

**HILLSBORO-DEERING SCHOOL BOARD
EMERGENCY MEETING
Monday, June 1, 2020 – 6:00pm**

VIRTUAL LOCATION:

<https://us02web.zoom.us/j/84424257227?pwd=dVl1bXBLeXJObWlCYlBESz4rNTRRUT09>

Meeting ID: 844 2425 7227

Password: 4FyPQ0

Audio by Phone Only: +1 929 205 6099; Password: 578824

Note: All attendees will be muted upon entry into this meeting. Board members and the Superintendent will be unmuted at the start of the meeting. Members of the public will be unmuted during public comment and at other times upon the request of the Chair.

The mission of the Hillsboro-Deering School Board is to articulate and develop the educational goals of the community and to allocate community resources effectively and responsibly. It strives to create with educational professionals, a dynamic learning environment in which all students are inspired to realize their individual potential, learn critical academic skills, develop intellectual curiosity and moral courage, and prepare to be active citizens.

AGENDA

A. Call Meeting to Order

B. Pledge of Allegiance and Moment of Silence

Public announcement - the meeting is being video and audio recorded and will appear on the district website, www.hdsd.org.

C. Recognitions

1. Retirees
 - a. Karen Ralph – 24 years of service
 - b. Linda Carson– 22 years of service
 - c. Chuck Nystrom – 7 years of service

D. Correspondence

1. H-DFT Thank You Letter

E. Board Discussion

1. Summer Retreat
2. Policy Committee
 - a. IHAMA Teaching About Alcohol, Drugs and Tobacco - Revision

F. Superintendent's Report

1. General Update
 - a. Re-Entry Planning
2. Appointments, Leaves and Resignations
3. FY21 DOE School District General Assurances
4. Audit Report Update

G. Minutes – May 18, 2020

H. Public Comment

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.

I. School Board Response to Public Comment

NOTE: At this time the board may respond to comments made or answer questions asked during previous board meeting public comment sessions. No additional public comments will be taken at this time.

J. Action Items

1. Appointments, Leaves and Resignations
2. FY21 DOE School District General Assurances
3. Policies Requiring Board Action
 - a. IHAMA Teaching About Alcohol, Drugs and Tobacco - Revision

K. Non-Public Session – if needed

L. Call Back to Order

M. Action Following Non-Public Session

N. Adjournment

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Per RSA 91-A:3 II. (a)-(e), (k) and (l) only the following matters may be considered or acted upon by a school board in non-public session:

- a) the dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him/her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted;
- b) the hiring of any person as a public employee;
- c) matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting;
- d) consideration of the acquisition, sale or lease of property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community; and
- e) consideration or negotiations of pending claims or litigation which has been threatened in writing or filed against the body or agency or any; subdivision thereof, or against any member thereof, because of his/her membership in such body or agency until the claim or litigation has been fully adjudicated or otherwise settled.
- k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.
- l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

THE HILLSBORO-DEERING FEDERATION OF TEACHERS



Address: 12 Hillcat Drive
Hillsboro, NH 03244
Phone: (603) 464-1177
Email: aluhtjarv@hdsd.org

AFT Local # 2348
AFT-NH, AFL-CIO

*"Serving those who
serve our students."*

Executive Board

President
Alex Luhtjarv

Vice President
Ginny McLay

Treasurer
Stephani Martin

Secretary
Jessica Granger

**Building
Representatives**
Liz Brett, ES
Clarice Clark, HS
Deb Dyer-Quinn, ES
Melissa Moultroup, MS

May 22, 2020

Dear Members of the Hillsboro-Deering School Board,

On behalf of the members of the Hillsboro-Deering Federation of Teachers, I would like to thank you for your unique and thoughtful gift as part of this year's unusual Teacher Appreciation Week. The combined efforts of the School Board, SAU and building administrators have made us feel genuinely appreciated, especially during these challenging times. It was an added benefit to know that the district was helping local small businesses in the process.

While the circumstances surrounding the health crisis and shutdown of our schools has had a profoundly negative impact on our towns, state and nation, there have been bright spots that have illustrated how resilient and compassionate our community is. I am immensely proud of how all stakeholders in our school community have rallied together to work to do what is best for all of our students and families. Some of the best of who we are as a district has come through during the last two months, and the Board and SAU play a large role in that. Our district's culture is a big reason why we enjoy coming to work every day and why so many of us spend our whole careers in one place. Thank you, thank you, THANK YOU.

Sincerely,

Alex Luhtjarv
President, H-D Federation of Teachers

TEACHING ABOUT ALCOHOL, DRUGS AND TOBACCO

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information may be published in student/parent handbooks, posted on district websites, distributed along with other course material during drug and alcohol education, and shall be available through the principal's office, school nurses' office, athletic program offices, school counseling offices or other locations deemed appropriate by the principal in each school.

As part of the health education program for grades K – 12, the District shall provide age and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, e-cigarettes, liquid nicotine and like suspensions, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the District's guidelines for staff members providing *such health education or education on such topics.* ~~education on the effects of alcohol, other drugs, tobacco, and dealing with abuse. The District shall provide age and developmentally appropriate drug and alcohol education to pupils based upon the needs of the pupils and the community, as a component of the kindergarten through grade 12 health education program.~~ An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

Legal References:

RSA 126-K:8, Youth Access to and Use of Tobacco Products, Special Provisions
RSA 189:10, Studies
RSA 189:11-d, Drug and Alcohol Education
RSA 193-E:2-a, Substantive Educational Content of an Adequate Education
Ed 306.40, (b)(2) a - Health Education Program

Policy Adoption & Revision History:

Policy Committee Review: 9/19/17
First Reading: 10/16/17
Second Reading: 11/20/17
Final Approval: 12/04/17
Policy Committee Review: 5/21/2020
Board Approval of Revision:

P. O. Box 2190
Hillsboro, NH
03244-2190

SAU #34

Soaring to Excellence

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

*Robert A. Hassett, M.Ed.
Superintendent of Schools*

*Patricia M. Parenteau, MS, CAGS
Assistant Superintendent*

*Jennifer L. Crawford, Ed.D.
Director of Curriculum, Instruction and Assessment*

*Jean Mogan, MBA
Business Manager*

To: Members, Hillsboro-Deering School Board
From: Mr. Robert A. Hassett, Superintendent of Schools
Date: June 1, 2020
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the May 18, 2020 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS:

Shannon Adamo – Change from HDES Title I Tutor to **HDES Classroom Teacher**, salary track BA, salary step 13, salary \$62,439, effective 7/1/2020, NH Certification in Elementary Education (K-8) and Library Media Specialist

APPOINTMENTS:

Re-Entry Task Force Members - \$35.00/hour for 2 hours/week, effective 5/27/20-6/30/21 (or as long as necessary):

HeatherAnn LaBier
James Maccabe
Jenny Blaschik
Jessamyn Irwin
Marilyn Knapp
Alex Luhtjarv
Sharon Gamache
Stephanie Engle
Stephanie Savoy
Stephanie Lamothe
Abby Diaz
Bob Lehmenkuler
Christine Haley
Deb Dyer-Quinn
Heather Garcia (Queen)

HDMS Extended School Year (ESY) Special Education Teachers - \$35.00/hour for up to 48 hours, effective 7/27/20-8/13/20:

Jessica Granger
Eliza Tasker

Caroline Beaudreau
Heather Garcia (Queen) – School Psychologist

P. O. Box 2190
Hillsboro, NH
03244-2190

SAU #34

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Assistant Superintendent*

*Jennifer L. Crawford, Ed.D.
Director of Curriculum, Instruction and Assessment*

*Loreal R. Schmidt, M.S.T.
Business Administrator*

To: Hillsboro-Deering School Board Members
From: Mr. Robert A. Hassett
RE: **For Information Only** – Appointments, Leaves & Resignations of Staff
Date: June 1, 2020

Resignations:

Tamara Pushee – HDES Paraeducator, resignation effective 6/12/2020

Leaves: None

Transfers/Change of Assignments: None

Appointments:

Re-Entry Task Force Members - \$20.00/hour for 2 hours/week, effective 5/27/20-6/30/21 (or as long as necessary):

**Jodi Wightman
Amanda McFadden
Carolyn Lischke
Emily Pinkham**

HDMS Extended School Year (ESY) Special Education Paraeducators - \$20.00/hour for up to 30 hours, effective 7/28/20-8/13/20:

**Jodi Wightman
Amanda McFadden
Emily Goonan**

New Hampshire Department of Education

FY2021

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE Bureau of Federal Compliance prior to any grant application being deemed to be “substantially approvable”. Once a grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHDOE (34 CFR 708). Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHDOE.

Due to the ongoing COVID-19 pandemic, the NHDOE recognizes that the Federal government may implement changes to grant requirements (time extensions, waivers to reporting requirements, modifications to regulations, etc.) that may impact these general assurances. As the potential changes are not known at this time, the NHDOE may issue future amendments to these general assurances as deemed necessary to address any changes required by our Federal partners.

This FY2021 general assurances document contains some differences from the FY2020 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements to which you are agreeing.

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

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

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

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

Should you have any questions please contact Timothy Carney at 603-271-2634 or Lindsey Scribner at 603-271-3837.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will 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.
- 4) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 5) 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.
- 6) 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.

- 7) 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.
- 8) 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.
- 9) 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.
- 10) 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.
- 11) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
- 12) 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, Subpart F, "Audit Requirements," as applicable.
- 13) 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.
- 14) 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.
- 15) 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).
- 16) The subrecipient assures that is 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]).

- 17) The subrecipient will comply with the Stevens Amendment.
- 18) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The recipient 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.
- 19) The subrecipient will assure that all applications submitted for project/grant funding are proper and in accordance with the terms and conditions of the applications, the official who is authorized to legally bind the recipient agency/organization agrees to the following certification [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 all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the application, I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise."

- 20) 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."

- 21) 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.
- 22) 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.
- 23) 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.

- 24) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 25) The subrecipient will submit a fully executed and accurate Single-Audit Certification form to the NHDOE not later than March 31, 2021. The worksheet will be provided to each subrecipient by the NHDOE.
- 26) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 27) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 28) 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.
- 29) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 30) 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).
- 31) 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.
- 32) 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.
- 33) 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).
- 34) 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.
- 35) 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.).

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(d)(3) and 200.323)
- f) Suspension and Debarment (2 CFR 200.213)
- g) Travel (2 CFR 200.474(b))
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)
- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.333 and 200.335)

3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.333.

4. Allowable Costs

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

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

5. Audits

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

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

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor

selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).

- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
- e) Upon request by the NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHDOE funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at:
[https://harvester.census.gov/facides/\(S\(mqamohbpfj0hmyh1r45p1p01\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1p01))/account/login.aspx)

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

- a) New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

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

Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE not later than **March 31, 2021**. A copy of the form will be provided to each subrecipient by the NHDOE.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 and 84.610, 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 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 10 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 NHDOE must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

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

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

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

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

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

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

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

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

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief 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 NHDOE in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193:13, III and IV including, but not limited to:

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

- a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 103:13, III and therefore is subject to expulsion.

11. Lobbying

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

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

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

be sufficient.

12. Subrecipient Monitoring

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

13. More Restrictive Conditions

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

14. Obligations by Subrecipients

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

15. Participation of Private School Students and Staff in Federal Grants

Students and staff of nonpublic schools shall be given an opportunity for equitable participation in activities or services conducted by school districts using federal funds. Appropriate personnel must be aware of, and consult, program-specific guidelines discussed in the applicable program statute, regulations, and guidance documents.

16. 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

17. 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.

18. Purchasing

All subrecipients must have documented procurement policies and procedures that meet the minimum requirements of federal statutes, rules, and regulations. Under the Uniform Administrative Requirements, the procurement standards are located at 2 CFR 200.317 – 200.326.

19. 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 200.333, 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 200.336 (a) and (c), which states:

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

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

20. 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.

21. 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

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 Audit findings, paragraph (a) to report in the schedule of findings and questioned costs (2 CFR 200.5).
- 2) **Management decision** - *Management decision* means the evaluation by the Federal awarding agency or pass-through entity of the audit findings and corrective action plan and the issuance of a written decision to the auditee as to what corrective action is necessary (2 CFR 200.66).
- 3) **Obligations** - When used in connection with a non-Federal entity's utilization of funds under a Federal award, *obligations* means orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period (2 CFR 200.71).
- 4) **Pass-through entity** - *Pass-through entity* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program (2 CFR 200.74).
- 5) **Period of performance** - *Period of performance* means the time during which the non-Federal entity may incur new obligations to carry out the work authorized under the Federal award. The Federal awarding agency or pass-through entity must include start and end dates of the period of performance in the Federal award.
- 6) **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. (2 CFR 200.92).

- 7) **Subrecipient** - *Subrecipient* means a non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Federal program; but does not include an individual that is a beneficiary of such program. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency (2 CFR 200.93).

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District does not have a Superintendent, (*See* RSA 194-C:5, II) **must** consult with the School Board for the School District by informing said School Board about the District's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHDOE. **No payment for project/grant awards will be made by the NHDOE without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHDOE Bureau of Federal Compliance at (603) 271-2634.

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 hereby apply for participation in federally funded education programs on behalf of the School District named below. I certify, to the best of my knowledge, that the below School District 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/School Administrative Unit Meeting of _____, _____, that I have informed the members of the School Board of the federal funds the District will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's participation in said programs.

SAU Number: _____ School District: _____

Typed Name of Superintendent
or other Qualifying Administrator

Signature

Date

School Board Certification:

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

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

Signature

Date

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

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

federalcompliance@doe.nh.gov

**HILLSBORO-DEERING SCHOOL BOARD
EMERGENCY MEETING**

Monday, May 18, 2020 - 6:00pm

VIRTUAL LOCATION:

<https://us02web.zoom.us/j/84092120169?pwd=UUXIZXRxZU1DT3k0TZBSUGNqUDOrdz09>

Meeting ID: 840 9212 0169

Password: 8u7SaM

Audio by Phone Only: +1 929 205 6099; Password: 286564

The mission of the Hillsboro-Deering School Board is to articulate and develop the educational goals of the community and to allocate community resources effectively and responsibly. It strives to create with educational professionals, a dynamic learning environment in which all students are inspired to realize their individual potential.

MINUTES

In Attendance:

Board Members:

Kathryn McGinn

Chris Bober

Paul Plater

Rich Pelletier (6:40pm arrival)

Herla Iadonisi

Administration:

Robert Hassett, Superintendent

Patricia Parenteau, Assistant Superintendent

Jennifer Crawford, Director of Curriculum Instruction
and Assessment

Jean Mogan, Business Administrator

Jim O'Rourke, HS Principal

Jeni Laliberte, Lower HDES Principal

Donna Furlong, Upper HDES Principal

A. Call Meeting to Order

- i. Chair McGinn called the regular meeting to order at 6:04pm
- ii. As Chair of the Hillsboro-Deering School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

1. Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:
 - a. We are utilizing Zoom for this electronic meeting.
 - b. ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in

this meeting through dialing the following phone # 1-929-205-6099 and password **286564**, or by clicking on the following website address:

<https://us02web.zoom.us/j/84092120169?pwd=UUXIZXRxZU1DT3k0TZBSUGNqUDOrdz09>

2. Providing public notice of the necessary information for accessing the meeting:
 - a. We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Hillsboro-Deering School Board at: <https://www.hdsd.org/>
3. Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:
 - a. If anybody has a problem, please call Carol Fogarty or email at: cfogarty@hdsd.org.
4. Adjourning the meeting if the public is unable to access the meeting:
 - a. In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll call attendance - each member states their presence, please also state whether there is anyone in the room with you during this meeting, which is required under the Right-to-Know law.

1. Role

- a. Kathryn McGinn - Present
- b. Chris Bober - Present
- c. Paul Plater - Present
- d. Rich Pelletier - Present
- e. Herla Iadonisi - Present (late arrival)

B. Pledge of Allegiance and Moment of Silence

C. Recognitions

- a. Thank you to the High School administration for the photos of the seniors in the windows

D. Correspondence

- a. NH School Board Association
 - i. Looking for feedback from members, but the survey is closing tomorrow.

E. Board Discussion

- a. NHMA Academy for Good Governance
 - i. Is an online course that the board can attend
- b. Summer Retreat - need/want?
 - i. Do we want to have a Summer Retreat this summer?

1. Start thinking about this.
2. Plater
 - a. Feels we really need to this year
 - i. Need to discuss the audit
 - ii. Need to talk and plan for the Fall
 - iii. Should be after the new playground is installed.
3. Bober
 - a. Feels we should have the retreat
 - i. Talk about budget
 - ii. Talk about the alt program
4. Pelletier
 - a. Feels if we can't do this in person, we shouldn't do this at all
5. McGinn
 - a. Think about possible dates for July/August
 - b. Will discuss further at the next meeting
- c. Teacher Appreciation Follow-up
 - i. Sent out a thank you email to everyone
 - ii. Wanted to discuss what we want to do for the Teacher Appreciation
 1. Bober
 - a. Could we do gift cards?
 - i. Need to work out how much that would cost vs what we usually do
 - ii. Give them their appreciation now rather than later
 - b. How much per person?
 - i. \$20? \$15?
 1. Looking @ around \$3,750 if we did \$15 each.
 2. Pelletier
 - a. Local restaurant gift cards would also be helping our local community
 - b. Let Carol decide which restaurants to get gift cards from
 - i. Choose 4 local restaurants.
 3. McGinn
 - a. How many options should we do?
 - i. 4?
 4. Plater
 - a. Could ask them which restaurant they would like a gift card they would like and we can get them one from there.
 5. Iadonisi
 - a. We should disburse the funds across different restaurants

F. Superintendent's Report

a. General Update

- i. The Breakfast/Lunch program has been approved to extend through the end of August.
- ii. Graduation Update
 1. We surveyed the families and the students
 - a. Would like to postpone until the end of July in the hopes of having a more normal graduation.
 2. Questions
 - a. Pelletier
 - i. How do we know if the kids coming back in the fall will be at the level they need to be for the next grade?
 1. Will have a mix of students, and the teachers will have to do a lot of catch up next year.

iii. Re-Entry Planning

1. We are looking at what this will look like
 - a. A traditional bus will only be able to hold 13 kids with social distancing.
2. SAU Administrative team met with the principals last tuesday
3. The State Commissioner created a 50+ member committee to discuss re-opening methods.
4. All administrators will be meeting on a regular basis starting tomorrow to put together a plan
 - a. We need to know what our options are
5. Pelletier - Have we made plans on how we are going to collect materials from students this summer?
 - a. Only the items from the Seniors will be collected this summer.

b. Appointments, Leaves and Resignations

- i. See attached sheet

c. Financial Report

- i. See attached sheet

d. Budget Transfers

- i. See attached sheets

e. Audit Report

- i. We have all our adjusting year end journal entries

G. Minutes - May 4, 2020

- a. Bober moved to approve the Minutes - May 4, 2020 as presented. McGinn seconds. Motion passed 5-0
 - i. Plater - John Bramley (add his name to the recognitions)
 1. He did not want to be recognized. He wanted the credit to go to

SAU #34.

- b. Role Vote
 - i. Kathryn McGinn - Yes
 - ii. Chris Bober - Yes
 - iii. Paul Plater - Yes
 - iv. Rich Pelletier - Yes
 - v. Herla Iadonisi - Yes

H. Public Comment

- a. None

I. School Board Response to Public Comment

- a. None

J. Action Items

- a. Appointments, Leaves and Resignations
 - i. Plater moved to accept the Appointments, Leaves and Resignations as presented. Bober seconds. Motion passed 5-0
 - ii. Role Vote
 - 1. Kathryn McGinn - Yes
 - 2. Chris Bober - Yes
 - 3. Paul Plater - Yes
 - 4. Rich Pelletier - Yes
 - 5. Herla Iadonisi - Yes
- b. Budget Transfers
 - i. Iadonisi moved to accept the budget transfers as presented. Bober seconds. Motion passed 5-0
 - ii. Role Vote
 - 1. Kathryn McGinn - Yes
 - 2. Chris Bober - Yes
 - 3. Paul Plater - Yes
 - 4. Rich Pelletier - Yes
 - 5. Herla Iadonisi - Yes
- c. Bober moved to Authorize Carol to purchase gift cards from four local restaurants in the amount of \$15 per gift-card per person (250 people) for the Teacher Appreciation gift. Pelletier seconds.
 - a. Plater - Would like to amend to any restaurant in Hillsboro. Iadonisi seconds.
 - i. Role Vote - as amended. Motion passed 5-0
 - 1. Kathryn McGinn - Yes
 - 2. Chris Bober - Yes
 - 3. Paul Plater - Yes

4. Rich Pelletier - Yes
5. Herla Iadonisi - Yes

K. Adjournment @ 7:00pm

- a. Pelletier moved to adjourn. Bober seconds. Motion passed 5-0
- b. Role Vote
 - i. Kathryn McGinn - Yes
 - ii. Chris Bober - Yes
 - iii. Paul Plater - Yes
 - iv. Rich Pelletier - Yes
 - v. Herla Iadonisi - Yes

Respectfully Submitted,
Megan Fleagle

P. O. Box 2190
Hillsboro, NH
03244-2190

S A U #34

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Soaring to Excellence

*Robert A. Hassett, M.Ed.
Superintendent of Schools*

*Patricia M. Parenteau, MS, CAGS
Assistant Superintendent*

*Jennifer L. Crawford, Ed.D.
Director of Curriculum, Instruction and Assessment*

*Jean Mogan, MBA
Business Manager*

To: Members, Hillsboro-Deering School Board
From: Mr. Robert A. Hassett, Superintendent of Schools
Date: May 4, 2020
Re: Appointments, Leaves and Resignations - Teachers & Administrators

The following resignations, leaves, and appointments of teachers have occurred since the April 20, 2020 School Board meeting:

RESIGNATIONS: None

LEAVES: None

TRANSFERS/CHANGE OF ASSIGNMENTS: None

APPOINTMENTS:

Kristina Styren – HDES School Psychologist, salary \$66,500, effective 7/1/2020, NH Certification in Elementary Education (K-6), Alt 4 Plan for School Psychologist in process.

Hillsboro-Deering School District

Monthly Statement for the Period 4/01/2020 through 4/30/2020

Income	MTD	YTD Actual	Budget	Amount Encumbered	Amount Unencumbered	% Unencumbered
Local Tax Revenue	\$ 672,193	\$ 10,908,852	\$ 13,884,720	\$ 2,908,017	\$ 286,403	2.62%
State Sources	2,184,475	6,808,403	6,826,098	1,359,572	475,007	8.32%
Tuition	-	1,711,615	1,773,442	443,727	138,598	6.54%
Transportation	-	24,437	15,000	539,236	236,566	11.70%
Miscellaneous Revenue	-	1,427	7,000	-	-	0.00%
Other Revenue	476	30,926	40,000	207,676	190,505	18.28%
Federal (Medicaid) Revenue	-	2,945	100,000	159,831	11,001	1.39%
Erate Funds	-	-	71,316	-	-	-
Prior year Fund Balance	-	-	200,000	-	-	-
Total Income	\$ 2,857,144	\$ 19,488,605	\$ 22,917,576	\$ 5,618,059	\$ 1,338,080	5.64%
Expenses						
Salaries	\$ 789,521	\$ 7,736,131	\$ 10,930,551	\$ 2,908,017	\$ 286,403	2.62%
Benefits	404,284	3,874,393	5,708,972	1,359,572	475,007	8.32%
Purchased Services	50,003	1,536,506	2,118,831	443,727	138,598	6.54%
Property	43,649	1,246,679	2,022,481	539,236	236,566	11.70%
Debt & Transfer	50,000	1,113,625	1,113,625	-	-	0.00%
Transportation	65,614	643,846	1,042,027	207,676	190,505	18.28%
Supplies	18,877	621,717	792,549	159,831	11,001	1.39%
Total Expense	\$ 1,421,948	\$ 16,772,897	\$ 23,729,036	\$ 5,618,059	\$ 1,338,080	5.64%
Approved Budget	\$ 22,138,515					
Addtl Warrants:						
SAU Services	\$ 937,742					
Addition to Tech Trust	\$ 50,000					
Addition to SPED Trust	\$ 50,000					
Create HVAC Trust	\$ 100,000					
CBA - Teachers	\$ 377,780					
Playground Funds	\$ 75,000					
Total Budget	\$ 23,729,037			\$ 811,461.00	Revenue short	

HILLSBORO-DEERING SCHOOL DISTRICT
BUDGET TRANSFER REQUEST FORM

Requested by: Jim O'Rourke

Position: Principal

Reason for Request: Equipment

Entry	Account #	Account Name	Increase	Decrease
1	10.1400.020.810.3	Dues and Fees		<u>\$2,000</u>
2	10.1400.020.110.3	Coaches Salaries		<u>\$9,000.00</u>
3	10.1400.020.730.3	Equipment	<u>\$ 11,000.00</u>	
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
Total			\$11,000.00	\$11,000.00

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

Approvals:

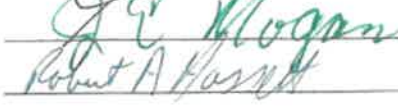
Date

Principal/Director



4-14-2020

Business Administrator



4-21-20

Superintendent



4/17/2020

School Board

Entered by:



4-21-20

HILLSBORO-DEERING SCHOOL DISTRICT

BUDGET TRANSFER REQUEST FORM

Requested by: Jim O'Rourke

Position: Principal

Reason for Request: Supplies

Entry	Account #	Account Name	Increase	Decrease
1	10.1400.020.610.3	Supplies	\$9,798.00	
2	10.1400.020.110.3	Coaches Salaries		\$9,798.00
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
Total			\$9,798.00	\$9,798.00

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

Approvals:

Date

Principal/Director

Business Administrator

Superintendent

School Board

Entered by:

[Signature]
J. C. Morgan
Robert A. Harrell

J. C. Morgan

3-12-2020
3-18-20
3/19/2020

3-18-20