

Hollis Brookline Cooperative School Board
Wednesday, November 18, 2020 (updated agenda – public hearing)
Hollis Brookline Middle School Library

6:00

All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer
Agenda adjustments
Approval of minutes October, 2020
- 6:10 Nominations, Resignation and Correspondence
- 6:15 Public Input
- 6:25 **Public Hearing – To gather input on the receipt and expenditure of Fiscal Year 2021 unanticipated revenue associated with the CARES Act and any other local, state or federal resources as set forth in RSA 198:20-b**
- 6:45 Principal’s Reports/Athletic Update
➤ Winter Athletic protocols
- 7:15 Budget Committee – FY 22 Update
- 7:25 Discussion
➤ FY 22 Budget Discussion
○ Maintenance Trust
➤ Diversity, Equity and Inclusion Update
➤ Calendar discussion – potential pivot for the Holiday season (December/January)
- 7:50 Deliberations**
➤ To see what action the Board will take regarding the Public School Infrastructure/Facilities Grant
➤ To see what action the Board will take regarding policy IHAMA – Teaching about Alcohol, Drugs and Tobacco – Third Reading
➤ To see what action the Board will take regarding policy IKC – Class Rank – Second Reading
➤ To see what action the Board will take regarding policy GADA – Employee references and verification – Third Reading
➤ To see what action the Board will take regarding policy DAF – Federal Grant funds – Third Reading
➤ To see what action the Board will take regarding policy EFD – Wellness – Second Reading
➤ To see what action the Board will take regarding policy KCD - Public Donations to Schools – First Reading

- 8:15 HB Highlights
Report out from the process observer
- 8:25 Non-Public Meeting
- 8:30 Motion to Adjourn

- 8:45 Non- Meeting – Contract Negotiations

To: Andy Corey, Superintendent
From: Tim Girzone, Principal HBMS
Re: Principal's Report
Date: November 18, 2020

Information Only

Veterans Day (Virtual) Ceremony

HBMS was happy to be able to coordinate a virtual Veterans Day Ceremony which included a Principal's Welcome, a musical performance by our Chorus students, recorded presentations from some of our local Veterans, as well as some student dedications to family members who have served. The slideshow presentation was viewed by all students during ROCK and also included an introduction to the criteria for our 8th Grade Robert E. Kelley Award which is named after a local Veteran.

VFW Patriot Pen Essay

8th Grade Student, Daniel Geller's entry for the VFW Patriot's Pen contest has been awarded first place at the local level! It will now be sent on to the district level, where it will be judged against six other entries. A formal recognition of Daniel's achievement will be made at the end of the year ceremony in June.

Red Ribbon Week (Drug and Alcohol awareness and prevention):

HBMS celebrated Red Ribbon Week with daily themes and activities to raise awareness about the dangers of drug and alcohol abuse.

NHSAS Interim Testing:

Over the course of 3 days in October, HBMS administered the NHSAS Interim assessments to all (Remote and In-Person) 7th and 8th Grade students. This statewide assessment was scheduled for last Spring, but due to the pandemic needed to be rescheduled for this Fall. 7th Grade students completed their 6th grade assessment and 8th Grade students completed their 7th grade assessment.

Personnel updates:

HBMS is currently accepting applications for the following position:
(2) Special Education Paraprofessional, (3) Guaranteed Daily Substitutes

Important Dates:

Remote Learning Day - 11/23
Teacher Collaboration Day - 11/24
Thanksgiving Break - 11/25-11/27
Parent Teacher (Zoom) Conferences - 12/3 & 12/8

Respectfully Submitted,

Tim Girzone
Principal, Hollis Brookline Middle School

To: Andrew Corey, Superintendent
From: Rick Barnes, Principal
RE: November Board Report

Veteran's Day Celebrations: While our traditional assembly may have been cancelled, we were pleased to offer a virtual ceremony for students in collaboration with HBMS and our local VFW. Additionally, students from the Home Front Club created their own slide show honoring individual veterans in their lives. This presentation was shared yesterday with families. We are incredibly grateful for our veteran's service to their country.

Program of Studies 2021-22: Attached you will find a walkthrough of changes under consideration for next year. We would like to propose that the board appoint members to a working group with administration to review these changes and perhaps other in advance of our December meeting. Our hope would be that by reviewing the document offline, we could bring forward a final draft for board approval at the December meeting. We would need our program of studies reviewed and approved at the December meeting in order to maintain our normal timeline for the completion of the master schedule.

School Day SAT Scores: We are proud to support that the School Day SAT Scores for the Class of 2021 were very close to last years which were incredible. This data point suggests that there were few gaps in learning despite the pandemic. This is once again evidence of our staff and student's dedication to their work as well as their ability to be resilient in the face of many challenges.

Top Ten Follow-Up Data: In response to the request from the board asking for input from the class of 2022, the class put out a survey. The latest tally suggests approximately 70% of juniors would like to see us move forward with replacing the Top Ten with a Latin Honors System beginning with their class.

2019 Youth Risk Behavior Survey: This information would have normally been presented last year. This was not possible due the results being shared much later than normal by the state as well as the impact of the pandemic. We would like to share the results with the board at the December meeting.

Respectfully Submitted,

Rick Barnes
Principal

2021-22 Program of Studies Changes Walkthrough

Computer Science:

There is a proposal to **replace Web Design with Cyber Security**, with a prerequisite of Algebra 1 (or Algebra 1A and 1B). The course is designed for students with no background in computer science and is not coding intensive. It also includes digital citizenship topics. This is designed to be a one semester course but has the possibility of being extended into a year-long course.

English:

Prerequisites for Accelerated, Honors, and AP will match those of math courses in terms of grades earned and permission of department chair.

Math:

No significant changes.

Physical Education:

FOR DISCUSSION—We did not replace the **0.6 PE position that became vacant** at the end of last academic year. We met student needs for the 0.5 additional PE credit using other means (athletics, community activities, VLACS, independent studies). Do we want to reinstate this part time physical education position or continue to meet the half-credit requirement in other ways? Without the part time position, our one PE teacher can only support the Freshman Fitness classes.

School Counseling Department:

Personnel changes have been noted.

Science:

We will **reduce the required science credits for an HBHS diploma** from 3 sciences (with one physical science credit, one biological science credit, and one additional credit) to 2 sciences (one physical science credit and one biological science credit). Chemistry is a difficult course and is often a stumbling block for students who are not truly science-inclined but take it as their third year of science. By reducing the number of required science credits, students will take Chemistry with a sincere interest in the content, and

likewise have the opportunity to take other science electives that are more in line with the interests—which may also give us the chance to diversify our offerings with fewer sections of chemistry being needed. We could likewise create a more heterogeneous Chemistry elective in place of our lowest level of Chemistry (Chemistry and Society).

We will also make sure the **wording of prerequisites for accelerated science courses** are aligned 9-12 so students progressing to Accelerated Biology with Chemistry in mind for the sophomore year are properly prepared in terms of math skills.

Social Studies:

No significant changes.

Visual & Performing Arts:

No significant changes.

World Languages:

No significant changes.

Other:

We will update any designation of “*OdysseyWare*” to “*Edgenuity*” as we are shifting our in-house online learning platform.

Our *CTE offerings* will focus on Nashua offerings.

Additional courses have been designated by the state as qualifying for *New Hampshire Scholars*. These will be indicated in the Program of Studies so that the multiple paths available to earn this designation are clear.

To: Andrew Corey, Superintendent
From: Brian Bumpus, District Athletic Coordinator
Re: November 2020 Board Report

Congratulations: Congratulations are in order for the Hollis Brookline Golf team, who finished the season as the undefeated Division II State Champions for the first time in school history!



HBHS Fall Athletics Update: The fall athletic season officially came to a close with the Girls Volleyball team ending the season as the Division I Runner-ups after a tough loss to a strong Bedford team. Both the Boys and Girls Soccer teams ended their year in the regional final rounds of their respective tournaments, after putting up strong performances all year, and the Football team suffered an early round loss to Souhegan to finish out the season at 3-3. The Cheer team also competed in their virtual state tournament, earning a 7th place finish. Overall, the fall season has been largely successful, in large part due to the patience, cooperation, and understanding of all of our parents, players, and coaches.

HBMS Fall Athletics Update: The fall middle school athletics season was very successful. The intramural-based program allowed for student athletes to continue to grow within their sport, while keeping the teams local helped with the safety and health of our schools. Overall, the athletes and coaches enjoyed their time on the fields and court, and are looking forward to next season! Additionally, the winter basketball intramural program is now up and running from November 10th to December 11th. Both the boys and girls programs are looking forward to progressing the student athlete's skills through two days of practice and one day of round robin tournament style match ups on a weekly basis.

Policies and Procedures Update: See attached.

Recent Coaching Hires:

HS Boys Lacrosse Head Coach – Domenic St. Laurent

District Coaching Openings: The HB Athletic Department is currently looking for qualified candidates to fill the following coaching vacancies for the 2020-2021 school year.

HBHS

Boys Lacrosse JV Coach

Girls Tennis Asst. Coach

Boys Tennis Asst. Coach

HBMS

Boys Lacrosse Coach

Outdoor Track Coach

Respectfully Submitted,



Brian Bumpus
District Athletic Coordinator

HB Athletics - Winter Proposal

Objectives

It is our goal to deliver an athletic experience that aligns with and complements the COVID-19 educational model of the Hollis Brookline Cooperative School District, and allows for the ability to pivot and transition quickly between models as needed, without detracting from the experience itself. It is our belief that the athletic experience is integral to the social-emotional well-being of students across the district, and essential to providing some sense of normalcy as we remain in an abnormal educational setting.

Policies and Procedures

General

- Start Date: December 14, 2020 (set by NHIAA)
- First Date to Compete: January 11, 2020 (set by NHIAA)
- No practices or in-person contact during Holiday Break (Zoom sessions allowed)
- Resume Practices: January 4, 2020
- State of New Hampshire [Safer at Home Guidance for Youth and Amateur Sports](#) and guidance from the [NHIAA](#) will be strictly adhered to, including sport-specific adopted NFHS considerations (see below).

Health and Safety

- Daily health questionnaire required for coaches and players prior to participation.
 - Administered by coaches, on site
 - Daily temperature checks included as part of the questionnaire process
 - Answering yes to any question will result in removal from participation.
- Any athlete or coach who shows any COVID-19 symptoms, as identified by the CDC, shall be removed from participation and isolated until transportation home becomes available
- No athlete or coach shall return to train/practice until they are deemed safe to do so per district guidelines.
- Athletes and coaches shall maintain 6 feet of separation when not engaged in physical activity.
- All athletes and coaches should be instructed to immediately leave after practice to shower.
- Mask Usage
 - All participants (players, coaches, managers) shall wear masks when not engaged in physical activity
- Hygiene Stations
 - Set up at each field and gym
 - Coaches of off-site activities will be provided with hygiene travel kits
 - Hand sanitizer, wipes or spray with paper towels, and a waste basket or bag included at stations and with travel kits
 - Players and coaches must wash or sanitize hands when entering and exiting any playing area (practices and games)
 - All equipment will be cleaned and sanitized by coaches and athletes following use, including, but not limited to: balls, pads, sticks, training aids, etc..
- Water
 - No community water coolers allowed
 - No sharing of water bottles
 - Players must bring own bottle (school-provided as needed)
- Equipment
 - Each team will have designated area to store bags and equipment in the building
 - Athletes encouraged to leave bags in their vehicles when possible
 - Bags must be spread out at 6 ft. intervals on fields and in gyms
 - No sharing of personal equipment allowed

- Locker Rooms
 - Usage limited to small groups from the same team and as needed
 - Players encouraged to arrive for practices already dressed, when possible
 - No locker room access for visiting teams - arrive ready to play
- Pick-up/Drop-off
 - Athletes and coaches shall not arrive more than 15 minutes prior to start of any event
 - Athletes and coaches shall leave immediately following any event
 - Congregating on fields, courts, and in parking areas shall not be permitted
 - Parents shall remain in vehicles when dropping off and picking up athletes

Practice Procedures

- No practices to start prior to 3:00 PM
 - This allows time for cleaning of facilities and health checks
- No combined practices (V and JV teams practice separately)
- Varsity limited to 1.5 hours, JV/MS/Intramural limited to 1 hour
- No spectators allowed at any practice session (coaches and athletes only)
- Classroom/Film Sessions
 - No face-to-face classroom or film sessions allowed
 - Sessions to occur via Zoom or Google Meet

Home Game Procedures

- General
 - All home events will take place on Fridays and Saturdays, except under extenuating circumstances
 - Facilities open to teams 1 hour prior to game time for warm-ups
 - Only 1 game will occur on campus at any given time
 - Any equipment used (balls, sticks, etc.) shall be sanitized between each quarter or half
 - No handshakes
 - No group huddles
- Visiting Teams
 - Players and coaches subject to established sanitization procedures
 - No access to locker rooms - Must arrive in gameplay attire
 - Must bring their own equipment and balls
 - Will not be permitted on field or court in excess of 60 minutes prior to game time
 - Visiting schools will be notified and must agree to abide by all established policies prior to the start of season.
- Spectators
 - (2) spectators per player and coach (home and away)
 - Spectators must fill out school's symptom checker no less than 60 minutes prior to game time
 - Spectators must present appropriate color-coded card in order to obtain access
 - Allowed to enter spectator area 30 minutes before game time
 - Must exit immediately following game play
 - No congregating after gameplay will be permitted
 - Spectators will not be permitted on court or field of play at any time

Transportation Procedures

- 1 person per seat (23 passengers per bus)
- Encourage parental transportation to and from events when possible
- With parent approval, allow one parent to transport multiple athletes

Eligibility Requirements

- Physical - Required every 2 years, within calendar year for incoming 7th and 9th graders
 - Relax requirement at HS to NHIAA standard (1 physical for all 4 years of HS)
 - Relax requirement at MS to permit athletes that fall within 3 years to participate
- ImPact Testing - Required every 2 years
 - Allow athletes an extra year on ImPact tests (3 instead of 2)
 - Only ImPact test athletes that do not fall within the 3 year requirement
- Academic Requirement - Passing 4 classes in Quarter 4 (HS)
 - NHIAA allowing principals to waive requirement on case-by-case basis
- Covid-19 Risk Agreement/Waiver - New
 - All athletes and parents must sign with FamilyID Registration

Tiers of Participation

Each team will be assigned a tier based on most current information and degree of risk. Once assigned Interscholastic or Intramural, teams may transition between that tier and Skill Development or Remote throughout a season and at the discretion of administration.

Interscholastic
<ul style="list-style-type: none">- Play NHIAA and TCA recognized sports- Localize schedules to minimize travel- Limit weekday games as much as possible
Intramurals
<ul style="list-style-type: none">- Coach run- Play in-district only- Potential to replace recognized sports with alternatives- Potential to add non-traditional activities: Floor Hockey, Dodgeball, etc.- Number of teams and formatting based on registrations- Limit players participating as necessary
Skill Development
<ul style="list-style-type: none">- Coach run- Focus on skill development and conditioning- No full-field/court scrimmaging or game-play
Remote
<ul style="list-style-type: none">- Coach run- Zoom meetings to discuss strategy and sports-related topics- Remote workouts provided for athletes- Additional general athletic opportunities provided (i.e.: HB Open, Run Club, etc.)

Tier Chart

The following chart will be used to place teams in the appropriate tier. Placing each team allows the freedom to continue with some sports at certain tiers, when others may need to pivot.

Level	Sport	Interscholastic	Intramural	Skill Development	Remote
V	Basketball - Boys	X			
	Basketball - Girls	X			
	Basketball - Unified		X		
	Bowling	X			
	Cheerleading - Winter	X			
	Gymnastics	X			
	Ice Hockey	X			
	Ski - Alpine	X			
	Swimming	X			
	Track - Indoor	X			
Wrestling	X				
JV/FR	Basketball - Boys (JV)			X	
	Basketball - Boys (FR)			X	
	Basketball - Girls (JV)			X	
MS	Basketball - Boys		X		
	Basketball - Girls		X		
	Wrestling		X		

Proposed Intramural Activities (as needed)

Basketball - No alternative needed
 Bowling - No alternative needed
 Cheerleading - Dance
 Gymnastics - No alternative needed
 Ice Hockey - Floor Hockey
 Swimming - Strength and Conditioning
 Track-Indoor - Strength and Conditioning
 Wrestling - Strength and Conditioning

Weekly Schedule

Monday - Zoom/Film Sessions Only (reevaluate at tournament time)
 Tuesday - Practices, Away Games
 Wednesday - Practices, Away Games
 Thursday - Practices, Away Games
 Friday - Practices, Home Games, Away Games
 Saturday - Home Games, Away Games
 Sunday - OFF

Sport-Specific Considerations

Basketball

- [NFHS Basketball Considerations](#)
- Cap number of participants at 15
- Sub-Varsity Teams
 - Skills and Drills will be contingent on availability of facilities
 - Potential competition will be reevaluated as season progresses
- Unified Basketball
 - Run as an intramural program (same as Unified Soccer)
 - Practices to be held on Mondays

Bowling

- Cap number of participants at 15
- Only practice and compete against teams that practice and compete out of home facility

Cheerleading - Winter

- [NFHS Cheerleading Considerations](#)
- Follow same model as Fall season
- No sideline cheer due to space limitations

Gymnastics

- Only practice and compete against teams that practice and compete out of home facility
- Student-athletes must learn remotely for duration of season

Ice Hockey

- [NFHS Ice Hockey Considerations](#)
- Student-athletes must learn remotely for duration of season
- COOP with Derryfield contingent on Derryfield student-athletes learning remotely

Skiing - Alpine

- Cap number of participants at 20
- Only practice and compete against teams that practice and compete out of home facility
- Transportation
 - Practice buses can run as normal
 - Will need to rely on parental transportation for meets
 - Student transportation will not be permitted

Swimming

- [NFHS Swimming Considerations](#)
- [Boys and Girls Club of Greater Nashua Waiver](#) must be signed by all participants
- Cap number of participants at 20
- No more than 10 participants may practice on any given day (2 pool days a week)

Track - Indoor

- UNH and Dartmouth have closed facilities for meets
- Potential to run mini-meets with Milford and Souhegan at the Hampshire Dome

Wrestling

- [NFHS Wrestling Considerations](#)
- Mats will be washed before and after every practice session
- No more than 14 participants may practice together on any given day
- Alternating on-mat and conditioning days for each group
- Athletes stay with the same partner for duration of each practice
- No large tournaments - dual meets only
- Athletes only allowed to wrestle 1 match per day when competing
- Require athletes to utilize disinfecting body wipes prior to and following each practice session
- Uniforms collected and washed immediately following each match
- Student-athletes must learn remotely for duration of season

Coop FY22 Budget Detail for New Items-Round 2.0

As of: 9/30/20

As of: 10/19/20

Round 1.3 Personnel	
Cost	Descrip
HBHS	
\$80,470	Add'l Case Manager Salary Only
\$30,000	Placeholder for SRO increase
\$500	USDA Wellness Policy Coord
Shared Positions-All FT w/Benefits-Fam H&D	
\$16,600	SAU Directed Facilities Sub (.258)
\$3,500	SAU Directed F/S Sub (.258)
\$13,800	SAU Directed Instruc. Sub (.258)
\$144,870	
HBMS Stipends	
\$500	USDA Wellness Policy Coord
Shared Positions-All FT w/Benefits-Fam H&D	
\$16,600	SAU Directed Facilities Sub (.258)
\$3,500	SAU Directed F/S Sub (.258)
\$13,800	SAU Directed Instruc. Sub (.258)
\$34,400	
\$179,270	Total

Round 2.0 Personnel	
Cost	Descrip
HBHS	
\$80,470	Add'l Case Manager Salary Only
\$30,000	Placeholder for SRO increase
\$500	USDA Wellness Policy Coord
Shared Positions-All FT w/Benefits-Fam H&D	
\$16,600	SAU Directed Facilities Sub (.258)
\$3,500	SAU Directed F/S Sub (.258)
\$13,800	SAU Directed Instruc. Sub (.258)
\$144,870	
HBMS	
\$500	USDA Wellness Policy Coord
Shared Positions-All FT w/Benefits-Fam H&D	
\$16,600	SAU Directed Facilities Sub (.258)
\$3,500	SAU Directed F/S Sub (.258)
\$13,800	SAU Directed Instruc. Sub (.258)
\$34,400	
\$179,270	Total

Round 1.3 Academics	
Cost	Descrip
HBHS	
Textbook/Workbooks Rotation	
	(only over 5k & not lang. arts)
\$5,100	TXT-AP Psychology
\$13,500	TXT-Algebra I
\$8,250	TXT-Anatomy & Physiology
\$9,048	Lab Table Replacement

Round 2.0 Academics	
Cost	Descrip
HBHS	
Textbook/Workbooks Rotation	
	(only over 5k & not lang. arts)
\$5,100	TXT-AP Psychology
\$13,500	TXT-Algebra I
\$8,250	TXT-Anatomy & Physiology
\$9,048	Lab Table Replacement

\$2,700	Soprano Sax
\$4,000	Soundtrap Ren. + New Equip. MIDI keyboards, microphones, etc
\$42,598	
HBMS	
\$1,800	Shakespeare Guest Speaker Curriculum previously parent paid
\$24,000	Social Studies Textbooks (Gr 7) 240 @ \$100
\$20,880	Science Textbooks (Gr 7) 240 @ \$87
\$598	Sibelieus Online Subscription Music-Teachers only
\$1,450	Laser Machine-Maint Contract Tech Ed Machine-Warranty Expired
\$48,728	
\$91,326	Total

\$2,700	Soprano Sax
\$4,000	Soundtrap Ren. + New Equip. MIDI keyboards, microphones, etc
\$42,598	
HBMS	
\$1,800	Shakespeare Guest Speaker Curriculum previously parent paid
\$24,000	Social Studies Textbooks (Gr 7) 240 @ \$100
\$20,880	Science Textbooks (Gr 7) 240 @ \$87
\$598	Sibelieus Online Subscription Music-Teachers only
\$1,450	Laser Machine-Maint Contract Tech Ed Machine-Warranty Expired
\$48,728	
\$91,326	Total

Round 1.3 New Computer Equip	
Cost	Descrip
HBHS	
New Tech Plan - Phase 2	
Social Studies	
\$28,500	Chromebooks-100 @ \$285
\$4,800	Carts: 8 @ \$600
Science-Biology & Chemistry	
\$45,885	Chromebooks-161 @ \$285
\$4,200	Carts: 7 @ \$600
World Language	
\$35,625	Chromebooks-125 @ \$285
\$3,000	Carts: 5 @ \$600
\$122,010	
HBMS	
\$0	
\$122,010	Total

Round 2.0 New Computer Equip	
Cost	Descrip
HBHS	
New Tech Plan - Phase 2	
Social Studies	
\$28,500	Chromebooks-100 @ \$285
\$4,800	Carts: 8 @ \$600
Science-Biology & Chemistry	
\$45,885	Chromebooks-161 @ \$285
\$4,200	Carts: 7 @ \$600
World Language	
\$35,625	Chromebooks-125 @ \$285
\$3,000	Carts: 5 @ \$600
\$122,010	
HBMS	
\$0	
\$122,010	Total

Round 1.3

Round 2.0

Rplcmt Computer Equip-Current

Cost	Descrip
HBHS	
\$7,750	Staff Laptops 10 @ \$775
\$4,250	Projectors 10 @ \$425:4-Math, 6-Reg Cycle
\$8,250	Math Staff Laptops 10 @ \$825
\$34,200	Chromebooks 120 @ \$285-Worst case
\$3,000	Smartboards 2 @ \$1500-Math
\$57,450	
HBMS	
\$8,525	Staff Laptops 11 @ \$775
\$2,700	Staff Desktops 4 @ \$675; Main Office-3, Library-1
\$600	Printer 1 - Library
\$1,275	Projectors 3 @ \$425-reg cycle
\$2,700	Student Desktops-Library 4 @ \$675
\$30,210	Chromebooks 106 @ \$285-Worst case
\$46,010	
\$103,460	Total

Rplcmt Computer Equip

Cost	Descrip
HBHS	
\$7,750	Staff Laptops 10 @ \$775
\$4,250	Projectors 10 @ \$425:4-Math, 6-Reg Cycle
\$8,250	Math Staff Laptops 10 @ \$825
\$34,200	Chromebooks 120 @ \$285-Worst case
\$3,000	Smartboards 2 @ \$1500
\$57,450	
HBMS	
\$8,525	Staff Laptops 11 @ \$775
\$2,700	Staff Desktops 4 @ \$675; Main Office-3, Library-1
\$600	Printer 1 - Library
\$1,275	Projectors 3 @ \$425-reg cycle
\$2,700	Student Desktops-Library 4 @ \$675
\$30,210	Chromebooks 106 @ \$285-Worst case
\$46,010	
\$103,460	Total

Round 1.3

Shared Services/Software

Cost	Descrip
HBHS	
\$2,750	Filtering Software
\$2,750	
HBMS	
\$2,750	Filtering Software
\$2,750	

Round 2.0

Shared Services/Software

Cost	Descrip
HBHS	
\$2,750	Filtering Software
\$2,750	
HBMS	
\$2,750	Filtering Software
\$2,750	

\$5,500 Total	
Round 1.3 Safety Issues	
Cost	Descrip
<u>HBHS</u> \$15,000	Camera for turf field
\$15,000	
<u>HBMS</u> \$1,200 \$2,625	Epi Pens (2)-Nurses Office Handheld Radios-Staff 15 @ \$175
\$3,825	
\$18,825	Total

\$5,500 Total	
Round 2.0 Safety Issues	
Cost	Descrip
<u>HBHS</u> \$15,000	Camera for turf field
\$15,000	
<u>HBMS</u> \$1,200 \$2,625	Epi Pens (2)-Nurses Office Handheld Radios-Staff 15 @ \$175
\$3,825	
\$18,825	Total

Round 1.3 Athletics	
Cost	Descrip
<u>HBHS</u> \$2,200 \$2,700	Ski Team-Training Fees Swim Team-Pool Fees Athletic fees will now be collected
\$4,900	
<u>HBMS</u>	
\$0	
\$4,900	Total

Round 2.0 Athletics	
Cost	Descrip
<u>HBHS</u> \$2,200 \$2,700	Ski Team-Training Fees Swim Team-Pool Fees Athletic fees will now be collected
\$4,900	
<u>HBMS</u>	
\$0	
\$4,900	Total

Round 1.3 Facilities/Maintenance	
Cost	Descrip
<u>HBHS</u> \$35,000 \$15,000 \$95,000 \$80,000 \$16,000 \$12,000	Roof Section-Phase IV Masonry Repairs-Patio/Curbs Main Office Security Upgrade Road Paving Phase II Bridge up the hill-2nd lane Upgrade HVAC Software A/C in Engineering Clssrm

Round 2.0 Facilities/Maintenance	
Cost	Descrip
<u>HBHS</u> \$35,000 \$15,000 \$0 \$80,000 \$16,000 \$12,000	Roof Section-Phase IV Masonry Repairs-Patio/Curbs Main Office Security Upgrade Road Paving Phase II Bridge up the hill Upgrade HVAC Software A/C in Engineering Clssrm

\$3,000	Window Blinds
\$3,000	Window Screens
\$3,500	Window Seals-Phase III
\$8,000	Storage Shed-Outdoor Gear
\$10,000	Cooling Coil/AC-Library
\$280,500	

\$3,000	Window Blinds
\$3,000	Window Screens
\$3,500	Window Seals-Phase III
\$8,000	Storage Shed-Outdoor Gear
\$0	Cooling Coil/AC-Library
\$175,500	

HBMS	
\$5,700	MPR Tables/Chairs-Phase IV
\$12,000	Security Systems/Alarms
\$8,800	HVAC PM Contract
\$26,000	Bldg Systems Evaluation
\$30,000	Window Replacement-Phase II
\$95,000	Roof Replacement
\$50,000	Elevator Replacement
\$227,500	

HBMS	
\$5,700	MPR Tables/Chairs-Phase IV
\$12,000	Security Systems/Alarms
\$8,800	HVAC PM Contract
\$26,000	Bldg Systems Evaluation
\$30,000	Window Replacement-Phase II
\$0	Roof Replacement
\$0	Elevator Replacement
\$82,500	

\$508,000	Total
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\$258,000	Total
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\$1,033,291	Grand Total
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\$783,291	Grand Total
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Round 1.3 Warrant Articles	
Cost	Descrip
\$24,724,163	Operating Budget
	HEA Contract
	HESSA Contract
\$100,000	Contingency
\$983,075	SAU Assessment-Estimate
\$67,000	Athletic Trust
\$200,000	Maintenance Trust
\$25,000	Special Ed Trust
	Balance - \$180k
\$26,099,238	Warrant Total

Round 2.0 Warrant Articles	
Cost	Descrip
\$24,474,563	Operating Budget
	HEA Contract
	HESSA Contract
\$100,000	Contingency
\$983,075	SAU Assessment-Estimate
\$67,000	Athletic Trust
\$200,000	Maintenance Trust
\$25,000	Special Ed Trust
	Balance - \$180k
\$25,849,638	Warrant Total

FY21 Round 4.1 Warrant Articles	
Cost	Descrip
\$23,580,211	Operating Budget
\$100,000	Contingency
\$910,255	SAU Assessment
\$67,000	Athletic Trust
\$200,000	Maintenance Trust
\$25,000	Special Ed Trust
	Balance - \$180k
\$24,882,466	Warrant Total

\$894,352 3.79%

\$967,172 3.89%

Round 1.3 Maintenance Trust	
Cost	Descrip
\$85,000	Estimated Beginning Balance
	Add in FY22

Round 2.0 Maintenance Trust	
Cost	Descrip
\$85,000	Estimated Beginning Balance
	Add in FY22

\$24,474,563 Round 2.0-Operating Budget
 \$24,315,329 Operating Budget-BudCom Guidance
 \$159,234 Diff

\$85,000	Total
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\$85,000	Total
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\$80,470	1200.110.04
\$0	2225.734.03
\$122,010	2225.734.04
\$46,010	2225.738.03
\$57,450	2225.738.04
\$317,203	2400.899.03
\$410,148	2400.899.04
\$1,033,291	Total New Items

\$80,470	2225.734.03
\$0	2225.734.03
\$122,010	2225.734.04
\$46,010	2225.738.03
\$57,450	2225.738.04
\$172,203	2400.899.03
\$305,148	2400.899.04
\$783,291	Total New Items

Round 2.0	
Relief from Guidance Request	
(The numbers below are included in the numbers above)	
Cost	Descrip
\$0 Total	

Public School Infrastructure Funding
Hollis Brookline Cooperative School District
FY19 - FY21

HBHS and HBMS had security camera improvement project applications on the DOE waiting list. After several schools indicated they would not be able to use the funds approved in FY19, the DOE started releasing funds to schools on the waiting list that could complete their projects before December 31st.

Since we had budgeted for cameras in the FY21 budget, we were able to increase the amount we had planned to install and get them installed before the deadline.

Our ability to react quickly over the summer to this opportunity allowed us to install \$89,104 worth of security cameras for less than what we had budgeted. We had planned to install \$22,000 worth of cameras in Phase 1 for HBHS.

FY21 Projects for Board Approval

		Total	PSIF	Budgeted	State	
Description	Schools	Cost	Funding	District	Notification	Comments
				Funding	Date	
Cameras	HBHS	\$79,431	\$63,545	\$15,886	7/31/2020	Camera Project 100% Complete
Cameras	HBMS	\$9,673	\$7,739	\$1,935	10/6/2020	
Totals		\$89,104	\$71,284	\$17,821		

Previously Submitted and DOE Paid Projects

		Total	PSIF	Budgeted	State	
Description	Schools	Cost	Funding	District	Notification	Comments
				Funding	Date	
Window security film	HBHS	\$11,877	\$9,502	\$2,375	N/A	
Window security film/camera	HBMS	\$37,450	\$29,960	\$7,490	N/A	

*80% of total cost with an upper limit based on the estimate submitted on application

TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO

As part of the health education program for grades 7 – 12, the Hollis Brookline Cooperative School District shall provide developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, and the hazards of using tobacco products, e-cigarettes, liquid nicotine and other similar substances.

The Superintendent shall be responsible to establish and periodically review the Hollis Brookline Cooperative School District's guidelines for staff members in conducting alcohol, drug, and tobacco education and dealing with abuse.

1st Reading: September 21, 2005

Adopted: May 21, 2008

1st Reading: February 12, 2020

2nd Reading: October 21, 2020

3rd Reading: November 18, 2020

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

Legal Reference Disclaimer: *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Policy IKC – CLASS RANK

Beginning with the Class of 2023, class rank will not be reported. Academic achievement will be recognized at graduation as per the procedures outlined in the Hollis Brookline High School Program of Studies.

The exception will be for class rank to be reported for the sole purpose for the Service Academies' application process upon receipt of waiver and non-disclosure agreement from the student, parent or guardian to release his/her class rank.

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amended: January 21, 2009; July 20, 2011; January 6, 2012, October 17, 2012, September 18, 2013, July 15, 2015

Amended: October 21, 2015

Amendment first reading: October 21, 2020

Amendment second reading: November 18, 2020

**GADA- EMPLOYMENT REFERENCES AND VERIFICATION
(PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE)**

Category: Priority/Required by Law

Related Policies: [GBCD](#), [GBJ](#), [GCF](#), [GDB](#)

The District shall act in good faith when providing employment references and verification of employment for current and former employees.

The School District, and its employees, contractors, and agents, are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the District has knowledge of, or probable cause to believe that the other employee, contractor, or agent ("alleged perpetrator") engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

In addition, this prohibition does not apply if:

- a. The matter has been officially closed; or
- b. The District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed; or
- c. The school employee, contractor, or agent has been charged with, and acquitted or otherwise exonerated; or
- d. The case or investigation remains open and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Current policy/version adoption:

First reading: 12 Feb 2020

Second reading: 21 Oct 2020

Third reading: 18 Nov 2020

Legal References:

20 U.S.C. 7926(a) (§8546(a) of the Elementary and Secondary Education Act/Every Student Succeeds Act

DAF - ADMINISTRATION OF FEDERAL GRANT FUNDS

Category: Priority/Required by Law

Related Policies: DI, DID, DJ, DJC. DJE & DK

See also: ADB, EHB. JICI & JRA

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

- DAF-1 ALLOWABILITY
- DAF-2 CASH MANAGEMENT AND FUND CONTROL
- DAF-3 PROCUREMENT
- DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM
- DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES
- DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS
- DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS
- DAF-8 ACCOUNTABILITY AND CERTIFICATIONS
- DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT
- DAF-10 GRANT BUDGET RECONCILIATION
- DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent or their designee to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal and/or law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes and
5. comparison of expenditures against budget.

DAF-1 - ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is “reasonable”, consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;
 - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
 - b. When determining whether a cost is “necessary”, consideration may be given to whether:
 - i. the cost is needed for the proper and efficient performance of the grant program;
 - ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
 - c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
5. Be determined in accordance with generally accepted accounting principles.
6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect

1. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. “Indirect costs” are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

E. Timely Obligation of Funds: Obligations are 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.

The following are examples of when funds are determined to be “obligated” under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 - CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The Superintendent or their designee is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 1. The District receives less than \$120,000 in Federal awards per year.
 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. A foreign government or banking system prohibits or precludes interest bearing accounts.

G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 - PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District’s documented general purchase Policy DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
 - b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law and DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
 - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
 - v. The Board reserves the right to reject any and all bids for sound documented reason.
 - vi. Bid protests shall be handled pursuant to the process set forth in [DAF-3.I](#).
4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime **contractor**, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

G. Suspension and Disbarment: The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement.

All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensure. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the

amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).

I. Bid Protest: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records: The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District Policy EHB.

DAF-4 - PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state

agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

C. “Buy American” Requirement:

Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, etc.).

Under the NSLA, “*domestic commodity or product*” is defined as an agricultural commodity or product that is produced or processed in the United States using “*substantial*” agricultural commodities that are produced in the United States. For purposes of the act, “*substantial*” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. **Exceptions:** The two main exceptions to the Buy American requirements are:
 - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
 - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. **Steps to Comply with Buy American Requirements:** In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent or their designee, shall
 - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
 - b) Monitor contractor performance;
 - c) Require suppliers to certify the origin of the product;
 - d) Examine product packaging for identification of the country of origin; and
 - e) Require suppliers to provide specific information about the percentage of U.S. content in food products upon request.

DAF-5 - CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent or their designee, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of their immediate family, their partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 - INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Equipment and supplies acquired (“property” as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

A. “Equipment” and “Pilferable Items” Defined: For purposes of this policy, “equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. “Pilferable items” are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

B. Records: The Superintendent or their designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

C. Inventory: No less than once every two years, the Superintendent or their designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Inventories shall be conducted consistent with Board Policy DID.

D. Control, Maintenance and Disposition: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:

1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
2. to maintain the property and keep it in good condition; and
3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 - TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or their designee.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district’s non-federally funded activities, and in accordance with the district’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent or their designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 - ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent or their designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or their designee submits all required certifications.

DAF-9 - TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

- A. **Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of

compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District's written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports: Time and effort reports shall:

1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. be incorporated into the official records of the District;
3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District's established accounting policies and practices;
6. support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent or their designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

DAF-10 - GRANT BUDGET RECONCILIATION

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

DAF-11 - SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "subrecipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Subrecipient and contractor determinations". Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., DAF-3 relative to federal grant funds, *DJE* relative to bidding requirements for non-federal money projects, etc.). Subrecipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All

subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication.

In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
 - a) Subrecipient name
 - b) Subrecipient's unique ID number (DUNS)
 - c) Federal Award ID Number (FAIN)
 - d) Federal award date
 - e) Period of performance start and end date
 - f) Amount of federal funds obligated
 - g) Amount of federal funds obligated to the subrecipient
 - h) Total amount of the Federal award
 - i) Total approved cost sharing or match required where applicable
 - j) Project description responsive to FFATA
 - k) Name of Federal awarding agency, pass through entity and contact information
 - l) CFDA number and name
 - m) Identification of the award is R&D
 - n) Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
5. Requirements that the District and its auditors have access to the subrecipient records and financial statements.
6. Terms and conditions for closeout of the sub-award.

B. Subrecipient Monitoring Procedures.

The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
 - a) Prior experience with the same or similar sub-awards.
 - b) Results of previous audits and single audit (if applicable).
 - c) New personnel or new or substantially changed systems.
 - d) The extent and results of Federal awarding agency monitoring.

3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the subrecipient to meet objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
 - a) Verify invoices that include progress reports.
 - b) Review progress reports to ensure project is progressing appropriately and on schedule.
 - c) Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
 - d) Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
 - e) Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the subrecipient.
 - f) Review subrecipient match tasks for eligibility.
 - g) Initial the progress report and invoice confirming review and approval prior to payment.
 - h) Raise any concerns to the Superintendent or their designee.
7. The Superintendent or their designee, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
8. Payments will be withheld from subrecipients for the following reasons:
 - a) Insufficient detail to support the costs billed;
 - b) Unallowable costs;
 - c) Ineligible costs; and/or
 - d) Incomplete work or work not completed in accordance with required specifications.
9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.

C. Subrecipient Project Files. Subrecipient project files will contain, at a minimum, the following:

- a) Project proposal
- b) Project scope
- c) Progress reports
- d) Interim and final products
- e) Copies of other applicable project documents as required, such as copies of contracts or MOUs

D. Audit Requirements.

All subrecipients are required to annually submit their audit and Single Audit report to the District for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.

E. Methodology for Resolving Findings.

The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.338 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a) Temporarily withhold cash payments pending correction of the deficiency
- b) Disallow all or part of the cost of the activity or action not in compliance.
- c) Wholly or partly suspend or terminate the sub-award.
- d) Initiate suspension or debarment proceedings.
- e) Withhold further Federal awards for the project or program.
- f) Take other remedies that may be legally available.

Legal References:

42 USC 1751 – 66 National School Lunch Act

2 C.F.R. Part 180

2 C.F.R. Part 200

200.0 - 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b)

200 Appendix II

7 CFR Part 210

210.16; 210.19; 210.21; 215.14a; 220.16

First reading: February 12, 2020

Second Reading: October 21, 2020

Third Reading: November 18, 2020

Policy EFD - Wellness

The Districts recognize that health and student success are inter-related. Healthy kids learn better. Our goal is to support a learning environment that will promote and provide opportunity for healthy choices that result in improved physical, emotional, and social well-being.

A local school wellness policy is a written document that guides the District's efforts to establish a school building environment that promotes students' health, well-being and ability to learn. The wellness policy requirement was established by the Child Nutrition and WIC Reauthorization Act of 2004 and further strengthened by the Healthy Hunger-Free Kids Act of 2010 (Pub. L. 111-296), the State of New Hampshire Minimum Standards for School Approval (Ed 306.02, Ed 306.04, and Ed 306.11) and the USDA Food and Nutrition Service (FNS) final regulations adopted July 29, 2016. The Districts are committed to a healthy school learning environment through nutrition education, physical activity and the promotion of wellness at all school sites.

In order to support that goal, the Board directs the Superintendent to establish a Wellness Committee. The charge of the committee is to establish goals for and oversee student health programs, including development, implementation and periodic review and update of this policy ensuring that it continues to meet the USDA FNS final regulations. Further, the Superintendent or their designee will ensure that each school is in compliance with the approved Wellness Policy.

1. Nutrition

Nutrition Education

- Nutrition education is designed and implemented to help students learn nutrition related skills, including but not limited to two of the following: planning a healthy meal, understanding and using food labels, critically evaluating nutrition information, misinformation and commercial food advertising.
- Nutrition education will reinforce lifelong balance, emphasizing the link between caloric intake (eating) and exercise in ways that are age-appropriate. At least one example will be used.
- Cafeteria staff will participate in providing nutrition education. Students will be educated through at least two new food experiences and exposed to a wide variety of food choices. Consistent encouragement should be given to children to try new foods. Discourage students from making negative comments about new foods and healthy foods so that the child will learn to try new flavors.
- The school will integrate at least two *USDA's Team Nutrition* materials within the school curriculum. These include lesson plans, posters, interactive games, menu graphics, etc.

Nutrition Promotion

- All schools participating in the National School Lunch Program will utilize at least 5 of the following Smarter Lunchroom strategies:
 - ✓ Fruit is offered in at least two locations on all service lines, one of which is right before the point of sale
 - ✓ Sliced or cut fruit is offered
 - ✓ A variety of mixed whole fruits are displayed in attractive bowls or baskets (instead of stainless steel pans)
 - ✓ At least two kinds of vegetables are offered
 - ✓ Vegetables are incorporated into the main entrée at least monthly
 - ✓ White milk is offered in all beverage coolers
 - ✓ Alternative entrée options (i.e., salad bar, yogurt parfaits, etc.) are highlighted on posters or signs within all service and dining areas
 - ✓ Students are offered a taste test of a new entrée at least once per year

- ✓ Students provide feedback (informal – “raise your hand if you like...” Or formal – focus groups, surveys) to inform menu development
- ✓ Students, teachers or administrators share the daily menu in announcements
- Nutrition education resources (at least two) will be provided to parents/guardians through handouts, website links, school newsletters, presentations and any other appropriate means available to reach parents/guardians.
- Schools shall schedule mealtimes so there is minimum disruption by bus schedules, recess and other special programs or events. Each school will check 20 days for compliance.
- Each school will display at least 3 nutritional posters in the lunchroom.

Food and Beverage Marketing

- School ensures 100% of foods and beverages promoted to students meet the USDA Smart Snacks in school nutrition standards.
- Only vending machine covers that promote water are allowed

Standards and Nutrition Guidelines for all Foods and Beverages

Standards for all Foods Sold to Students during the School Day

School Lunch Program

- The district will follow the Federal, State, and local established nutrient standards for all foods and beverages during the school day, which is defined as 12:01 am through 30 minutes after the last bell 7CFR 210.11(a)(5).
- The food service program shall provide healthy food choices for students. In particular the program will:
 - ✓ Ensure that meals offered meet the federal nutrition standards.
 - ✓ Promote healthy food and beverage choices using smarter lunchroom techniques like creating food environments that encourage healthy nutrition choices and encourage participation in the school meals program.
 - ✓ Promote hydration by having drinking water available where school meals are served during mealtimes.
 - ✓ Support healthy food choices that improve student health and well-being.
 - ✓ Ala carte choices and snacks in the lunchroom meet the Smart Snacks requirements.

Other Foods and Beverages Sold to Students during the School Day

- All foods and beverages sold to students outside the federally regulated child nutrition programs (referred to as “competitive” foods and beverages) must be consistent with USDA’s Smart Snacks in School nutrition standards. These standards apply in all areas where foods and beverages are sold which may include, but are not limited to fundraising events, school stores, snack carts and vending machines. All foods sold to students must be approved by the Director of School Nutrition and will be tracked for compliance.

Standards for all Foods Provided but Not Sold to Students during the School Day

- Teachers and staff will only use non-food or non-candy as a reward.
- It is encouraged that birthday, holiday and all other celebrations involve activities rather than food. If food must be included, healthy choices that align with the SMART SNACK standards should be supplied. Please see each school’s student handbook for more details.

Smart Snack Nutrition Standards

- Be a grain product that contains 50% or more whole grains by weight (have whole grain as first ingredient); OR
- Have as the first ingredient a fruit, vegetable, dairy product, or protein food: OR
- Be a combination food that contains at least ¼ cup fruit and/or vegetable; AND
- The food must meet nutrient standards for calories, sodium, sugar, and fats.

<u>Nutrient</u>	<u>Snack</u>	<u>Entrée</u>
Calories	200 calories or less	350 calories or less
Sodium	200 mg or less	480 mg or less
Total Fat	35% of calories or less	35% of calories or less
Saturated Fat	Less than 10% of calories	Less than 10% of calories
Trans Fat	0 g	0 g
Sugar	35% by weight or less	35% by weight or less

Fruits, vegetables, and water with no added ingredients are always Smart Snacks!

2. Physical Activity

- Teachers and other school and community personnel will not arbitrarily use physical activity (i.e., running laps, push-ups) or withhold opportunities for physical activity (i.e. recess, physical education) as punishment.
- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically active lifestyle and to reduce time spent on sedentary activities, such as watching television. Instruct at least three instances of this activity.
- All students in grades K-6 shall be provided with a daily recess.
- All students in grades 7-12 shall have the opportunity to participate in interscholastic sports programs.
- Continue to require State mandated physical education through a variety of options.
- All students in grades 7-12 should be given one movement break during every long block class.

3. Other School-based Activities that Promote Student Wellness

- Students are permitted to have water in the classroom
- Students are discouraged from sharing their foods or beverages with one another during meal times, given concerns about allergies and other restrictions on some students' diets.
- Students are provided with a school environment that is conducive to healthy eating.
- Students are provided with adequate breakfast and lunch time to enjoy eating healthy foods with friends.
- Students are scheduled in lunch blocks that provide minimal wait time for school meals.
- Students are provided a school environment that is conducive to being physically active.
- Students are provided with opportunities for physical activity throughout the day.
- Students are encouraged to actively participate in recess.
- Students are not denied recess or other physical activity time in order to make up instructional time and/or as a form of discipline except when appropriate as a logical consequence.

- Students are provided with activities that coordinate content across curricular areas that promote student health (such as teaching nutrition concepts in math or science) with consultation provided by the district's curriculum coordinators.

4. Implementation, Assessment, Documentation and Updates

Implementation

- The Districts direct the Superintendent, in conjunction with the Wellness Committee, to develop and maintain a plan to manage and coordinate the implementation of this wellness policy. The plan will delineate roles, responsibilities, actions and timelines for each school and will be measurable.

Assessment

- **Annual:** Progress on each measurable goal will be gathered from each school and reported on the SAU website in July for the previous school year.
- **Triennial:** The Wellness Committee will conduct an assessment of the wellness policy every three years. The assessment will determine building level compliance with the wellness policy, how the wellness policy compares to model wellness policies and progress made in attaining the goals of the wellness policy.

Documentation

- The Wellness Committee will retain records to document compliance with the wellness policy requirements. Documentation maintained will include:
 - ✓ A copy of the current wellness policy,
 - ✓ Documentation on how the policy and assessments are made available to the public,
 - ✓ The most recent annual and triennial assessments of implementation of the policy,
 - ✓ Documentation of efforts to review and update the policy, including who was involved in the process and how stakeholders were made aware of their ability to participate
- The required documentation will be maintained at the SAU Office, 4 Lund Lane, Hollis, NH 03049, 603-324-5999.

Updates

- **Policy Updates:** The Wellness Committee will update or modify the wellness policy as appropriate based on the results of the annual and triennial assessments, as our district priorities change, as community needs change, as wellness goals are met, as new federal or state guidance or standards are issued and as other issues provide a need for change. The wellness policy will be updated at least every three years following the Triennial Assessment.
- **Public Updates:** The Wellness Committee will inform the public annually about the local wellness policy, including its content and any updates to and about the policy. The annual and triennial assessments (to include progress toward meeting the goals of the policy) will also be made available to the public. The Wellness Committee will provide information on how the public can participate on the wellness committee and assist with the development, implementation, and periodic review and update of the wellness policy. All public updates will, at a minimum, be located on the SAU website (SAU41.org).

First Reading: October 21, 2020

Second Reading: November 18, 2020

PUBLIC GIFTS/DONATIONS

All gifts and contributions made become the property of the Hollis Brookline Cooperative School District and are subject to the same controls, policies, and regulations that govern the use of other school-owned property.

The Hollis Brookline Cooperative School Board welcomes gifts provided they apply to existing programs, meet current program standards, and not for the purpose of establishing new programs that are neither funded or approved by the Board. The donor will be officially thanked in the Board's name, and all gifts will be reported to the Board and publicly announced, if agreed by the donor.

School libraries or the Principal may dispose of gifts at their discretion (for example if a library book is out of date or in poor physical condition).

In instances where the Superintendent or Principal or their designee doubts the appropriateness or usefulness of the offered gift, the gift may be declined or referred to the Board.

Gift notification made to the district in general should be addressed to the Superintendent as agent of the Board. Gift notification made to a specific school should be addressed to the Principal.

The Board must approve all gifts of equipment or services that may involve costs for installation or maintenance, or initial or continuing commitments from school funds.

The gift will be used for the intended purpose agreed to by the donor and the Principal, the Superintendent, or the Board.

Principals may accept non-monetary gifts valued at \$1,000 or less for a school. ~~Notice of such gifts must be made to the Superintendent.~~ The Superintendent may accept all non-monetary gifts for a school and the district. The Board will be notified of all non-monetary gifts that are valued at over \$1,000.

The Principal may accept monetary gifts of ~~\$500~~ \$1,000 or less for the School District. Notice of such gifts must be made to the Superintendent or their designee. The Superintendent may accept monetary gifts of more than ~~\$500~~ \$1,000 and less than \$5,000. The Board may accept monetary gifts greater than \$5,000. A record of all monetary gifts and the use of such gifts will be kept by the Superintendent or their designee ~~and a report given to the Board by the end of the school year.~~ All gifts will be acknowledged in writing by the recipient.

Monetary gifts that exceed the initial intended and agreed upon purpose must be used in a further manner that is agreeable to the donor and Principal, Superintendent, or Board.

Gifts from wills and bequests require review of the School District attorney prior to acceptance.

1st Reading: August 16, 2006

Adopted: May 21, 2008

Amendment 1st Reading: November 18, 2020

