

Hollis Brookline Cooperative School Board
Wednesday, June 20, 2018
Hollis Brookline Middle School Library
All times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Appointment of a process observer
Agenda adjustments
Approve meeting minutes
Nomination/resignations/correspondence
- 6:10 Public Input
- 6:20 Principal Reports
 - Principal Thompson and Principal Barnes will provide the Board with an End of Year Presentation
 - End of Year Athletic Presentation – Brian Bumpus
- 7:00 Public Hearing
 - Athletic trust fund
- 7:15 Discussion
 - Revenue and Expense update
 - Clubs/Organizations – Stipends
 - General Assurances – Federal Funds FY 19
 - Chairs' Meeting Update
 - Budget Committee Update
 - Board Priorities
- 7:45 Deliberations**
 - To see what action the Board will take regarding the administration's proposal regarding stipends
 - To see what action the Board will take regarding the Business Administrator's recommendation for the Athletic Trust Fund
 - To see what action the Board will take regarding the Business Administrator's recommendation for school lunch prices 2018-2019
 - To see what action the Board will take regarding policy IHCD Dual Enrollment for Community College System–Second Reading
 - To see what action the Board will take regarding granting the Superintendent the ability to hire, accept resignations, and terminate staff during the summer months
- 8:10 Non – Public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:20 Motion to Adjourn



Hollis-Brookline Cooperative School District 2017-2018 Goals Review

June 20, 2018



Hollis Brookline Cooperative School District

2017-2018 HBHS Goals

- Continue development of a proposal for approval addressing how the Core Values will be measured at the high school.
- Create and implement a formal BYOD building procedure
- Participate in Instructional Best Practices Committee (if formed)
- Review data regarding the implementation of later start time and identify emerging trends.

2017-2018 HBMS Goals

- Ensure that all curriculum is aligned and accessible to students.
- Develop and integrate a systematic approach to ensure the social and emotional well being of all students
- Collaborate with emergency services to improve the safety and security of HBMS

HBHS Core Values



Integrity

Strategy 1.5 – Implement new programs consistent with our vision and mission.



Innovation



Individuality



Intellectual Curiosity



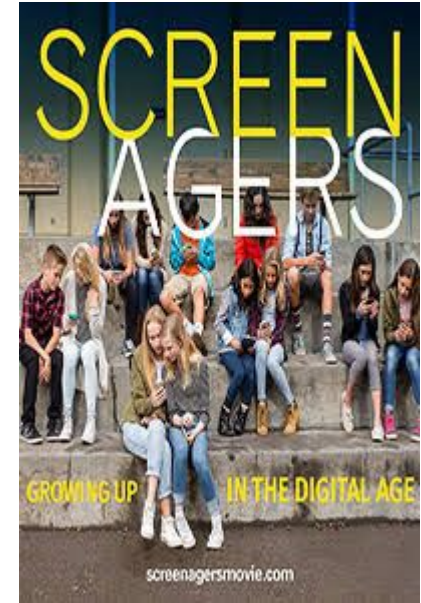
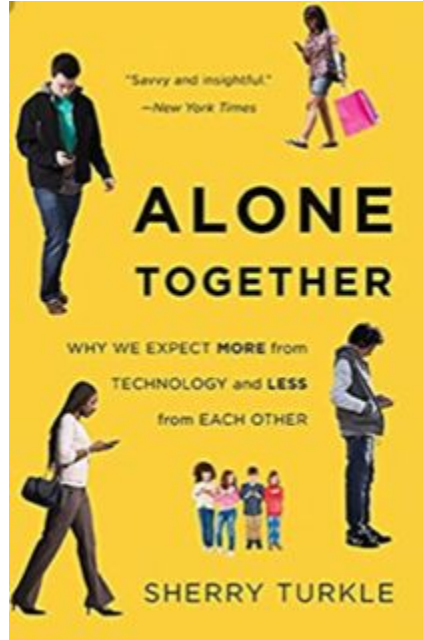
Involvement

- Core Values Committee

HBHS BYOD

Strategy 4.1 – Research best practices surrounding 21st Century learning skills

- Bedford Model Reviewed
- Latest Research
- Community Response

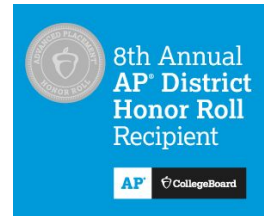




Best Practices

Strategy 1.2 - Ensure that all students meet or exceed benchmark criteria.

Strategy 1.4: - Provide a socially, emotionally, intellectually and physically safe school climate for all school members.



- Participation in SAU-Wide Social Emotional/Wellness
- Collaboration with Consultants utilizing West Ed tool
- Student Services Reorganization
- National Recognition
- NAMI Training
- Challenge Day



NH Outstanding Band Director 2018

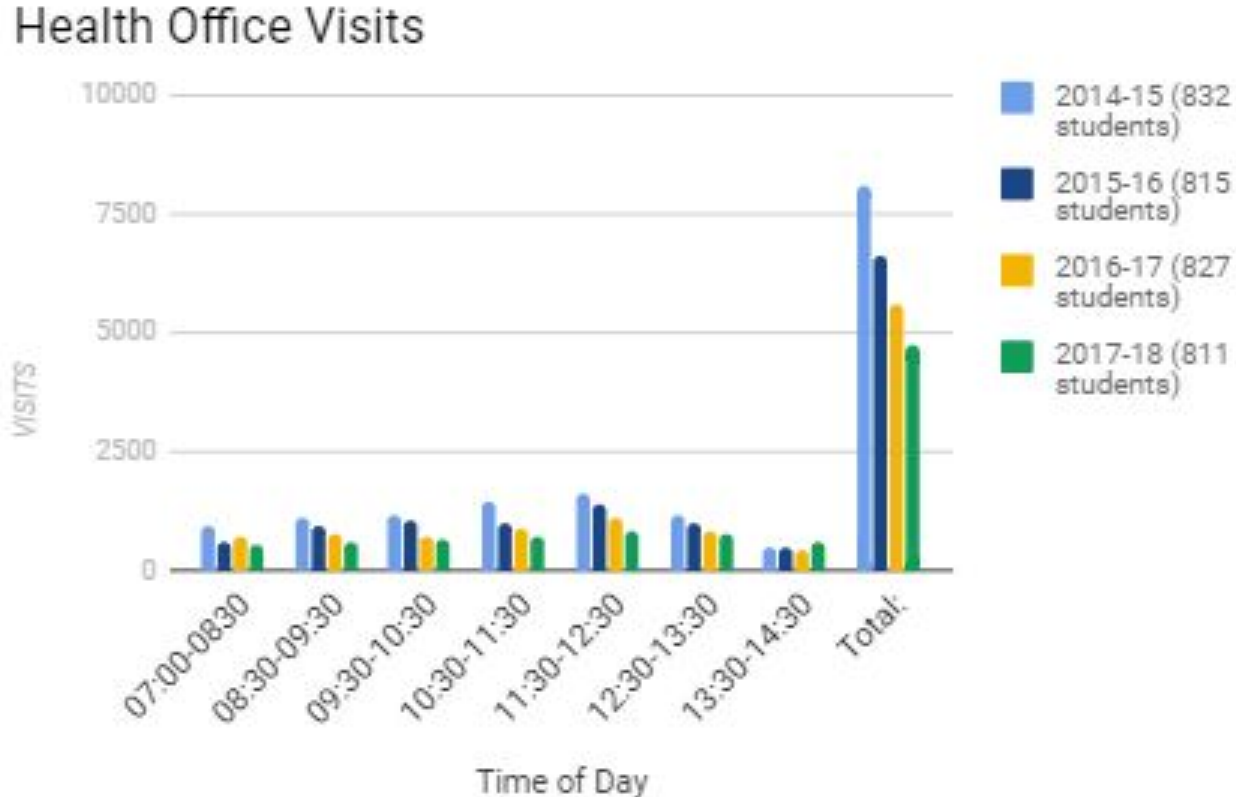
We are pleased to announce that HBHS



EDDies Awards

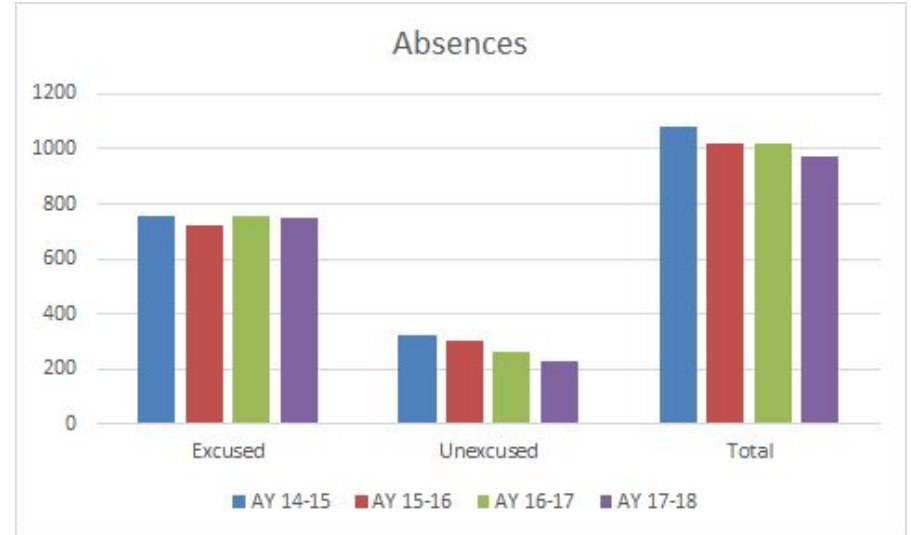
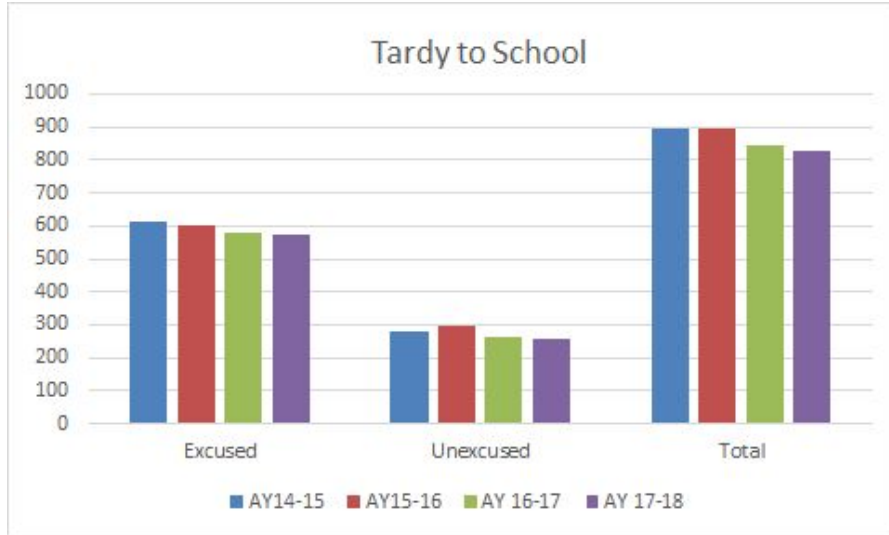
Start Time: Health Office Data

Strategy 1.4.2: Continue to enhance a school community/classroom culture that promotes social, emotional, intellectual and physical growth.



Start Time: Attendance Data

Strategy 1.4.2: Continue to enhance a school community/classroom culture that promotes social, emotional, intellectual and physical growth.



HBMS Goal: Ensure that all curriculum is aligned and accessible to students

Strategy 1.1 – Create a cohesive comprehensive curriculum, instruction, and assessment system aligned to SAU 41 standards

Strategy 1.5- Implement new programs that are consistent with our mission and vision.

- Vertically integrated PLC group in Algebra.
- Vertically integrated PLC group in Spanish.
- HBMS Community Greenhouse.
- 21st Century tools for learning.
- Interdisciplinary units of study in 8th grade English & History.



HBMS Goal: Develop and integrate a systematic approach to ensure the social and emotional well being of all students

Strategy 1.4 – Provide a socially, emotionally, intellectually and physical school climate for all school members.

Strategy 1.5- Implement new programs that are consistent with our mission and vision.

- NAMI Connect Suicide Prevention Program.
- Implementation of the Mental Health First Aid.
- Revision of HBMS Advisory (ROCK) Curriculum
- Attendance action plans



HBMS Goal: Collaborate with emergency services to improve the safety and security

Strategy 5.4 Provide and maintain safe and healthy facilities for all students and staff.

Strategy 5.5 Develop and implement a comprehensive safety plan for all SAU 41 buildings.

- Recipient of the 2018 Homeland Security School Emergency Preparedness Award.
<https://youtu.be/XW4fcsSZQOI>
- Updated Emergency Operations Plan (EOP)
- Awarded \$40,000 dollar Public Infrastructure Grant
- HBMS collaborated with town and staff officials to install a crosswalk on Main Street.



HB One Community



- Combined 7-12 Clubs Including: Mountain Biking, Green Group, GSA and U-Knighted For All (anti-bullying).
- Senior Quest: Cyber Security in the Digital Age, Hydroponic Growing



- Shared resources: coursework, athletics, custodians and professional development

How do I create meaningful work?
Knowing nothing about a project is not a good way to start.

Keep I want my project to help the community somehow. **Remain** *Deeply eyes make everything happier.*
moving Shoot big, don't expect to do it. **consciously**
forward. **skeptical.**

I realized I wasn't really interested in that, so I chose a different direction.
I addressed all questions - no question is too silly. **I've gone through a lot of mindsets.**

Research is something to be harvested.
When I put these side by side **At least it's good that I'm not satisfied.**
you can see how I've improved. **This was my biggest struggle, but also my favorite thing of all, all at the same time.**

The harder you work - the more you want it - is what brings success.
And now I've captured what I wanted it to sound like all along.

Fail. And here's why... **I'm happy with where I've ended up.**
I've learned a lot and I still have a lot to learn and that's okay.

I couldn't have done it without the assistance of these people.
I'm not finished. I've still got more to do. I'll continue this.
I'm hoping future generations of students can learn from this as well.

Conscience!

HBHS Goals 2018-19

- Evaluate and enhance current STEM offerings and research alternatives to the March 2018 STEM proposal and make a recommendation on how to acquire the necessary space to for related programs
- Review and implement recommendations as appropriate that were developed by building level committee led by consultants utilizing the West Ed Tool.
- Continue to develop vertically aligned (7-12) Professional Learning Communities.
- Perform a technology needs assessment for the high school that takes into account recent purchases and practices as they relate to the impact on technology and instruction in the building.

HBMS Goals 2018-2019

- Revise the HBMS Core Values
- Implement new special education model as outlined by the building level Implementation Team using the West Ed Tool For School Improvement.
- Explore implementation of the PSAT at the middle level
- Further develop personalized learning for all students
- Continue to develop vertically aligned (7-12) Professional Learning Communities.
- Continue to make enhancements to the safety and security of HBMS, making HBMS a national spotlight school.



HOLLIS BROOKLINE ATHLETICS



Athletic Director – Rhon Rupp

Asst. Athletic Director – Brian Bumpus

Athletic Trainer – Michael Thompson

2017-2018 Year in Review

- NHIAA Scholar Athletes
- Sportsmanship
- Championship Teams
- Communication
- Athletic Trainer / Fitness Center
- Coaches Handbook

NHIAA SCHOLAR ATHLETES



- Seniors who played 2 or more sports during Senior Year
- Maintained B+ average or better
- Participated in community service
- 20 Hollis Brookline student-athletes

Sportsmanship

- 1 of only 4 schools in DII without negative rating for the year
- Teams earning sportsmanship award for their sport
 - Boys Volleyball
 - Wrestling
 - Boys Soccer

2017 DI CHAMPIONS



HBHS GIRLS VOLLEYBALL

- 7th overall championship (4th in Division I)

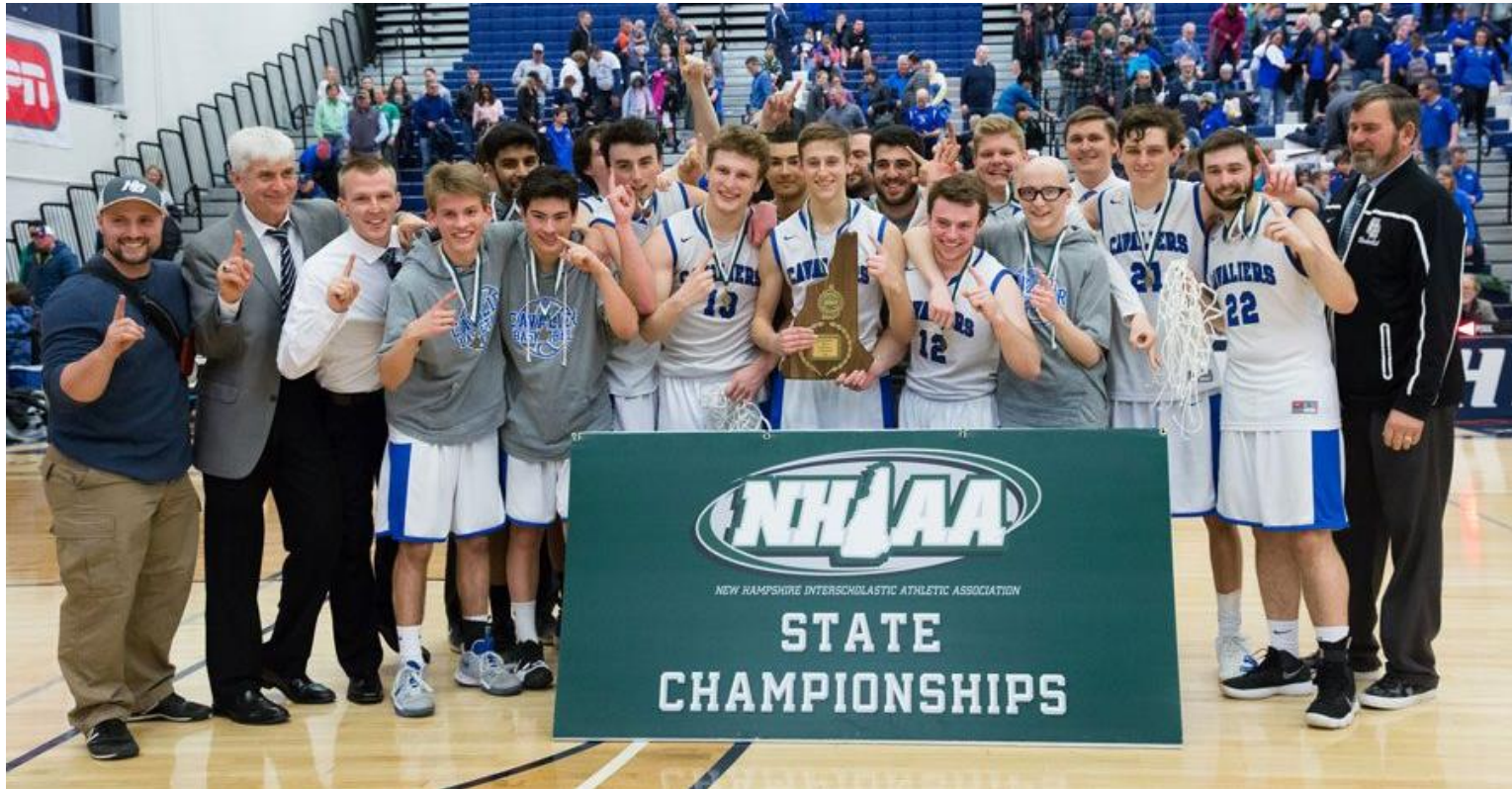
2018 DII CHAMPIONS



HBHS GIRLS BASKETBALL

- 1st Championship in in school history

2018 DII CHAMPIONS



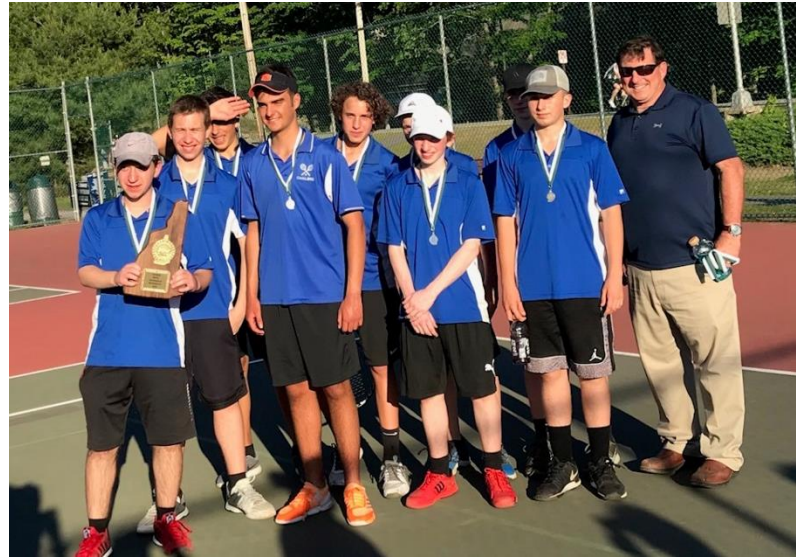
HBHS BOYS BASKETBALL

- 4th championship in school history

2018 DII RUNNER-UPS



HBHS GIRLS LACROSSE



HBHS BOYS TENNIS

- 5 teams in state championship game
- Most in school history

Communication

- Continued Meet and Greet nights at High School
- Proposed addition of Middle School Meet and Greet nights
- Implementation of FamilyID registration platform
 - Allows for use of announcement system for athletic matters
 - Still pay through MySchoolBucks (systems are integrated)
 - Provides much more user-friendly experience
- Increased presence on Twitter
 - Will continue to grow
 - Will integrate MS into social media presence

Athletic Trainer / Fitness Center

- New trainer has become valuable member of team
 - Taken over responsibility for ImPACT Testing
 - Strength and conditioning
 - Open communication
 - Approachable for students and parents
 - Wealth of knowledge
 - Plans to integrate summer training program in future
- Fitness Center revitalization
 - Removal of old, outdated equipment
 - Installation of modern equipment
 - Allows for versatility, safety, and user-friendly environment

Athletic Trainer / Fitness Center

BEFORE



Athletic Trainer / Fitness Center

AFTER



Coaches Handbook

- Continue to make revisions and additions
- Development of over-arching Coaching Philosophy
- Draft of Athletic (5) “I”s
- Board update to be provided at August meeting

Goals

- Coop Athletics
 - Develop relationship between programs at both schools
 - Roll-out Coaches Handbook to all coaches
 - Develop corresponding MS uniform purchase cycle
 - Develop Coop Athletics website
- Field Maintenance
 - Met with professional to provide recommendations
 - Develop long-term strategic plan for renovation of all fields
- Facilities
 - Continue to improve and develop fitness center
 - Evaluate and identify needs in all fields and facilities

The 5 “I’s

Integrity

It is expected that coaches will represent the Hollis Brookline School District with the utmost respect and integrity in all matters, athletically or otherwise. Coaches provide the model for our student athletes, and must represent themselves as such.

Intellectual Curiosity

The playing field serves as an extension of the classroom, and coaches must treat it as such by allowing the student-athlete to find their own way and ask any and all questions.

Innovation

It is the coach’s duty to inspire student-athletes to pursue new ideas and explore new concepts in order to promote learning in all aspects of life.

Individuality

Every student-athlete is different, and will learn and play in different manners and styles. Coaches must respect the individuality of each student-athlete and allow them to be their own person.

Involvement in the HB Community

Coaches must understand and appreciate that their team and their student-athletes are one piece of a greater system. Involvement in the community is paramount to the development of upstanding citizen and a team mentality.

FY18 Athletic Trust Reimbursement Request

Account	Description	FY18 Budget for Athletic Trust Reimbursement	Actual Costs	Balance
10.1400.424.04.	Field Maintenance	\$3,000.00	\$2,987.98	\$12.02
10.1400.430.04.	Equipment Repair	\$3,500.00	\$3,478.24	\$21.76
10.1400.510.03.	Transportation	\$5,950.00	\$5,949.20	\$0.80
10.1400.510.04.	Transportation	\$18,850.00	\$18,829.49	\$20.51
10.1400.580.04.	Travel	\$100.00	\$70.71	\$29.29
10.1400.614.04.	Training Supplies	\$500.00	\$350.00	\$150.00
10.1400.615.03.	Athletic Supplies	\$0.00	\$0.00	\$0.00
10.1400.616.04.	Awards	\$4,400.00	\$4,267.86	\$132.14
10.1400.618.04.	Uniforms	\$12,200.00	\$12,102.49	\$97.51
10.1400.619.03.	Uniforms	\$0.00	\$0.00	\$0.00
10.1400.730.04.	Addl Equipment	\$1,000.00	\$992.27	\$7.73
		\$49,500.00	\$49,028.24	\$471.76

10.1400.730.04.	FY18 purchases TBD	\$17,500		\$17,500
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	Total	\$67,000.00	\$49,028.24	\$17,971.76
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FY18 Athletic Trust Transactions

Beginning Balance 7/1/17	\$ 38,055.77
FY17 Approved Reimbursement	\$ (25,792.56)
FY18 Voted Transfer	\$ 67,000.00
Interest to Date	\$ 323.51
FY18 Requested Reimbursement	\$ (49,028.24)
Anticipated Ending Balance 6/30/18	\$ 30,558.48

Hollis Brookline Cooperative School District

FY18 Revenue and Expense Report

Expenses as of 6/7/2018				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$5,733,083	\$4,546,999	\$968,956	\$217,128
Special Education	\$3,624,498	\$3,009,877	\$584,028	\$30,593
Vocational Program	\$35,840	\$16,578	\$16,202	\$3,060
Student Support Services	\$1,344,126	\$1,048,035	\$245,751	\$50,340
Instructional Staff Support	\$659,239	\$412,284	\$138,692	\$108,263
School Administration	\$941,388	\$873,734	\$54,142	\$13,513
Facilities	\$1,179,600	\$1,075,771	\$116,379	(\$12,549)
Benefits	\$4,518,467	\$3,981,233	\$510,819	\$26,415
Site improvement	\$0	\$0	\$78,500	(\$78,500)
Bonds	\$597,367	\$597,367	\$0	\$0
Transfers	\$848,000	\$187,000	\$661,000	\$0
TOTAL FY18 EXPENSES	\$22,336,186	\$18,093,177	\$3,684,257	\$558,753

TOTAL FY18 + FY17 Expenses	\$22,492,019	\$18,217,748	\$3,690,007	\$584,264
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Local	Local Property Tax	\$ 16,427,665	\$ 15,625,000	\$ 802,665	\$ -
	Adequacy Aid Grant/Tax	\$ 3,168,920	\$ 3,168,920	\$ -	\$ 0
	State				
	Special Education Aid	\$ 580,387	\$ 577,615		\$ (2,772)
	Food Service	\$ 3,700	\$ 3,156	\$ 544	\$ -
	Other State Aid	\$ -	\$ 1,916		\$ 1,916
	Grants	\$ 245,000	\$ 106,464	\$ 138,536	\$ -
	Medicaid	\$ 202,000	\$ 132,880	\$ 69,120	\$ -
	Food Service Sales	\$ 374,300	\$ 315,947	\$ 58,353	\$ -
	Other	\$ 62,000	\$ 103,390		\$ 41,390
	Contingency &Trusts	\$ 287,000		\$ 287,000	\$ -
	Unreserved Fund Balance	\$ 900,252		\$ 900,252	\$ 0
	Less Retained Fund Balance	\$ (142,000)		\$ (142,000)	\$ -
	TOTAL REVENUE	\$ 22,336,186	\$ 20,259,572	\$ 2,125,544	\$ 48,930

Total Expense Balance	\$584,264
Total Revenue Balance	\$48,930
Unreserved Fund Balance	\$633,195

Anticipated Reductions to Unreserved Fund Balance

Contingency	\$	(100,000)
Athletic Trust	\$	(70,000)
Maint. Trust	\$	(40,000)
Spec Ed Trust	\$	(50,000)
Retained Fund Balance	\$	(142,000)
Total Reductions	\$	(402,000)

Unreserved Fund Balance After Reductions	\$231,195
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6/7/2018

Explanation of budget balances on current expense report

Function	Description	Current Balance	Notes
1100	Regular Education	\$217,128	Hiring savings; Pro-rated lane changes happening later in year
1200	Special Education	\$30,593	Para-educator unfilled positions
1300	Vocational Program	\$3,060	Lower tuition
1400	Co-curricular Program	\$3,348	Athletic officials lower than expected
2100	Student Support Services	\$50,340	Did not replace student assistance coordinator
2300	School Board/Assessment	\$59,520	Legal fees, annual mtg, negotiation expenses higher than expected
2400	School Administration	\$13,513	Software vendor contracts lower than expected
2700	Transportation	\$142,719	Special Ed Trans. and gas costs lower than expected
2900	Benefits	\$26,415	Final health rates less than GMR; savings in life insurance and UC
4200	Site Improvement	(\$78,500)	Dunwell Electric: new fire panel for HS (new account, no budget)
4300	Architectural Fees	(\$5,098)	Banwell Architects -- add'l work above the \$25K approved in FY17
5100	Bonds	\$0	
5200	Transfers	\$0	
	Total Expenses	\$558,753	

General explanation of what is included in each account category

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
1300	Vocational Program	Vocational ed. Tuition
1400	Co-curricular Program	Athletic program and other co-curricular activities
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4200	Site Improvement	Fire Panel Replacement at the HS (and survey for turf field will go here)
4300	Architectural Fees	
5100	Bonds	
5200	Transfers	

Staff	Department	Amount	Award
Kristen Roy	World Languages	2000	Leadership
Matt Barbosa	Unified Arts	1000	Innovation
Rodney Clark	Science	1000	Collaboration
Kelly Ducharme	Nurse	1000	Leadership
Lauren Gross	English	1000	Collaboration
Jen Given	Social Studies	1000	Leadership
Candice Hancock	Unified Arts	1000	Innovation
Christine Heaton	Library	1000	Innovation
Tammy Leonard	Math	1000	Innovation
Kathleen Maynard	Guidance	1000	Leadership
Ann Melim	English	1000	Leadership
Tori Milette	English	1000	Collaboration
Clare Pare	English	1000	Collaboration
Eric Perry	Science	1000	Innovation
Stacey Plummer	Math	1000	Leadership
Erin Robbins	World Languages	1000	Leadership
Annie Roy-Faucher	World Languages	1000	Leadership
David Umstead	Unified Arts	1000	Leadership
Adam Wilcox	Science	1000	Innovation
Judy McDaniel	Math	1000	Collaboration
Trevor Duval	Social Studies	1000	Leadership

HOLLIS BROOKLINE MIDDLE SCHOOL

Robert Thompson
Principal

Patti Flynn
Assistant Principal

Jennifer Campbell
Student Services Coord.

Sheila Mandragouras
School Nurse

Christy Grieff
Guidance

Kristine Turcotte
Guidance

To: Hollis Brookline Cooperative School Board
From: Bob Thompson, Principal HBMS
Re: Merit Recipients
Date: June 14, 2018

Here is a list of the 2017-2018 school year merit award recipients;

<u>Recipients</u>	<u>Amount Awarded</u>	<u>Rationale</u>
Dorothy Ball	\$500.00	Collaboration
Gayle Bottcher	\$1,000.00	Leadership
Steve Capraro	\$ 1,000.00	Collaboration
Amy Chase	\$500.00	Leadership
Jennifer Christman	\$500.00	Collaboration
Allison Franklin	\$500.00	Leadership
Pam Griffith	\$1,000.00	Leadership
George Minott	\$1,000.00	Leadership
Courtney Moore	\$500.00	Creativity
Lynne Ouellette	\$500.00	Creativity
Christine Page	\$500.00	Collaboration
Pam Saucier	\$500.00	Creativity
Kristine Turcotte	\$1,500	Leadership, Creativity & Collaboration
Erin White	\$500.00	Leadership

HBHS- ATHLETIC STIPENDS

AS OF:

6/13/18

Name	Amount	Proposed
Baseball - Asst.	\$ 1,600	
Baseball - JV	\$ 2,350	
Baseball - V	\$ 3,500	
Basketball - Boys FR	\$ 1,600	
Basketball - Boys JV	\$ 2,700	
Basketball - Boys V	\$ 4,250	
Basketball - Girls JV	\$ 2,700	
Basketball - Girls V	\$ 4,250	
Bass Fishing Asst.	\$ 600	FY19
Bass Fishing Head	\$ 1,600	FY19
Bowling - Asst.	\$ 1,600	
Bowling - Head	\$ 2,350	
Cross Country - Asst. 1 of 2	\$ 1,600	
Cross Country - Asst. 2 of 2	\$ 1,600	
Cross Country - Head	\$ 3,875	
Faculty Manager	\$ 2,350	
Field Hockey - JV	\$ 2,700	
Field Hockey - V	\$ 3,875	
Field Hockey Asst.	\$ 1,600	FY19
Football - Asst. 1 of 3	\$ 2,350	
Football - Asst. 2 of 3	\$ 2,350	
Football - Asst. 3 of 3	\$ 2,350	
Football - JV	\$ 3,500	
Football - V	\$ 4,250	
Football- Scoreclock	\$ 375	FY19
Golf - Head	\$ 2,700	
Golf Asst.	\$ 900	FY19
Gymnastics - Head	\$ 1,600	
Ice Hockey - Head	\$ 3,875	
Lacrosse - Boys Asst.	\$ 1,600	
Lacrosse - Boys JV	\$ 2,350	
Lacrosse - Boys V	\$ 3,500	
Lacrosse - Girls Asst.	\$ 1,600	
Lacrosse - Girls JV	\$ 2,350	
Lacrosse - Girls V	\$ 3,500	
Ski Team - Asst. 1 of 2	\$ 800	
Ski Team - Asst. 2 of 2	\$ 800	
Ski Team - Head	\$ 2,700	
Ski Team Bus Chaperone	\$ 600	
Soccer - Boys V	\$ 3,875	
Soccer - Boys FR	\$ 1,600	

HBHS- ATHLETIC STIPENDS

AS OF:

6/13/18

Name	Amount	Proposed
Soccer - Boys JV	\$ 2,700	
Soccer - Girls JV	\$ 2,700	
Soccer - Girls V	\$ 3,875	
Soccer- Girls Asst.	\$ 1,600	FY19
Softball - JV	\$ 2,350	
Softball - Varsity	\$ 3,500	
Softball- Assistant	\$ 1,600	
Spirit- Fall - Asst.	\$ 1,600	
Spirit- Winter- Asst.	\$ 1,600	FY19
Spirit, Fall - Head	\$ 2,350	
Spirit, Winter - Head	\$ 3,500	
Swimming - Head	\$ 2,700	
Swimming Asst.	\$ 1,600	FY19
Tennis - Boys Head	\$ 2,700	
Tennis - Girls Head	\$ 2,700	
Tennis- Boys Asst.	\$ 900	FY19
Tennis- Girls Asst.	\$ 900	FY19
Track - Indoor Asst.	\$ 2,350	
Track - Indoor Head	\$ 3,500	
Track - Spring Associate (B&G)	\$ 2,700	
Track - Spring Boys Asst.	\$ 1,600	
Track - Spring Boys Head	\$ 3,500	
Track - Spring Girls Asst.	\$ 1,600	
Track - Spring Girls Head	\$ 3,500	
Track Meet Asst. Manager	\$ 175	Fy19 (was pd in officials acct)
Track Meet Manager	\$ 550	Fy19 (was pd in officials acct)
Unified Basketball - Asst.	\$ 900	
Unified Basketball - Head	\$ 1,600	
Unified Soccer - Asst.	\$ 900	
Unified Soccer - Head	\$ 1,600	
Unified Track - Asst.	\$ 900	
Unified Track - Head	\$ 1,600	
Volleyball - Boys JV	\$ 2,350	
Volleyball - Boys V	\$ 3,500	
Volleyball - Girls FR	\$ 1,600	
Volleyball - Girls JV	\$ 2,700	
Volleyball - Girls V	\$ 3,875	
Wrestling - Asst.	\$ 1,600	
Wrestling - Head	\$ 4,250	
Total	\$ 181,950	

HBHS- ATHLETIC STIPENDS

AS OF: 6/13/18

Name	Amount	Proposed
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New for Fy19	\$	12,400
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HBHS- Extra Curricular and Performing Arts Stipends

As of: 6/13/2018

Name	Amount	Proposed
Band director	\$ 4,250	
Chemistry Club	\$ 400	
Chess	\$ 400	
Choral Director	\$ 1,600	
choral orch director	\$ 2,350	
Choreography	\$ 1,200	
Climbing Club	\$ 400	
Community of Caring 1 of 3	\$ 300	
Community of Caring 2 of 3	\$ 300	
Community of Caring 3 of 3	\$ 300	
Dance Team	\$ 600	
Debate	\$ 1,200	
Dept Chair- Guidance	\$ 8,500	
Dept Chair-English	\$ 3,151	
Dept Chair-Math	\$ 3,151	
Dept Chair-Perf Arts, Music, FACS	\$ 3,151	
Dept Chair-Science	\$ 3,151	
Dept Chair-Social Studies	\$ 3,151	
Dept Chair-World language	\$ 3,151	
fall play director 1 of 2	\$ 1,175	
fall play director 2 of 2	\$ 1,175	
First Robotics -1 of 2	\$ 1,750	
First Robotics -2 of 2	\$ 1,750	
French Club	\$ 600	
Freshman Class Advisor 1 of 2	\$ 900	
Freshman Class Advisor 2 of 2	\$ 900	
Gay Straight Alliance	\$ 400	
Granite State Challenge 1 of 2	\$ 450	
Granite State Challenge 2 of 2	\$ 450	
Green Group	\$ 400	
Guitar Night Advisor	\$ 400	FY19
HB the Change -1 of 2	\$ 400	Fy19 increased \$200
HB the Change -2 of 2	\$ 400	Fy19 increased \$200
Home front heroes	\$ 400	
Junior Class Advisor 1 of 2	\$ 1,200	
Junior Class Advisor 2 of 2	\$ 1,200	
Life of a Cavalier -1 of 2	\$ 450	
Life of a Cavalier -2 of 2	\$ 450	
Math Team 1 of 2	\$ 800	

HBHS- Extra Curricular and Performing Arts Stipends

As of: 6/13/2018

Name	Amount	Proposed
Math Team 2 of 2	\$ 800	
Musical director 1 of 2	\$ 1,750	
Musical director 2 of 2	\$ 1,750	
Natl Honor Society	\$ 1,600	
Newspaper Cav Chron 1 of 2	\$ 1,175	
Newspaper Cav Chron 2 of 2	\$ 1,175	
Perf Arts Services (pay in a/p)	\$ 5,950	
Physics Advisor	\$ 400	FY19
Red Cross	\$ 1,200	
Science Olympiad	\$ 600	
Senior Class Advisor 1 of 2	\$ 1,600	
Senior Class Advisor 2 of 2	\$ 1,600	
Ski & Snowboard Club	\$ 900	
SOPE	\$ 900	
Sophomore class advisor 1 of 2	\$ 900	
Sophomore class advisor 2 of 2	\$ 900	
Spanish Club 1 of 2	\$ 300	
Spanish Club 2 of 2	\$ 300	
Spring play director 1 of 2	\$ 1,175	
Spring play director 2 of 2	\$ 1,175	
Student Council	\$ 1,600	
Theater Tech Crew Advisor	\$ 1,200	
Thespian Society	\$ 400	
Tri-M	\$ 400	
Webmaster	\$ 1,200	
Yearbook 1 of 3	\$ 1,750	
Yearbook 2 of 3	\$ 875	
Yearbook 3 of 3	\$ 875	
Young Writer's Club	\$ 400	

Total \$ 91,203.36

New for FY19 \$ 1,200

HBMS - STIPENDS

AS OF: 6/13/2018

Name	Amount	Proposed
After School Study	\$ 2,350.00	
Archery	\$ 400.00	
Art Club	\$ 600.00	
Athletic Director fall	\$ 2,700.00	
Athletic Director spring	\$ 2,700.00	
Baseball	\$ 2,350.00	
Basketball Boys	\$ 2,700.00	
Basketball Girls	\$ 2,700.00	
Chess Club	\$ 400.00	
Climbing Club	\$ 600.00	
Costume/Makeup/Drama	\$ 400.00	
Cross Country 1 of 2	\$ 2,350.00	
Cross Country 2 of 2	\$ 2,350.00	
DC Chaperones (20 @\$150)	\$ 3,000.00	FY19
DC Prep- 1 of 2	\$ 500.00	FY19
DC Prep- 2 of 2	\$ 500.00	FY19
Debate	\$ 600.00	
Drama club	\$ 3,875.00	
Field Hockey	\$ 2,350.00	
Floor Hockey	\$ 400.00	
Garden Club	\$ 2,350.00	
Intramurals	\$ 600.00	
Jazz Band	\$ 1,000.00	
Lacrosse- boys	\$ 2,350.00	FY19
Lacrosse- girls	\$ 2,350.00	FY19
Math Counts	\$ 600.00	
Mentor Coach	\$ 400.00	
Mnt Biking	\$ 400.00	
Natl History Day Club 1 of 2	\$ 300.00	
Natl History Day Club 2 of 2	\$ 300.00	
Newspaper Club 1 of 2	\$ 300.00	
Newspaper Club 2 of 2	\$ 300.00	
Pianist/Drama	\$ 600.00	
Play offs- Fall 1 of 4	\$ 120.00	
Play offs -Fall 2 of 4	\$ 400.00	
Play offs -Fall 3 of 4	\$ 100.00	
Play offs -Fall 4 of 4	\$ 100.00	
Play offs- spring 1 of 6	\$ 162.50	
Play offs -spring 2 of 6	\$ 187.50	

HBMS - STIPENDS

AS OF: 6/13/2018

Name	Amount	Proposed
Play offs -spring 3 of 6	\$ 187.50	
Play offs- spring 4 of 6	\$ 100.00	
Play offs- spring 5 of 6	\$ 100.00	
Play offs- spring 6 of 6	\$ 75.00	
Playoffs- winter	\$ 500.00	
Props/Drama 1 of 2	\$ 300.00	
Props/Drama 2 of 2	\$ 300.00	
Robotics 1 of 2	\$ 1,350.00	
Robotics 2 of 2	\$ 1,350.00	
Robotics-new (3)	\$ 2,350.00	FY20
Ski Club Advisor	\$ 1,000.00	FY20
Soccer- boys 1 of 2	\$ 1,175.00	
Soccer- boys 2 of 2	\$ 1,175.00	
Soccer- girls	\$ 2,350.00	
Softball- girls 1 of 2	\$ 1,175.00	
Softball- girls 2 of 2	\$ 1,175.00	
Sound/ Stage/Drama	\$ 400.00	
Student Council 1 of 2	\$ 1,000.00	
Student Council 2 of 2	\$ 1,000.00	
Summer Art Enrich	\$ 1,000.00	
Summer Math Coach	\$ 2,350.00	
Track and Field 1 of 3	\$ 2,350.00	
Track and Field 2 of 3	\$ 2,350.00	
Track and Field 3 of 3	\$ 2,350.00	
Track Stats	\$ 400.00	
Uknighted for All 1 of 2	\$ 600.00	
Uknighted for All 2 of 2	\$ 600.00	
Videogame Club	\$ 600.00	FY19
Volleyball	\$ 2,350.00	
Webmaster	\$ 600.00	
Wrestling	\$ 2,700.00	
Yearbook 1	\$ 600.00	
Yearbook 2	\$ 600.00	
Total	\$ 83,257.50	

New for FY19	\$ 11,400
New for FY20	\$ 1,000



Business Office Memo

To: Superintendent Corey
From: Kelly Seeley
CC: Lyn Bill
Date: 6/13/2018
Re: School lunch price change

The State Department of Education has notified the SAU that our school lunch prices are out of compliance with the Healthy Hunger Free Kids Act. Based on the United States Department of Agriculture calculations our current weighted average price for 2017-18 across the SAU is \$2.80. The required weighted average price for 2018-19 is \$2.90.

Failure to bring the price into compliance will require the general fund of each district to fund the price differential. If nothing is done, the state may also withhold our federal and state revenue associated with the school lunch program resulting in additional funding requirements on the general fund.

As a result, I am requesting that each board approve the following price changes to go into effect on August 1, 2018 for all schools under the SAU 41 umbrella.

School	Current Price	Recommended Price	Change
High School	\$2.86	\$3.10	\$0.24
Middle School	\$2.82	\$2.95	\$0.13
Hollis Primary	\$2.78	\$2.80	\$0.02
Hollis Upper	\$2.78	\$2.80	\$0.02
Richard Maghakian Memorial	\$2.78	\$2.80	\$0.02
Captain Samuel Douglass	\$2.78	\$2.80	\$0.02

Please be advised that the regulations now change the required price yearly based on USDA rate increases plus the consumer price index.

Frank Edelblut
Commissioner



Christine Brennan
Deputy Commissioner

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

May 30, 2018

TO: Superintendents

FROM: Frank Edelblut, Commissioner
Department of Education

SUBJECT: General Assurances FY 2019

The New Hampshire Department of Education (NHDOE) has developed the attached "General Assurances, Terms and Requirements for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHDOE. The federally funded education programs which flow money through the NHDOE require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHDOE has consolidated the general assurances into one document which also now includes terms and requirements in an effort to provide more guidance relative to implementation of the underlying assurances. NHDOE requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that I certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy establishes which may

General Assurances FY 2019
May 30, 2018
Page 2

apply for federal funds. As such, both the Superintendent and the local School Board are required to sign the certification page of the attached document.

I am requesting that you and the local School Board complete the certification page at the end of the enclosed general assurance document and return it to the attention of the Bureau of Federal Compliance. I have instructed that office to notify the directors of all programs approving federal funds to LEA's when they have received your assurances. The directors of the various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual programs.

Compliance with these general assurances will be subject to review by NHDOE staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to sign in **blue** ink, and return to this office no later than **June 30, 2018**.

Thank you for your assistance with this initiative. This process should make it less difficult for all of us to access and use the federal funds for the purposes designated.

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

Enclosure

General Assurances, Terms, and Requirements for Participation in Federal Programs

1.0 General Assurances

Assurance is hereby given that, to the extent applicable:

- The recipient has the legal authority to apply for the federal, and the instructional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in this/all applications submitted.
- The recipient will administer each program covered by the application in accordance with all applicable laws, regulations, statutes, rules, policies, procedures, and program requirements.
- The control of funds provided to the recipient under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- The recipient will have/establish and maintain a proper accounting system in accordance with generally accepted accounting standards.
- The recipient will comply with the Stevens Amendment as explained on page 13.
- The recipient will use fiscal control and fund accounting procedures that will ensure proper disbursement of, and accounting for, federal funds paid to that recipient under each program. Access to documents, papers, and other such records shall be made available to authorized representatives of U.S. governmental agencies, including but not limited to, the federal awarding agency, Inspectors General, the Comptroller General and the NHDOE for the purpose of program and fiscal auditing and monitoring.
- The recipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The recipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- To assure that all applications submitted for project/grant funding are proper and in accordance with the terms and conditions outlined in the RFA and/or the RFP, the official who is authorized to legally bind the agency/organization agrees to the following certification. By signing the General Assurances, Terms and Requirements for Participation in Federal Programs, I certify to the best of my knowledge and belief that all applications submitted are true, complete, and accurate, for the purposes and objectives set forth in the RFA and/or the RFP. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal or administrative penalties for false statements, false claims or otherwise.”
- To assure that expenditures reported are proper and in accordance with the terms and conditions of the Project Award and approved project budget, the official who is authorized to legally bind

the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment. "By signing the General Assurances, Terms, and Conditions for Participation in Federal Programs, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

- The recipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- The recipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- The recipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- The recipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest or personal gain.
- The recipient will initiate and complete the work within the applicable time frame after receipt of approval from the awarding agency.
- The recipient will comply with all federal statutes relating to nondiscrimination. (These include but are not limited to, Title VI of the Civil Rights Act of 1964 [P.L. 88-352], which prohibits discrimination on the basis of race, color, or national origin; Title IX of the Education Amendments of 1972, as amended [20 U.S.C. 1681-1683 and 1685-1686], which prohibits discrimination on the basis of sex; Section 504 of the Rehabilitation Act of 1973, as amended [29 U.S.C. 794], which prohibits discrimination on the basis of handicaps; and the Age Discrimination Act of 1975, as amended [42 U.S.C. 6101-6107], which prohibits discrimination on the basis of age.)
- The recipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by any award of assistance.
- The recipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- The recipient will submit a fully executed and accurate Certificate of Federal Expenditure worksheet to the NHDOE not later than **March 31, 2019**. The worksheet will be provided to each recipient by the NHDOE.
- The recipient will cause to be performed the required financial and compliance audits in

accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200, Subpart F, "Audit Requirements," as applicable.

- The recipient assures that no federally appropriated funds have been paid or will be paid by or on behalf of the recipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- The recipient shall comply with the restrictions of New Hampshire RSA 15:5 as explained on page 10.
- The recipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Nonprocurement).
- The recipient certifies that neither it nor its officers is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal Department or agency.
- The recipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- The recipient will comply with all federal requirements, as applicable, for internal controls to ensure compliance with federal statutes, regulations, and terms and conditions of the award.
- The recipient will comply with all applicable requirements of all other federal and state laws, statutes, executive orders, regulations, policies, terms and conditions governing each program funded.
- The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- If applicable, after timely and meaningful consultation, the recipient will provide the opportunity for children enrolled in private, non-profit schools, and the educational personnel of such schools, equitable participation in the activities and services provided by these federal funds, and will notify the officials of the private schools of said opportunity. (Educational services or other benefits provided, including materials and equipment, shall be secular, neutral, and non-ideological. Expenditures for such services or other benefits shall be equal [consistent with the number of children to be served] to expenditures for programs of children enrolled in the public schools of the local educational agency.)

2.0 Terms

Applicant – A school district, SAU or other entity seeking a project award from the NHDOE.

Budget - The applicant's financial plan, in terms of accounts and amounts, showing use of funds for carrying out project objectives, services, or activities as found in the budget narrative and on other budget documents required by the NHDOE.

Budget Period - The interval of time into which a project period is divided for budgetary purposes.

Capital Outlay - Equipment, fixtures, and other tangible personal property of a non-consumable and non-expendable nature.

Conflict of Interest – Must disclose in writing any potential conflict of interest in accordance with applicable federal and/or state laws or policies.

Disbursement - Payment made in cash, by check, or via other electronic means.

Mandatory Disclosure – Must disclose, in a timely manner, in writing all violations of criminal law involving fraud, bribery or gratuity violations potentially affecting the project award.

Monitoring – Actions, activities, and practices used by the NHDOE to determine that funds are used and programs are operated in accordance with applicable federal and state statutes, rules, and regulations.

More Restrictive Conditions - Special requirements or restrictions imposed on a project recipient as a condition of project approval by the NHDOE.

Obligations - The amounts for orders placed, contracts awarded, services received, or for similar transactions during the stipulated project period, which will require payment during the same or a future period.

Private, Non-profit Organization - An agency, organization, or institution not under federal or public supervision or control, which is owned by one or more corporations or associations whose net earnings do not benefit and cannot lawfully benefit any private shareholder or entity.

Private, For-Profit Organization - An agency, organization, or institution not under federal or public supervision or control, which is owned by one or more individuals, partnerships, corporations, or associations whose net earnings do or can benefit any private shareholder or entity.

Project - The services, activities, or program that an entity agrees to provide for a specified period of time using state or federal funds awarded to a project recipient.

Project Application - An entity's request for a project award under state or federal education programs administered by the NHDOE.

Project Award - The approval of a project application as stated in the Project Award Notification sent to project recipients that specifies the amount of funds awarded, the project period, and any special requirements or restrictions to be imposed by the NHDOE.

Project Period - The length of time for which a project has been authorized/awarded.

Project Recipient - The school district, a local education agency (LEA), colleges, universities, public agency, or non-public agency that has been awarded a project to provide services or activities described in a project application approved by the NHDOE.

3.0 Explanation of Grants Management Requirements

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

Accounts and Records

The recipient shall maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.333.

Allowable Costs

In accounting for and expending project/grant funds, a recipient and/or sub-recipient may only charge expenditures to the project award if they are: (a) in payment of obligations incurred during the approved project period; (b) in conformance with the approved project; (c) in compliance with all applicable statutes and regulatory provisions; (d) costs that are allocable to a particular cost objective; (e) spent only for reasonable and necessary costs of the program; and (f) not used for general expenses required to carry out other responsibilities of the recipient and/or sub-recipient. All recipients must have written procedures for determining allowability in accordance with Subpart E – Cost Principles of 2 CFR Part 200 and the terms and conditions of the project award.

Audits

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

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

Reports to be Submitted

Audits/Management Letters

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

- The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting

package described in 200.512(c) to FAC at:
[https://harvester.census.gov/facides/\(S\(mqamohbpj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpj0hmyh1r45p1po1))/account/login.aspx)
x

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

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

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

Certificate of Federal Expenditures

An executed and accurate Certificate of Federal Expenditure worksheet shall be submitted to the NHDOE not later than **March 31, 2019**. A copy of the worksheet will be provided to each LEA by the NHDOE in September of 2018.

Debarment, Suspension, and Other Responsibility Matters

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

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

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

The applicant certifies that it and its principals:

- Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or

contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 and 84.610, the applicant certifies that it will continue to provide a drug-free workplace by:

- Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - The dangers of drug abuse in the workplace.
 - The recipient's policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - Abide by the terms of the statement.
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- Notifying the agency in writing within 10 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

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

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

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

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

EDGAR - Education Department General Administrative Regulations

The federal grant administrative regulations for education (Title 34 CFR Parts 75, 76, 77, 79, 81, 82, 84, 86, 97, 98, and 99), was revised on December 26, 2014, with the implementation of the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Grants Guidance), and delete 34 CFR Parts 74, 80, and 85 (Part 85 changed to 2 CFR Part 180) and included the deleted regulations into the Uniform Grants Guidance. Both administrative regulations (EDGAR and Uniform Grants Guidance), apply to all federal projects/awards.

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

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

Program staff within the NHDOE must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

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

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

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

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

Gun Possession

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

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

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

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

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

- (1) The name of the school concerned;
- (2) The grade of the student disciplined;
- (3) The type of firearm involved;
- (4) Whether or not the expulsion was modified, and
- (5) If the student was identified as Educationally Disabled.

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

Ed 317.03 Standard for Expulsion by Local School Board.

- (a) A school board which expels a pupil under RSA 193:13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- (b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193-D and RSA 193:13 through announced, posted, or printed school rules.

- (c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
- (1) Whether a firearm is legally licensed under RSA 159; or
 - (2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- (d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
- (1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - (2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 103:13, III and therefore is subject to expulsion.

Lobbying

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

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

New Hampshire RSA 15:5 Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state

funds from other moneys shall not be sufficient.

Monitoring

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

More Restrictive Conditions

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

Obligations by Project Recipients

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

Participation of Private School Students and Staff in Federal Grants

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

Personnel Costs – Time Distribution

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

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

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

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

Project Effective Dates

For federal programs, funds shall be obligated no earlier than the date the project application was received by the NHDOE and determined to be in substantially approvable form or the effective date of the federal grant award, whichever is later.

All Project Award Notifications reflect the beginning and ending dates of the project period and the date for submission of the final expenditure report. All conditions stated in the award notification are considered binding on the project recipient.

Protected Prayer in Public Elementary and Secondary Schools

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

Purchasing

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

Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.333, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the recipient and subrecipients and the expiration of the right of access is found at 2 CFR 200.336 (a) (c), which states:

- (a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHDOE] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right

also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

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

Supplement, Not Supplant

In accordance with program-specific authorizing laws and regulations implementing those laws, federal funds must generally be used to increase, to the extent practical, the level of nonfederal funds that would be available in the absence of federal funds, and in no case to replace these nonfederal funds.

The Stevens Amendment

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

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

Assurance on Transfer of Disciplinary Records

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

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

Disciplinary Records - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

193-D:8 Transfer Records; Notice – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

END OF DOCUMENT -

CERTIFICATION PAGE

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

Superintendent or other Qualifying Administrator Certification:

I, the undersigned official legally authorized to bind the named School District hereby apply for participation in federally funded education programs on behalf of the School District named below. I certify, to the best of my knowledge, that the below School District will adhere to and comply with these General Assurances, Terms, and Requirements for Participation in Federal Programs (pages 1 through 13 inclusive). I further certify that I have informed all members of the School Board of the federal funds the District will be receiving and of these General Assurances, Terms, and Requirements for the District's participation in said programs.

SAU Number _____
School Administrative Unit

Name of School District

Typed Name of Superintendent
Or other Qualifying Administrator

Signature
(Blue ink please)

Date

School Board Certification:

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

Name of School District

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

Signature
(Blue ink please)

Date

ADVANCED COLLEGE PLACEMENT/DUAL ENROLLMENT FOR CCSNH

See also IMBC

Catergory: Priority/Require by Law

It is the policy of the Hollis Brookline Cooperative School Board that students capable of college-level work while in high school may be permitted to do so and shall be given assistance in enrolling in advanced courses.

Any student whose admission to a college-level course is recommended by his counselor may enroll in a course at an approved college for college credit, at no cost to the Hollis Brookline Cooperative School District. Any student whose eligibility for taking advanced course work is recommended by his/her counselor may enroll in a course. If the student wishes to receive high school credit for the course, he may request permission from his Principal, through the counselor, to apply the course toward high school graduation requirements. The District will not be responsible for any tuition, fees, or other associated costs incurred by the student for enrollment in such courses.

High School and Career Technical Education Center students may participate in the Dual and Concurrent Enrollment Program, through which a student may earn both High School and College credits by enrolling in a course designated by the Community College System of New Hampshire ("CCSNH") as part of the dual and concurrent enrollment program. Students may also participate in other dual enrollment courses as designated in the High School's Program of Studies. The Superintendent shall designate a point of contact for the program who can provide for student counseling, support services, course scheduling, managing course forms and student registration, program evaluation, course transferability, and assisting with online courses. The Superintendent or his/her designee shall establish regulations for the program which:

1. Require compliance with measurable educational standards and criteria approved by the CCSNH;
2. Require that courses meet the same standard of quality and rigor as courses offered on campus by CCSNH;
3. Require that program and courses comply with the standards for accreditation and program development established by the National Alliance for Concurrent Enrollment Partnerships;
4. Establish criteria for student eligibility to participate in the program;
5. Establish standards for course content;
6. Establish standards for faculty approval;
7. Establish program coordination and communication requirements;
8. Address tuition, fees, textbooks and materials, course grading policy, data collection, maintenance, and security, revenue and expenditure reporting, and a process for renewal of the agreement;
9. Requires annual notification to high school students and their parents of Dual and Concurrent Enrollment opportunities.

Legal References:

*RSA 188-E:25 through RSA 188-E:28
Ed 306.141(a)(6), Advanced Course Work*

NH Code of Administrative Rules, Section Ed. 306.14(g), Basic Instructional Standards

1st Reading: September 21, 2005

Adopted: May 21, 2008

Amended 1st Reading: May 16, 2018

Amended 2nd Reading: June 20, 2018