are:

<u>Trust</u>	<u>Amt</u>
Building Maintenance	\$489,000
HVAC	\$121,500
Roof	\$115,700
Technology	\$126,800

The boiler project can tap into both the HVAC and Building Maintenance Trusts. The roof project can tap into both the Roof and Building Maintenance Trusts. The firewall servers would be funded from the Technology Trust. At the conclusion of the projects, the HVAC and Roof Trusts will be depleted (as planned), the Building Maintenance Trust will have a balance of about \$80K and the Technology Trust will have a balance of \$99.3K. We anticipate sufficient FY24 surplus to be able to add \$250K to the Building Maintenance Trust and \$10K to the Technology Trust.

We recommend a motion to set a Public Hearing on April 15th for Trust Fund Withdrawal requests.