

Brookline School Board
Wednesday, October 27, 2021
Captain Samuel Douglass Academy
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
 - Correspondence/Resignations/Nominations
 - Superintendent's memo regarding COVID numbers
- 6:10 Approval of Minutes – September, 2021
- 6:15 Public Input
- 6:30 Principal's report
- 6:45 Discussion
 - Fiscal Year 2021 final numbers
 - Fiscal year 2022 Revenue and Expense first quarter report
 - Fiscal Year 2023 budget discussion
 - Facilities Committee – Renovations plan
- 8:00 **Deliberations**
 - To see what action the Board will take regarding the policy memo submitted by the Brookline policy committee
- 8:15 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:30 Motion to adjourn

October 20, 2021

RE: Masks

To: SAU School Board

From: Andrew Corey, Superintendent

Dear Members of the Brookline and the Hollis School Board,

Over the last several weeks I have been closely monitoring cases of COVID across the SAU. Most recently we have seen an uptick in both communities while experiencing an increase in cases at Hollis Brookline High School. Our two towns have reported the following numbers over the last several weeks (source WMUR data):

September 8	Brookline 8 active,	Hollis 17 active	Total 25
September 9	Brookline 10 active,	Hollis 15 active	Total 25
September 13	Brookline 13 active	Hollis 14 active	Total 27
September 14	Brookline 10 active	Hollis 18 active	Total 28
September 15	Brookline 10 active,	Hollis 17 active	Total 27
September 16	Brookline 11 active,	Hollis 15 active	Total 26
September 20	Brookline 13 active,	Hollis 14 active	Total 27
September 21	Brookline 7 active,	Hollis 12 active	Total 19
September 22	Brookline 7 active,	Hollis 6 active	Total 13
September 23	Brookline 7 active,	Hollis 5 active	Total 12
September 24	Brookline 8 active,	Hollis 7 active	Total 15
September 27	Brookline 9 active,	Hollis 9 active	Total 18
September 28	Brookline 9 active,	Hollis 9 active	Total 18
September 29	Brookline 11 active,	Hollis 7 active	Total 18
September 30	Brookline 14 active,	Hollis 10 active	Total 24
October 1	Brookline 12 active,	Hollis 12 active	Total 24
October 4	Brookline 13 active,	Hollis 14 active	Total 27
October 5	Brookline 13 active,	Hollis 14 active	Total 27
October 12	Brookline 12 active,	Hollis 12 active	Total 24
October 13	Brookline 12 active,	Hollis 5 active	Total 17
October 14	Brookline 11 active,	Hollis 1-4 active	Total 11+ (2 for total))
October 18	Brookline 12 active,	Hollis 6 active	Total 18
October 19	Brookline 17 active,	Hollis 11 active	Total 28
October 20	Brookline 17 active,	Hollis 12 active	Total 29
	Average 11 cases	Average 10.9	Average 21.29

Vaccination rates

- Brookline: 60.50% with at least 1 dose; 54.20% fully vaccinated

- Hollis: 71.80% with at least 1 dose; 65.40% fully vaccinated

I recommend we continue wearing masks indoors. While the positive covid cases are rising in our town, and our county remains in substantial transmission, our schools have been able to keep positive cases among students to a minimum, thanks in part to masking.

It appears that children age 5-11 may be eligible to begin to be vaccinated in the next few weeks. As we are so close to being able to get these children more protection, now is not the time to change our mitigation strategies. Once families have had the opportunity to be vaccinated we will begin a process of reducing mask wearing and ultimately recommending we move to a mask optional policy for the Brookline Schools.

Brookline School Administrator's Report

October 27, 2021

Calendar, Events, Programs

October 18th - 22nd	RMMS Book Fair
October 29th	RMMS Halloween Parade
November 11 th	Veterans Day – No School
November 12 th	Professional Development Day – No School

Brookline Administrator's Report

BSD:

- RMMS Staffing Needs: 2 MTSS Paraeducators, 4 Paraeducators, 1 School Nurse
- CSDA Staffing Needs: Reading Teacher, 1 MTSS Paradeducator; and 1 Paraeducator
- Brookline Food Pantry Project – Cereal Box Domino Fall
- SEL Activities in Brookline
- Blue Jay and Wolf Pack School-Wide Recognition Program

Brookline Enrollment Projections for School Year 21-22

	PreK- 3	PreK 4	K	1	2	3	4	5	6
Enrollment Total	4	8	81	81	82	84	87	81	80
Ed 306.12 Class Size			25	25	25	30	30	30	30
Divisor according to Policy IIB			17	17	20	20	23	23	23
Sections according to Policy IIB	12	12	4.76 sections	4.76 sections	4.1 sections	4.2 sections	3.78 sections	3.52 sections	3.48 sections
Teacher/Class Size according to Policy IIB			5 = 16.2	5 = 16.2	4 = 20.5	4 = 21	5=17.4	4 = 20.25	4 = 20
NESDEC	8	8	97	75	77	75	95	83	83

Brookline School District Total Enrollment - 587 students

RMMS - 340

CSDA - 247

Brookline School District

FY21

as of 6/30/2021

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,730,922	\$ 2,609,509		\$ 121,413
Special Education	\$ 1,344,794	\$ 1,239,401		\$ 105,393
Student Support Services	\$ 663,804	\$ 656,297		\$ 7,507
Instructional Staff Support	\$ 228,723	\$ 149,219		\$ 79,503
School Board/SAU Assessment	\$ 392,885	\$ 355,356		\$ 37,529
School Administration	\$ 518,447	\$ 474,924		\$ 43,523
Facilities	\$ 691,383	\$ 653,234		\$ 38,149
Transportation	\$ 573,304	\$ 499,047		\$ 74,257
Benefits	\$ 2,463,458	\$ 2,308,681		\$ 154,777
Debt Service	\$ 38,500	\$ 38,500		\$ -
Transfers	\$ 465,000	\$ 617,772		\$ (152,772)
TOTAL	\$ 10,111,220	\$ 9,601,942	\$ -	\$ 509,278
Plus FY20 Expense Carryover	\$ 121,419	\$ 44,566		\$ 76,853
TOTAL FY20 + FY21	\$ 10,232,639	\$ 9,646,507	\$ -	\$ 586,132

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 5,898,356	\$ 5,898,356		\$ (0)
Local Impact Fees	\$ 13,000	\$ 36,519		\$ 23,519
Adequacy Aid Grant/Tax	\$ 3,210,223	\$ 3,210,223		\$ -
State				
Special Education Aid	\$ 56,910	\$ 68,818		\$ 11,908
Building Aid	\$ -			\$ -
Food Service	\$ 2,100	\$ 2,300		\$ 200
Federal				
Grants	\$ 195,000	\$ 271,468		\$ 76,468
Food Service	\$ 40,500	\$ 239,401		\$ 198,901
Medicaid	\$ -	\$ 25,785		\$ 25,785
Local				
Tuition	\$ 13,000	\$ 14,400		\$ 1,400
Other	\$ 5,000	\$ 62,034		\$ 57,034
Food Service Sales	\$ 127,400	\$ 4,603		\$ (122,797)
FY20 Expense Carryover	\$ 121,419	\$ 44,566		\$ (76,853)
Less: Contingency Fund FY21	\$ 40,000	\$ 40,000		\$ -
Less: Facilities Maint. Fund FY21	\$ 75,000	\$ 75,000		\$ -
Less: Special Education Fund FY21	\$ 25,000	\$ 25,000		\$ -
Fund Balance/Audit Adjustments	\$ 409,731	\$ 390,118		\$ (19,613)
TOTAL REVENUE	\$ 10,232,639	\$ 10,408,590	\$ -	\$ 175,951

	Actual	Original (MS26)
Unreserved Fund Balance	\$ 762,082	\$ 340,000
Less: Contingency Fund FY21	\$ 40,000	\$ 40,000
Less: Facilities Maintenance FY21	\$ 75,000	\$ 75,000
Less: Special Education Fund FY21	\$ 25,000	\$ 25,000
Less: Special Education Fund FY21	\$ 129,500	\$ -
Fund Balance to Reduce Taxes	\$ 517,582	\$ 200,000

Explanation of budget balances on current expense report			
6/30/2021			
Function	Description	Current Balance	Notes
1100	Regular Education	\$ 121,413	New hire salary and Covid-19 related savings
1200	Special Education	\$ 105,393	Lower salary expense offset by anticipated contracted services
2100	Student Support Services	\$ 7,507	Increase in BCBA costs
2200	Instructional Staff Support	\$ 79,503	New hire salary savings
2300	School Board/SAU Assessment	\$ 37,529	Contingency fund unused; increase in annual meeting expense
2400	School Administration	\$ 43,523	New hire salary savings
2600	Facilities	\$ 38,149	Savings primarily in heating oil and other various savings
2700	Transportation	\$ 74,257	Bus route correction and lower spec ed costs
2900	Benefits	\$ 154,777	Health insurance choices and lower salary associated benefits
5100	Debt Service	\$ -	
5200	Transfers	\$ (152,772)	Grant and food service transfers higher than expected
		\$ 509,278	

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
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense

Brookline School District

FY21

as of 09/30/2021

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,751,951	\$ 335,518	\$ 2,380,877	\$ 35,556
Special Education	\$ 1,661,818	\$ 194,981	\$ 1,526,007	\$ (59,170)
Student Support Services	\$ 652,233	\$ 63,873	\$ 582,869	\$ 5,491
Instructional Staff Support	\$ 212,711	\$ 15,581	\$ 171,088	\$ 26,043
School Board/SAU Assessment	\$ 435,421	\$ 101,343	\$ 336,321	\$ (2,243)
School Administration	\$ 499,174	\$ 164,290	\$ 333,117	\$ 1,766
Facilities	\$ 654,845	\$ 136,417	\$ 523,223	\$ (4,796)
Transportation	\$ 610,199	\$ 65,126	\$ 545,073	\$ -
Benefits	\$ 2,556,562	\$ 410,336	\$ 2,144,089	\$ 2,137
Architect Design	\$ -	\$ 600	\$ 3,000	\$ (3,600)
Debt Service	\$ 37,100	\$ 36,400	\$ 700	\$ -
Transfers	\$ 455,000	\$ -	\$ 455,000	\$ -
TOTAL	\$ 10,527,012	\$ 1,524,464	\$ 9,001,364	\$ 1,184
Plus FY21 Expense Carryover	\$ 70,788	\$ 7,907	\$ 62,881	\$ (0)
TOTAL FY21 + FY22	\$ 10,597,801	\$ 1,532,372	\$ 9,064,245	\$ 1,184

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 6,388,823	\$ 2,000,000	\$ 4,388,823	\$ -
Adequacy Aid Grant/Tax	\$ 2,797,900	\$ 435,733	\$ 2,362,167	\$ 0
State				
Special Education Aid	\$ 122,546		\$ 122,546	\$ -
Full-Day Kindergarten Aid (Retro)	\$ 131,662	\$ 131,662	\$ -	\$ -
Food Service	\$ 2,100	\$ 148	\$ 1,952	\$ (0)
Federal				
Grants	\$ 190,000		\$ 190,000	\$ -
Food Service	\$ 38,500		\$ 38,500	\$ -
Medicaid	\$ 21,500	\$ 2,372	\$ 19,128	\$ 0
Local				
Tuition	\$ 13,000	\$ 6,544	\$ 6,456	\$ (0)
Impact Fees	\$ 33,000		\$ 33,000	\$ -
Other	\$ 6,000	\$ 0	\$ 6,000	\$ 0
Food Service Sales	\$ 124,400		\$ 124,400	\$ -
FY21 Expense Carryover	\$ 70,788	\$ 7,907	\$ 62,881	\$ 0
Less: Contingency Fund	\$ 40,000		\$ 40,000	\$ -
Less: Facilities Maint. Fund	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes	\$ 647,101		\$ 647,101	\$ -
Retained Fund Balance	\$ (129,519)		\$ (129,519)	\$ -
TOTAL REVENUE	\$ 10,597,801	\$ 2,584,366	\$ 8,013,435	\$ 0

Total Expense Balance \$ 1,184

Total Revenue Balance \$ 0

Unreserved Fund Balance \$ 1,184

Anticipated Reductions to Unreserved Fund Balance

Anticipated Needs for FY23

Maint. Trust

Spec Ed Trust

Contingency

Retained Fund Balance

Total Reductions \$ -

Projected Fund Balance \$ 1,184

Please note that unexpected spec ed costs are still being determined but will likely result in expenditures from the spec ed trust.

Explanation of budget balances on current expense report			
9/30/2021			
Function	Description	Current Balance	Notes
1100	Regular Education	\$ 35,556	New hire savings and unfilled positions
1200	Special Education	\$ (59,170)	Unexpected special ed costs
2100	Student Support Services	\$ 5,491	Various small savings
2200	Instructional Staff Support	\$ 26,043	Position savings
2300	School Board/SAU Assessment	\$ (2,243)	Various small overages
2400	School Administration	\$ 1,766	Various small savings
2600	Facilities	\$ (4,796)	Various small overages
2700	Transportation	\$ -	
2900	Benefits	\$ 2,137	Various small savings
4300	Architect design	\$ (3,600)	RMMS Bathroom Design
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ 1,184	

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
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense

BROOKLINE, HOLLIS, & HOLLIS-BROOKLINE SCHOOL DISTRICTS (SAU 41)

10/20/2021

2022 ANNUAL MEETING DATES and DEADLINES-FINAL

USING RSA REGULATIONS

		Traditional					SB2		
Action	RSA Parameters	Coop- Day 1	Coop- Day 2	Snow Date	Hollis	Snow Date	Brookline	Snow Date	RSA Reference
Last day to <u>post notice</u> of budget hearing	SB2: "...the second Tuesday in January..."; Trad.: at least 7 days in advance of budget hearing	1/25/2022			1/31/2022		1/4/2022		SB2-40:13,II-a(a), 32:5,I; Trad.-32:, I
Last day for negotiated cost items to be finalized	SB2: "...the second Tuesday in January..."; Trad.: not later than 30 days before the date prescribed for the district meeting, or the 2nd Tues in March, whichever is earlier	2/12/2022			2/7/2022		1/11/2022		SB2-40:13, II-a (b), 273-A:1; Trad.-32:5- a; 197:6
Last day for petitioned warrant articles	SB2: "...the second Tuesday in January..."; Trad.: not later than 30 days before the date prescribed for the district meeting, or the 2nd Tues in March, whichever is earlier	2/14/2022			2/7/2022		1/11/2022		SB2-40:13, II-a (b), 39:3; Trad.-197:6
PUBLIC HEARING DATES	SB2: "...on or before the third Tuesday in January..."; Trad.: not later than 25 days before (district meeting) i.e. 25 days or EARLIER	2/2/2022	N/A	2/3/2022	2/8/2022	2/10/2022	1/12/2022	1/13/2022	SB2-40:13, II-a (c); Trad.-32:5, I
<i>FYI: Last day to hold at least one budget public hearing</i>	<i>not later than 25 days before [district meeting] i.e. 25 days or EARLIER</i>	<i>2/17/2022</i>			<i>2/11/2022</i>				SB2-40:13, II-a (c); Trad.-32:, I
FIRST SESSION-DELIBERATIVE	SB2: "...between the first and second Saturdays following the last Monday in January, inclusive of those Saturdays..."						2/7/2022	2/9/2022	SB2-40:13, III
Town Report Submission Deadline	Deadlines provided by Towns for them to meet timeline requirements	2/4/2022			2/4/2022		2/4/2022		Town Requirements
Last day for budget committee to deliver budget and warrant article recommendations to selectpersons for Posting	Trad.: at least 20 days before [district meeting]	2/22/2022			2/17/2022		1/27/2022		Trad.-32:16,IV
Last day to <u>post</u> warrant, budget and default budget	SB2: "...on or before the last Monday in January..."; Trad.: 14 days before day of meeting (not including meeting day or posting day)	2/28/2022			2/22/2022		1/31/2022		SB2-40:13, II-a (d), 39:5, 197:7; Trad.- 197:7
Annual report with budget (and ballot questions) made available to voters	SB2 and Trad.: at least 7 days prior to meeting	3/7/2022			3/1/2022		3/1/2022		SB2-40:13, II; Trad.- 32:5, VII(a)
SCHOOL DISTRICT MEETING DAY	Trad.: annually between March 1 and March 25	3/15/2022	3/16/2022	3/17/2022	3/9/2022	3/10/2022	N/A	N/A	Trad.-197:1
SECOND SESSION-BALLOT VOTING	SB2: "...the second Tuesday in March..."	3/8/2022			3/8/2022		3/8/2022		SB2-40:13, VII
Submit signed & completed forms to DRA	SB2 and Trad.: within 20 days of the close of the meeting	3/28/2022			3/28/2022		3/28/2022		21-J:34,II

6:30 Start Times

SAU 41 Budget Subcommittee

❖ SAU:

- ❖ Andy Corey, Superintendent
- ❖ Gina Bergskaug, Assistant Superintendent
- ❖ Kelly Seeley, Business Administrator
- ❖ Linda Sherwood, Senior Assistant Business Administrator

❖ BROOKLINE:

- ❖ Karen Jew, Brookline School Board
- ❖ Brian Rater, Brookline Finance Committee

❖ HOLLIS:

- ❖ Carryl Roy, Hollis School Board
- ❖ Michael Harris, Hollis Budget Committee

❖ COOP:

- ❖ Krista Whalen, Coop School Board
- ❖ Darlene Mann, Coop Budget Committee

SAU #41 PROPOSED COMMUNICATIONS SPECIALIST

The Communications Specialist is needed to manage the influx of legal requirements related to both district-wide communications and citizens' requests for information. This will assist the SAU in providing a more transparent environment which our citizens are requesting.

The Communications Specialist would manage tasks such as:

- Coordinate crisis communications for the District
- Support leadership in responses to inquiries, complaints, and requests received from citizens, news media, and school district personnel
- Coordinate information distribution between the school community and the community at large
- Assist, create, and maintain the District website and social media platforms while providing guidance and insight for the same at the building level
- Write communication policies and procedures for handling sensitive information
- Develop, implement, and evaluate a comprehensive communication plan
- Organize, assimilate, and disseminate facts about schools to the public through media
- Solicit feedback through formal and informal means
- Other duties as assigned

SAU #41 FY23 Budget Proposal

Draft #4c - SAU Governing Board 10/14/2021

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
	Superintendent										
1	10.2320.111.i	Salary	\$149,331	\$154,550	\$159,187	\$162,689	\$167,570	\$4,881	3.0%	\$167,570	
2	10.2320.243	Conferences	\$125	\$214	\$0	\$250	\$250	\$0	0.0%	\$250	
3	10.2320.531.i	Telephone, Contract	\$1,500	\$1,500	\$1,500	\$1,500	\$1,500	\$0	0.0%	\$1,500	
4	10.2320.580.i	Travel, Contract	\$3,000	\$3,000	\$3,000	\$3,000	\$3,000	\$0	0.0%	\$3,000	
5	10.2320.583	Travel -Conferences	\$386	\$494	\$0	\$600	\$600	\$0	0.0%	\$600	
6	10.2320.584	Travel-Out of District	\$1,268	\$448	\$0	\$1,000	\$1,000	\$0	0.0%	\$1,000	
7	10.2320.810.i	Dues	\$5,796	\$5,919	\$6,054	\$6,350	\$6,450	\$100	1.6%	\$6,450	
8		TOTAL SUPERINTENDENT	\$161,406	\$166,125	\$169,741	\$175,389	\$180,370	\$4,981	2.8%	\$180,370	
	Asst Superintendent of Curriculum										
9	10.2210.115.i	Salary	\$116,000	\$122,212	\$125,878	\$131,000	\$134,930	\$3,930	3.0%	\$134,930	
10	10.2210.243	Conferences	\$742	\$219	\$51	\$500	\$500	\$0	0.0%	\$500	
11	10.2210.531.i	Telephone-Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800	
12	10.2210.580.i	Travel -Contract	\$1,800	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800	
13	10.2210.583.	Travel -Conferences	\$2,248	\$117	\$0	\$500	\$500	\$0	0.0%	\$500	
14	10.2210.584.	Travel- Out of District	\$220	\$133	\$0	\$250	\$250	\$0	0.0%	\$250	
15	10.2210.810.i	Dues	\$2,608	\$2,859	\$2,776	\$2,950	\$3,000	\$50	1.7%	\$3,000	
16		TOTAL ASST. SUPERINTENDENT	\$125,417	\$129,140	\$132,306	\$138,800	\$142,780	\$3,980	2.9%	\$142,780	
	Governing Board										
17	10.2312.310.i	School Board Secretary Stipend	\$920	\$645	\$545	\$920	\$920	\$0	0.0%	\$920	
18	10.2313.110.i	District Treasurer Stipend	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
19		TOTAL GOV. BOARD	\$1,520	\$1,245	\$1,145	\$1,520	\$1,520	\$0	0.0%	\$1,520	
20	new Communications Specialist										
21							\$45,000	\$45,000	-	\$0 *	
22		TOTAL	\$0	\$0	\$0	\$0	\$45,000	\$45,000	-	\$0	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
25	Student Services										
26	10.2329.111.1	Salary, Director of Student Services	\$108,405	\$114,338	\$133,298	\$108,000	\$111,240	\$3,240	3.0%	\$111,240	
27	10.2329.111	Salary, Transition Coordinator	\$0	\$54,202	\$0	\$0	\$0	\$0	-	\$0	
28	10.2329.112	Salary, Asst. Director of Student Services	\$74,885	\$50,700	\$80,700	\$83,121	\$82,750	-\$371	-0.4%	\$82,750	
29	10.2329.115.1	Salary, Student Services Admin Asst.	\$44,948	\$46,747	\$48,023	\$47,959	\$49,407	\$1,448	3.0%	\$49,407	
30	10.2329.240.1	Course Reimbursement	\$130	\$6,515	\$0	\$0	\$0	\$0	-	\$0	
31	10.2329.243.1	Conferences	\$775	\$846	\$0	\$1,000	\$525	-\$475	-47.5%	\$525	
32	10.2329.531.1	Telephone-Contract	\$1,800	\$2,500	\$2,400	\$2,400	\$2,400	\$0	0.0%	\$2,400	
33	10.2329.580.1	Travel- In District- contract	\$900	\$1,800	\$1,800	\$1,800	\$1,800	\$0	0.0%	\$1,800	
34	10.2329.582	Travel- ADSS Out of District	\$1,816	\$348	\$211	\$500	\$500	\$0	0.0%	\$500	
35	10.2329.583.1	Travel- Conferences	\$457	\$88	\$0	\$500	\$250	-\$250	-50.0%	\$250	
36	10.2329.584	Travel- DSS- Out of District	\$1,154	\$796	\$0	\$2,000	\$1,000	-\$1,000	-50.0%	\$1,000	
37	10.2329.585	Travel- Professional Development	\$519	\$0	\$0	\$500	\$500	\$0	0.0%	\$500	
38	10.2329.810.1	Dues	\$1,510	\$1,710	\$250	\$1,800	\$1,900	\$100	5.6%	\$1,900	
39	TOTAL STUDENT SERVICES		\$237,299	\$280,590	\$266,682	\$249,580	\$252,273	\$2,692	1.1%	\$252,273	
40	Director of Technology										
41	10.2840.112.1	Salary	\$80,445	\$83,019	\$85,510	\$89,460	\$97,144	\$7,684	8.6%	\$97,144	
42	10.2840.243	Conferences	\$0	\$0	\$0	\$0	\$1,000	\$1,000	-	\$0 *	
43	10.2840.531.1	Telephone-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
44		Travel- Contract					\$600	\$600	-	\$0 *	
45	10.2840.580.1	Travel	\$24	\$0	\$0	\$500	\$500	\$0	0.0%	\$500	
46	10.2840.583	Travel- Conferences	\$89	\$0	\$0	\$250	\$1,000	\$750	300.0%	\$250 *	
47		Dues					\$340	\$340	-	*	
48	TOTAL DIRECTOR OF TECHNOLOGY		\$81,157	\$83,619	\$86,110	\$90,810	\$101,184	\$10,034	11.0%	\$98,494	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
49	Technology										
50	10.2840.340.1	Contracted Scvs-Tyler Technologies	\$500	\$0	\$0	\$0	\$0	\$0	-	\$0	
51	10.2840.434	Computer Repairs	\$402	\$0	\$0	\$0	\$400	\$400	-	\$0 *	
52	10.2840.614.1	Technology Supplies	\$40	\$0	\$78	\$300	\$300	\$0	0.0%	\$300	
53	10.2840.650.1	Support Contracts/Hosted Services	\$0	\$1,837	\$0	\$0	\$0	\$0	-	\$0	
54	10.2840.658.1	Site Licenses	\$0	\$551	\$0	\$550	\$550	\$0	0.0%	\$550	
55	10.2840.734.1	Additional Equipment	\$817	\$0	\$713	\$0	\$750	\$750	-	\$0 *	
56	10.2840.738.1	Replacement Computers	\$689	\$1,213	\$511	\$1,900	\$4,475	\$2,575	135.5%	\$1,900 *	
57	TOTAL TECHNOLOGY		\$2,448	\$3,600	\$1,302	\$2,750	\$6,475	\$3,725	135.5%	\$2,750	
58	Business Office										
59	10.2510.111.1	Salary, Business Administrator	\$105,378	\$111,250	\$114,588	\$118,026	\$121,567	\$3,541	3.0%	\$121,567	
60	10.2510.112.1	Salary, Asst. Business Administrators	\$110,472	\$137,589	\$130,000	\$143,150	\$147,445	\$4,295	3.0%	\$147,445	
61	discontinued	Contract End Stipend	\$1,110	\$0	\$0	\$0	\$0	\$0	-	\$0	
62	10.2510.115.1	Salary, Business Office Staff	\$187,342	\$217,575	\$221,528	\$232,425	\$231,719	-\$706	-0.3%	\$231,719	
63	10.2510.240.1	Course Reimbursement	\$550	\$0	\$25	\$250	\$500	\$250	100.0%	\$250 *	
64	10.2510.243.1	Conferences	\$80	\$0	\$0	\$250	\$250	\$0	0.0%	\$250	
65	10.2510.301.1	Professional Services- Training	\$0	\$0	\$1,595	\$1,100	\$1,800	\$700	63.6%	\$1,100 *	
66	10.2510.330.1	Audit	\$4,600	\$4,600	\$4,600	\$4,750	\$4,750	\$0	0.0%	\$4,750	
67	10.2510.331.1	Other Professional Services	\$145	\$0	\$48	\$0	\$0	\$0	-	\$0	
68	10.2510.335	Temp Agency	\$30,310	\$0	\$0	\$0	\$0	\$0	-	\$0	
69	10.2510.531.1	Telephone-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
70	10.2510.580.1	Travel-BA-Contract	\$600	\$600	\$600	\$600	\$600	\$0	0.0%	\$600	
71	10.2510.583.1	Travel- Conferences	\$0	\$0	\$0	\$200	\$200	\$0	0.0%	\$200	
72	10.2510.584	Travel- ABA/Bus Office	\$916	\$523	\$63	\$1,200	\$1,200	\$0	0.0%	\$1,200	
73	10.2580.110	Covid Related Payroll		\$0	\$1,662	\$0	\$0	\$0	-	\$0	
74	10.2510.810.1	Dues-BA	\$1,795	\$1,876	\$2,005	\$2,000	\$2,500	\$500	25.0%	\$2,500	
75	TOTAL BUSINESS OFFICE		\$443,898	\$474,615	\$477,314	\$504,551	\$513,131	\$8,580	1.7%	\$512,181	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
76	Facilities Director										
77	10.2620.112	Salary			\$61,569	\$76,070	\$78,352	\$2,282	3.0%	\$78,352	
78	10.2620.240	Course Reimbursement				\$800	\$800	\$0	0.0%	\$800	
79	10.2620.531	Telephone-contract			\$500	\$1,200	\$1,200	\$0	0.0%	\$1,200	
80	10.2620.580	Travel- Contract			\$500	\$1,200	\$1,200	\$0	0.0%	\$1,200	
81	TOTAL FACILITIES DIRECTOR		\$0	\$0	\$62,569	\$79,270	\$81,552	\$2,282	2.9%	\$81,552	
82	Maintenance										
83	10.2620.117.1	PT Custodian	\$4,642	\$889	\$0	\$0	\$0	\$0	-	\$0	
84	10.2620.118.1	Maintenance Work	\$1,500	\$1,500	\$250	\$0	\$0	\$0	-	\$0	
85	10.2620.330	Custodial Services	\$0	\$6,255	\$7,645	\$8,500	\$9,000	\$500	5.9%	\$9,000	
86	10.2620.391	Inspections	\$700	\$587	\$393	\$800	\$800	\$0	0.0%	\$800	
87	10.2620.411.1	Septic	\$600	\$600	\$640	\$700	\$700	\$0	0.0%	\$700	
88	10.2620.412.1	Furnace	\$0	\$0	\$0	\$500	\$500	\$0	0.0%	\$500	
89	10.2620.422.1	Snow Removal	\$4,161	\$7,985	\$9,755	\$8,500	\$10,000	\$1,500	17.6%	\$10,000	
90	10.2620.424.1	Mowing/ Landscaping	\$0	\$0	\$0	\$1,500	\$1,000	-\$500	-33.3%	\$1,000	
91	10.2620.430.1	General Maintenance	\$2,385	\$1,832	\$1,638	\$2,650	\$3,000	\$350	13.2%	\$2,650 *	
92	10.2620.441.1	Rent	\$18,970	\$23,970	\$23,970	\$23,970	\$23,970	\$0	0.0%	\$23,970	
93	10.2620.442	Eagle Leasing portable unit	\$0	\$0	\$9,432	\$3,588	\$3,720	\$132	3.7%	\$3,720	
94	10.2620.490	Maintenance Service Contracts	\$1,018	\$998	\$876	\$1,100	\$1,100	\$0	0.0%	\$1,100	
95	10.2620.520	Property Liability Insurance	\$2,970	\$2,761	\$2,972	\$3,000	\$3,000	\$0	0.0%	\$3,000	
96	10.2620.600	Custodial Supplies	\$0	\$0	\$76	\$0	\$500	\$500	-	\$0 *	
97	10.2620.619	Supplies- Response to Covid	\$0	\$0	\$988	\$0	\$0	\$0	-	\$0	
98	10.2620.622.1	Utilities	\$5,792	\$5,869	\$6,302	\$6,500	\$7,000	\$500	7.7%	\$7,000	
99	10.2620.624.1	Heating Oil	\$2,153	\$2,548	\$1,582	\$3,000	\$3,000	\$0	0.0%	\$3,000	
100	TOTAL MAINTENANCE		\$44,891	\$55,794	\$66,520	\$64,308	\$67,290	\$2,982	4.6%	\$66,440	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
101	General										
102	10.2320.116.i	Salary, Administrative Asst	\$26,286	\$33,730	\$34,364	\$34,628	\$32,299	-\$2,329	-6.7%	\$32,299	
103	2320.117	Office Substitutes	\$0	\$0	\$85	\$0	\$0	\$0	-	\$0	
104	10.2320.244	Summer Leadership Planning Session	\$557	\$1,810	\$1,399	\$1,200	\$1,500	\$300	25.0%	\$1,200 *	
105	10.2320.330.i	Legal Services	\$2,002	\$3,044	\$855	\$3,000	\$3,000	\$0	0.0%	\$3,000	
106	10.2320.331.i	Contracted Services	\$544	\$639	\$479	\$750	\$700	-\$50	-6.7%	\$700	
107	10.2320.340	Print management	\$1,391	\$1,573	\$1,848	\$1,700	\$2,000	\$300	17.6%	\$2,000	
108	10.2320.442.i	Copier Service/ Leases	\$4,081	\$3,981	\$3,932	\$4,500	\$4,500	\$0	0.0%	\$4,500	
109	10.2320.532.i	Internet-eRate Funded	\$0	\$0	-\$238	\$0	\$0	\$0	-	\$0	
110	10.2320.533.i	Telephone	\$5,820	\$6,602	\$6,662	\$6,400	\$6,900	\$500	7.8%	\$6,900	
111	10.2320.534.i	Postage	\$4,576	\$4,236	\$3,855	\$5,000	\$5,000	\$0	0.0%	\$5,000	
112	10.2320.540.i	Advertising	\$892	\$328	\$3,719	\$1,000	\$1,000	\$0	0.0%	\$1,000	
113	10.2320.550.i	Printing supplies	\$19	\$100	\$758	\$150	\$800	\$650	433.3%	\$800	
114	10.2320.581.i	Travel, Clerical Staff	\$67	\$112	\$61	\$150	\$150	\$0	0.0%	\$150	
115	10.2320.590.i	Office Hospitality	\$532	\$378	\$195	\$700	\$500	-\$200	-28.6%	\$500	
116	10.2320.614.i	Expendable Supplies	\$5,080	\$5,003	\$6,096	\$5,500	\$6,500	\$1,000	18.2%	\$5,500 *	
117	10.2320.616.i	Annual Start of Year Assembly	\$1,701	\$2,135	\$1,179	\$2,200	\$2,200	\$0	0.0%	\$2,200	
118	10.2320.617.i	New Hire Orientation	\$763	\$0	\$918	\$1,200	\$1,500	\$300	25.0%	\$1,200 *	
119	10.2320.730	Office Equipment Repair/Replacement	\$625	\$1,951	\$1,996	\$2,000	\$2,000	\$0	0.0%	\$2,000	
120	10.2320.733	Office Equipment	\$299	\$1,334	\$2,166	\$1,500	\$1,500	\$0	0.0%	\$1,500	
121	10.2900.242.i	NHSAA Admin Membership	\$1,950	\$1,995	\$1,995	\$2,250	\$2,250	\$0	0.0%	\$2,250	
122	TOTAL GENERAL		\$57,186	\$68,950	\$72,322	\$73,828	\$74,299	\$471	0.6%	\$72,699	

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
123		Benefits									
124	10.2900.200.i	Support Staff Salary Increases-CPI	\$0	\$0	\$0	\$5,108	\$7,621	\$2,513	49.2%	\$5,108 *	
125		Board approved salary adjustments	\$0	\$0	\$0	\$16,000	\$16,000	\$0	0.0%	\$16,000	
126		FY22 Hiring Savings				\$1,704	\$0	-\$1,704	-100.0%	\$0 *	
127	10.2900.118	Year End Merit Pool	\$11,000	\$20,000	\$21,179	\$15,000	\$15,000	\$0	0.0%	\$15,000	
128	10.2900.119.i	Admin Vacation Benefit	\$15,407	\$20,472	\$20,209	\$25,790	\$21,794	-\$3,996	-15.5%	\$21,794	
129	10.2900.211.i	Health Insurance	\$118,131	\$150,113	\$147,305	\$175,277	\$223,541	\$48,264	27.5%	\$202,610 *	
130	10.2900.212.i	Dental Insurance	\$12,847	\$14,346	\$14,646	\$16,390	\$15,710	-\$680	-4.1%	\$14,772 *	
131	10.2900.213.i	Life, LTD, and ADD insurance	\$6,591	\$7,011	\$7,560	\$8,000	\$8,600	\$600	7.5%	\$8,600	
132	10.2900.215.i	Flex Benefit Spending	-\$383	-\$202	\$27	\$0	\$0	\$0	-	\$0	
133	10.2900.216.i	403b Employer Contribution	\$5,000	\$11,000	\$10,949	\$11,000	\$11,000	\$0	0.0%	\$11,000	
134	10.2900.220.i	FICA/Medicare	\$76,034	\$86,510	\$91,873	\$99,612	\$103,645	\$4,033	4.0%	\$100,203 *	
135	10.2900.231.i	NH Retirement	\$113,419	\$131,004	\$141,856	\$191,821	\$207,593	\$15,772	8.2%	\$201,266 *	
136	10.2900.250.i	Unemployment Compensation	\$555	\$829	\$829	\$850	\$900	\$50	5.9%	\$900	
137	10.2900.260.i	Workers' Compensation	\$3,163	\$3,069	\$2,660	\$3,400	\$3,400	\$0	0.0%	\$3,400	
138	10.2900.330.i	Contracted Services-GASB 75	\$15,000	\$15,000	\$2,500	\$6,500	\$6,500	\$0	0.0%	\$6,500	
139	10.2900.610	ADA-Accomodations	\$0	\$0		\$0	\$0	\$0	-	\$0	
140		TOTAL BENEFITS	\$376,764	\$459,153	\$461,592	\$576,451	\$641,304	\$64,853	11.3%	\$607,153	
141											

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
142	Total Expenses		\$1,531,987	\$1,722,832	\$1,797,603	\$1,957,257	\$2,107,176	\$149,579	7.6%	\$2,018,210	3.1%

143	3 OPTIONS			
144				
145			Budget	% Change
	OPTION A			
146	*Remove Communications Specialist and Board Approved Salaries	\$	2,014,538	2.9%
147	**Add Back in Communications Specialist	\$	<u>76,638</u>	
148	OPTION B	\$	2,091,176	6.8%
149	*** Add Back in Board Approved Salaries	\$	<u>16,000</u>	
150	OPTION C	\$	2,107,176	7.6%

152	SUMMARY		FY22	FY23	
153	Total Expenses		\$ 1,957,257	\$ 2,107,176	
154	Less Revenue		\$ 4,000	\$ 4,000	
155	Less Use of Fund Balance		\$ -	\$ -	
156	Total Budget (on warrant article)		\$ 1,953,257	\$ 2,103,176	7.7%

158	Comparison to Adjusted		FY23	
159	Total Expenses		\$ 2,107,176	
160	Adjusted		\$ 2,018,210	
161	Difference		\$ 88,966	

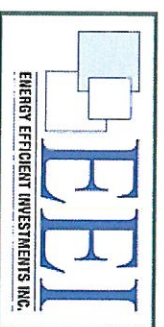
The FY23 SAU Adjusted Budget is the FY22 approved budget plus any increases due to debt service, contracts or other obligations previously incurred or mandated, minus any one time expenditures in FY22.

line	Account	Description	FY19 Actual	FY20 Actual	FY21 Actual	FY22 Budget	FY23 Proposed Budget	\$ Change FY23 less FY22	% change over FY22	FY23 Adjusted	adj variance
162											
163		FUND BALANCE PROJECTION									
164		Beginning Balance	\$ 163,022	\$ 163,022							
165		Anticipated Use	\$ -	\$ -							
166		Ending Balance	\$ 163,022	\$ 163,022							
167		As % of Budget (Target 7 to 10%)	8.3%	7.7%							



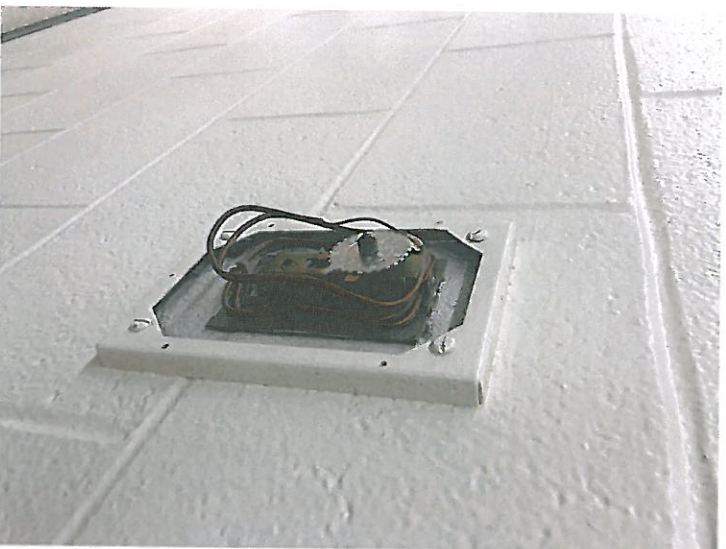
Energy Efficient Investments Banwell Architects

September 22, 2021

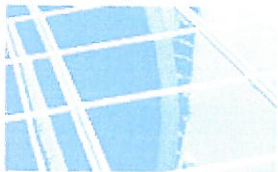


Does RMS need improvements?

- Lack of Central Control



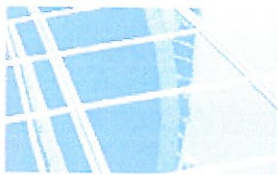
1. RMS use 42% more energy than similar sized school in Manchester
2. Building lacks Central Controls and Ventilation System nearing end of life
3. Gym mezzanine is an excellent location for central ventilation system
4. LED Lighting would reduce expense by about \$10,000 per year



3 Boiler Rooms with Residential Products / Light commercial systems



EEl & ENE ENERGY ADVISOR



RMMS

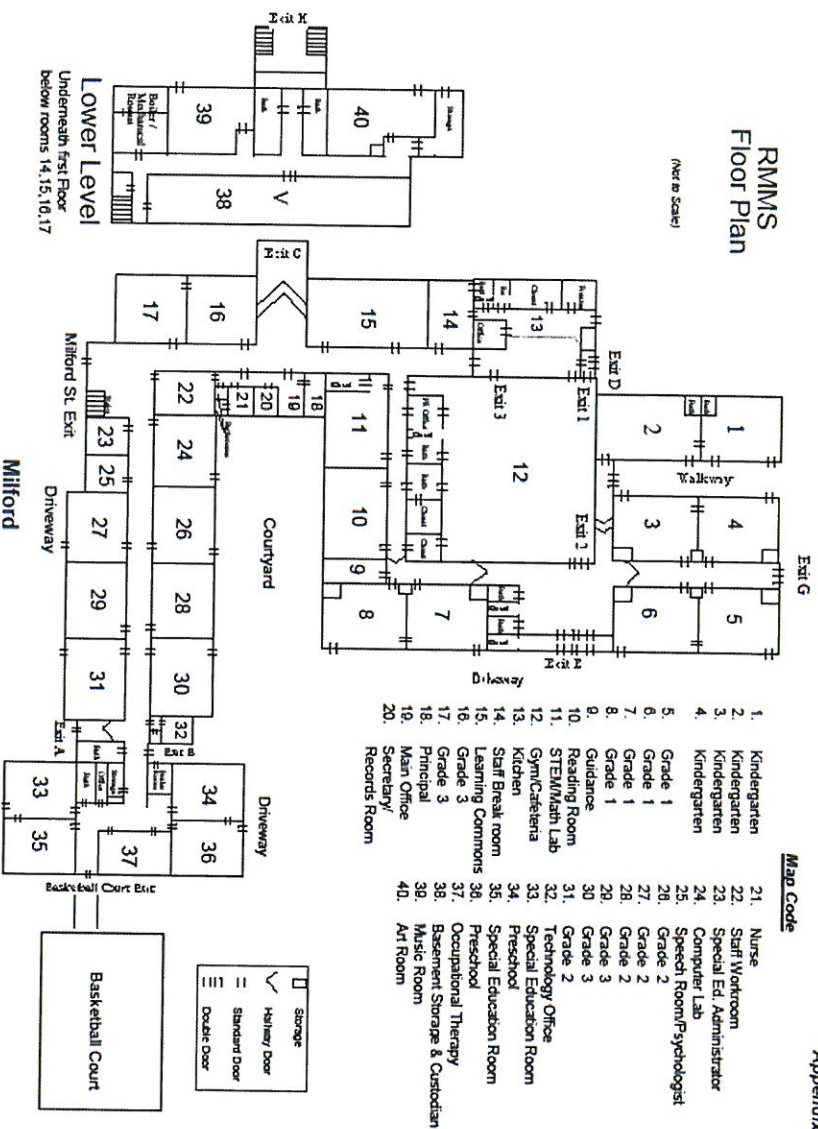


EET & ENE ENERGY ADVISOR

RMMS

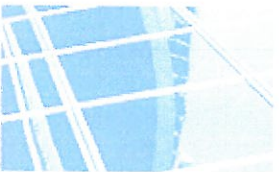
RMMS Floor Plan

(Not to Scale)

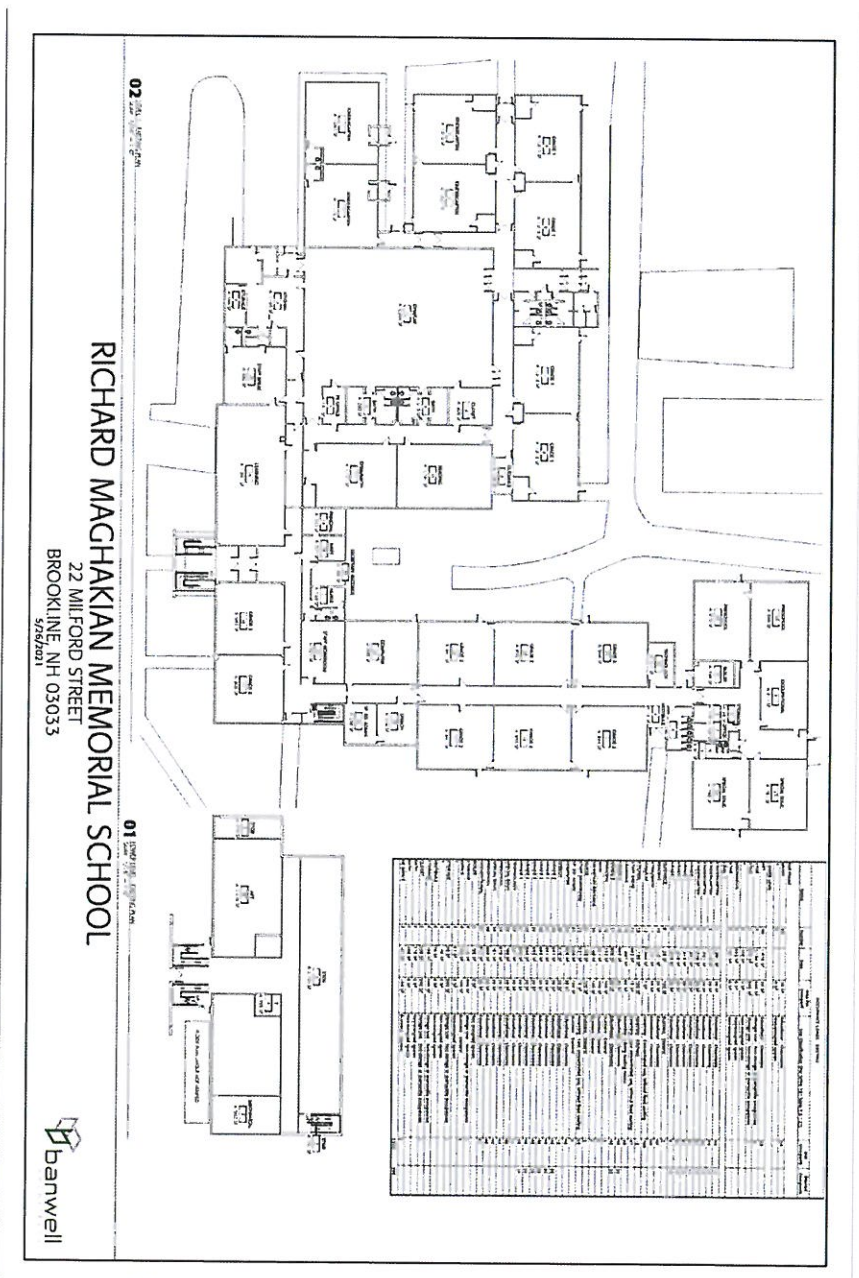


Appendix A

E&E ENERGY ADVISOR



RMMS

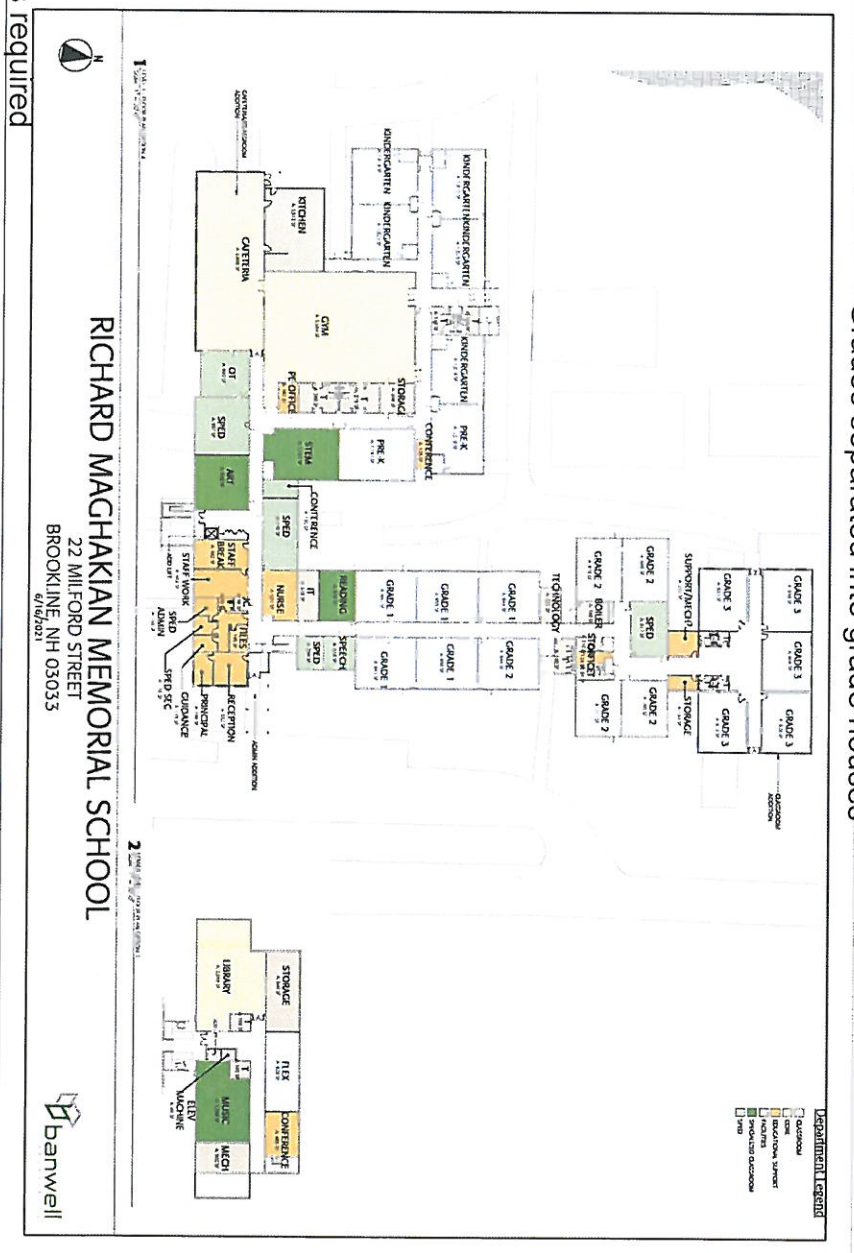


EEL & ENE ENERGY ADVISOR



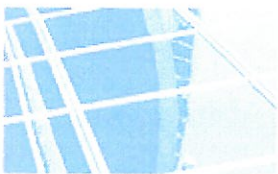
RMMS

- Additional classrooms (5 classrooms/grade), 2 pre-K (7260 SF)
- Additional space for special ed needs
- New kitchen
- Separate space for cafeteria so gym can be used (3780 SF, + demo 2 classrooms)
- Administration and nurse right sized (740 SF)
- Better use of basement spaces- smaller storage, conference room
- Grades separated into grade houses



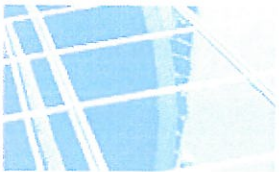
- Elevator is required
- Placement of main entry off main parking lot
- Secure entry vestibule with direct check in
- Stair guardrails and handrails
- ADA required improvements

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RMMS Classrooms

	Existing:	Proposed	Projections:
• Pre-K:	2	2	2
• KG	4	5	5
• 1 st	4	5	5
• 2 nd	4	5	4
• 3 rd	4	5	4
Total:	18	22	20



CSDA



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CSD Boilers

Boilers standard efficiency and in poor condition.
Useful life 5 years remaining +/-



EET & ENE ENERGY ADVISOR



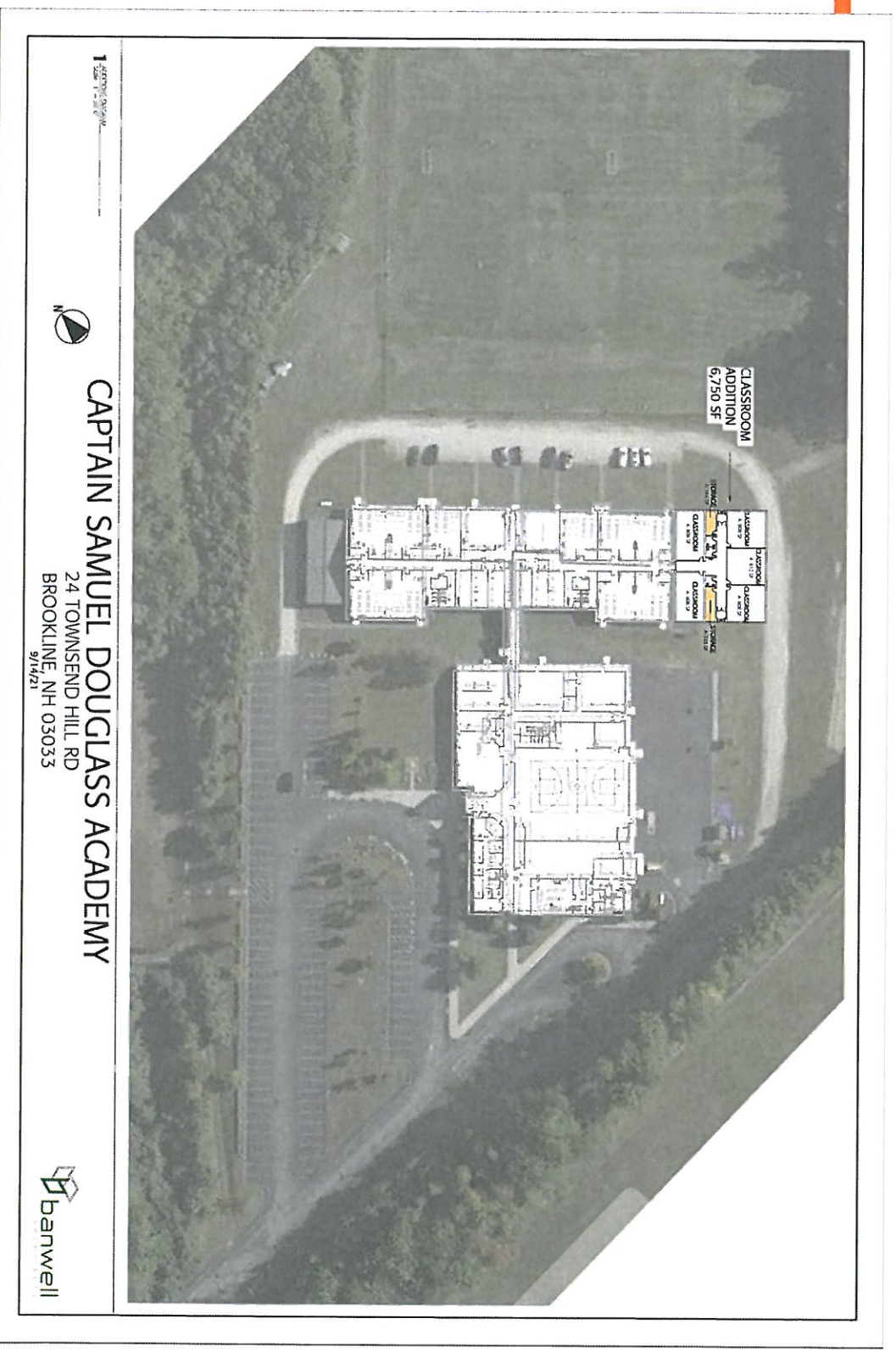
Building systems

1. Fire alarm and HVAC controls nearing end of life
2. System unit ventilation is noisy and does not have recommend filtration or dehumidification
3. Great opportunity for solar on roof

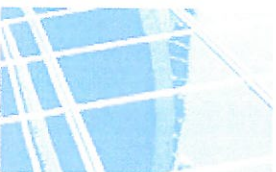


CSDA

- Removal of portables for classrooms and reuse as storage
- Additional classrooms (5 classrooms/grade) (6750 SF)
- Additional space for toilets and storage



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CSDA Classrooms (6750 sf)

	Existing:	Proposed	Projections:
• 4th	5*	5	5
• 5th	4	5	4
• 6th	4	5	4
Total:	13	15	13



Brookline School District
Narrative for school board meeting
9-16-2021

EEI and Banwell Architects have been working with the Brookline School District to do a preliminary facility assessment at RMMS and SDA. The enrollment in the district has maintained steady while services have increased

Existing conditions

RMMS

1. There is an overall lack of space in the building for education needs
2. There are needed ADA and code upgrades
3. Building lacks sprinkler system
4. Building has 3 inefficient oil boiler plants
5. Ventilation systems are at end of life.
6. No elevator for ADA access for lower level
7. Main office is separated from main entrance creating security risk
8. School lacks a modern kitchen and a dedicated cafeteria

CSDA

1. School relies on modular classrooms as space inside the building is strained
2. HVAC controls and fire alarm system nearing end of useful life
3. HVAC system does not allow for dehumidification or recommended ASHRAE filtration
4. Building has inefficient fluorescent lighting
5. Cafeteria is undersized for student usage
6. Building lacks sprinkler system

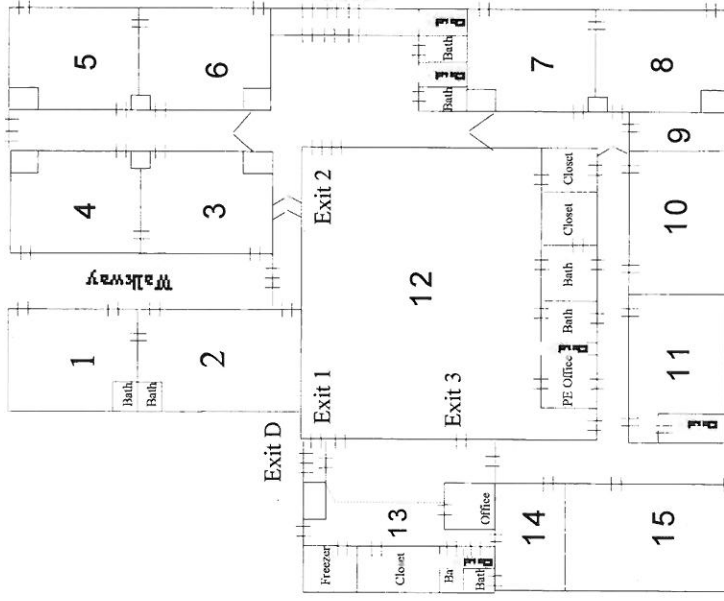
Potential solutions will be discussed at board meeting

1. Performance contract: low budget impact solution for (Controls, boilers, solar, and lighting)
2. Additions to both schools to provide more educational space
3. ADA, safety, and fire protection upgrades
4. Ventilation and dehumidification options
5. Renovations to RMS to improve main office access

RMMS Floor Plan

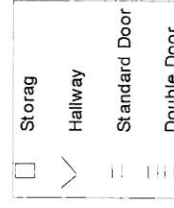
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Exit G



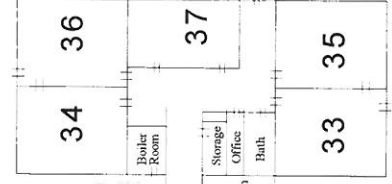
Map Code

- | | |
|------------------------|-------------------------------|
| 1. Kindergarten | 21. Nurse |
| 2. Kindergarten | 22. Staff Workroom |
| 3. Kindergarten | 23. Special Ed. Administrator |
| 4. Kindergarten | 24. Computer / Math |
| 5. Kindergarten | 25. Speech Room/ Psychologist |
| 6. Grade 1 | 26. Grade 2 |
| 7. Grade 1 | 27. Grade 2 |
| 8. Grade 1 | 28. Grade 3 |
| 9. Break | 29. Grade 3 |
| 10. Grade 1 | 30. Grade 3 |
| 11. Grade 1 | 31. Grade 3 |
| 12. Gym/ Cafeteria | 32. Psychology Office |
| 13. Kitchen | 33. Special Education Room |
| 14. Staff Break room | 34. Preschool |
| 15. Library/ Reading | 35. Special Education Room |
| 16. Grade 2 | 36. Preschool |
| 17. Grade 2 | 37. Occupational Therapy |
| 18. Principal | 38. Basement Storage & |
| 19. Main Office | 39. Music Room |
| 20. Secretary/ Records | 40. Art Room |



Driveway

Courtyard



Basketball Court Exit

Exit A

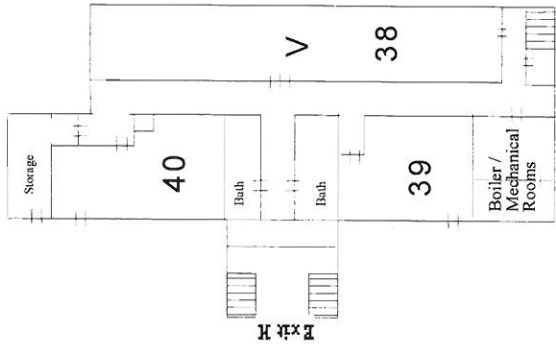
Milford St. Exit

Driveway

Milford

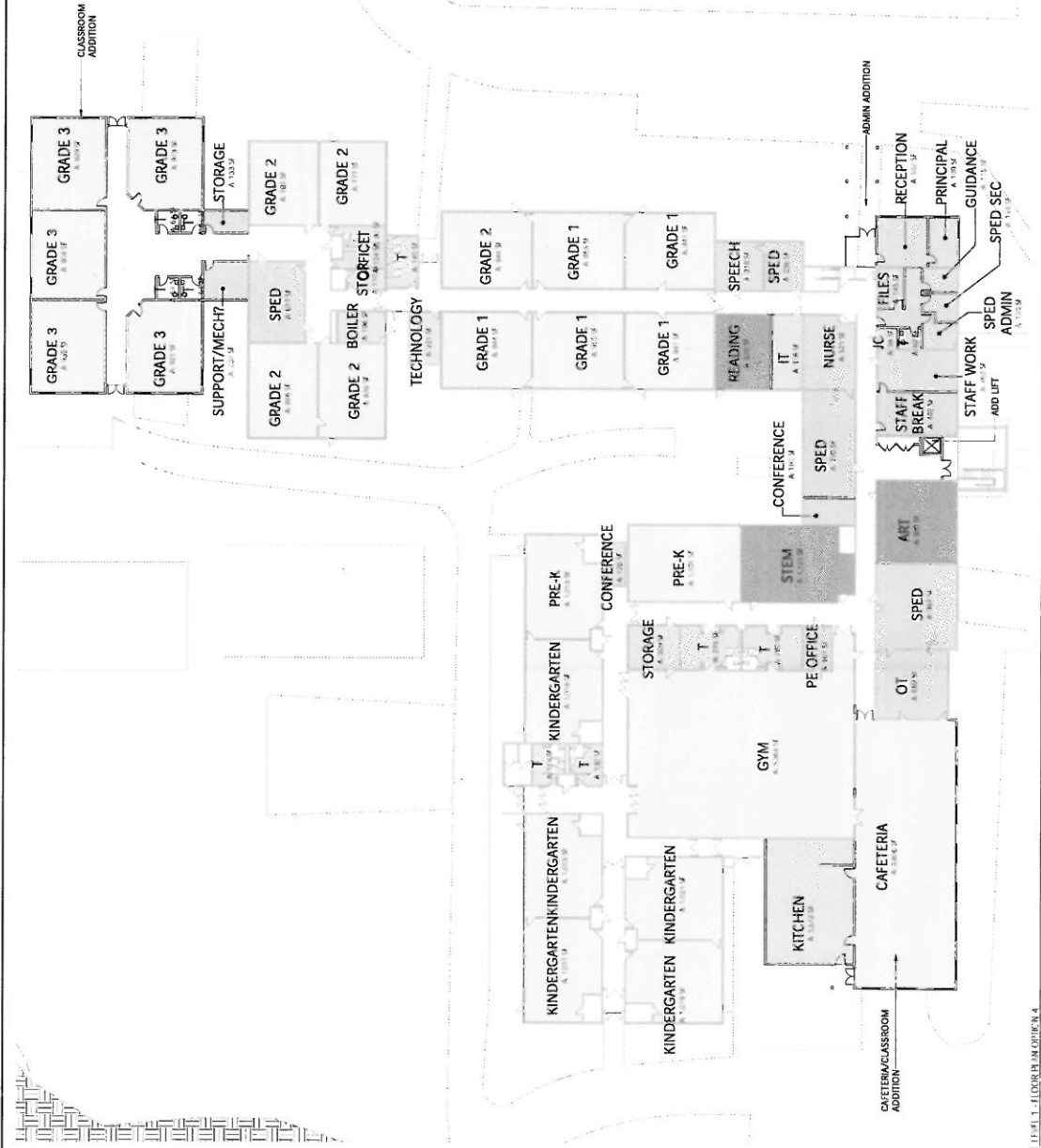
Lower Level

Underneath first Floor
below rooms 14, 15, 16, 17



Department Legend

- CLASSROOM
- CORE
- EDUCATIONAL SUPPORT
- FACILITIES
- SPECIALIZED CLASSROOM
- SPED



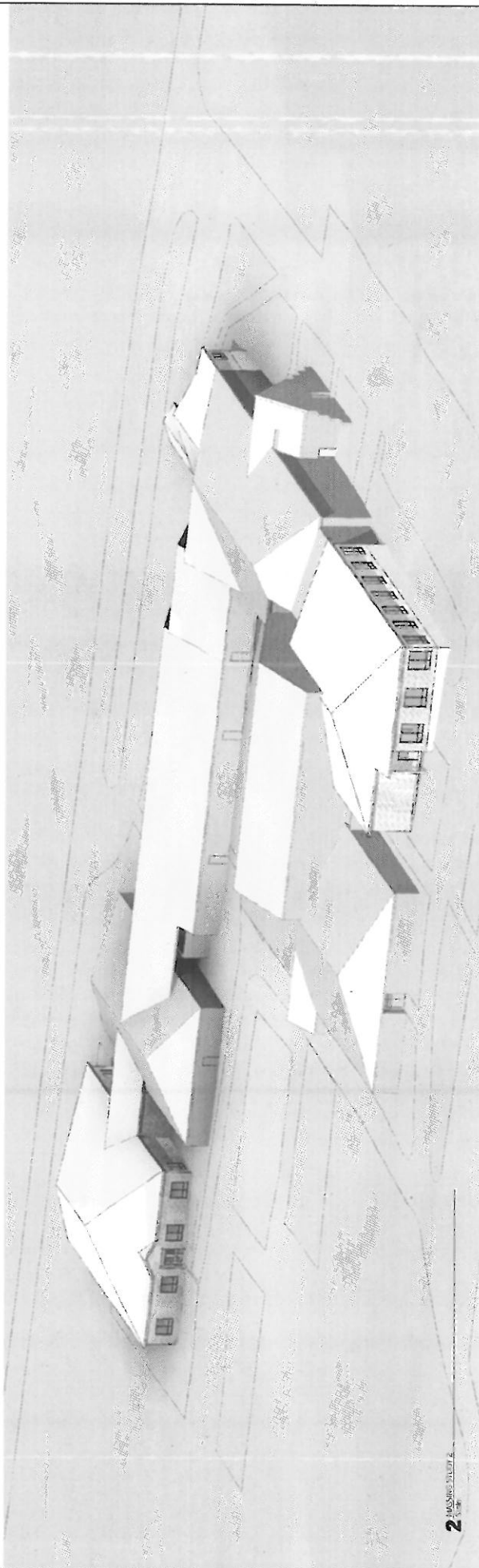
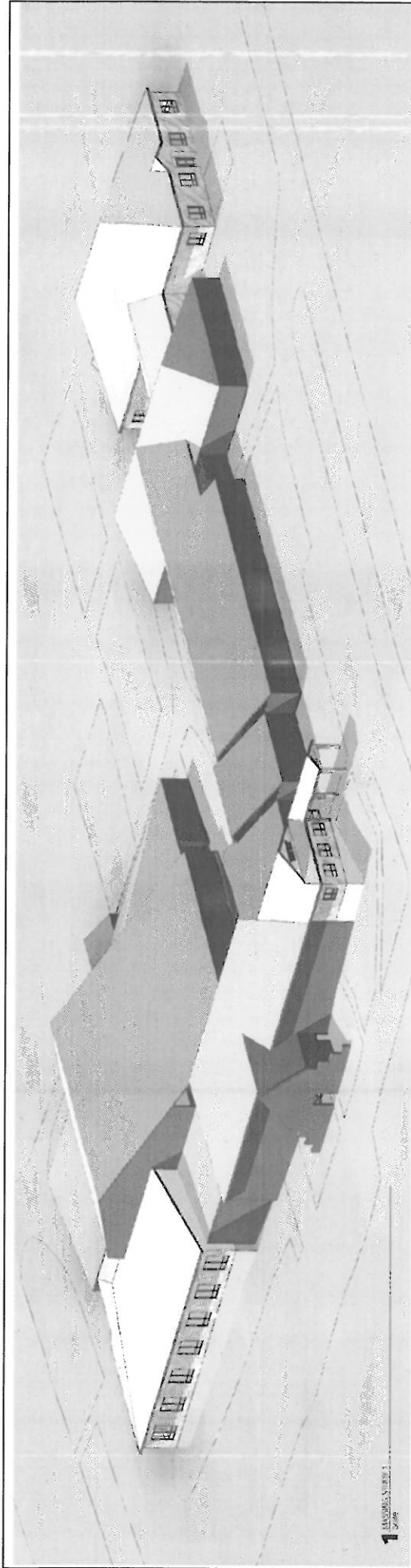
1 11.01 1. FLOOR PLAN OPTION 4
2.000' 1" = 20.0'

2 2.01 2. FLOOR PLAN OPTION 1
2.000' 1" = 20.0'

RICHARD MAGHAKIAN MEMORIAL SCHOOL

22 MILFORD STREET
BROOKLINE, NH 03033
6/16/2021



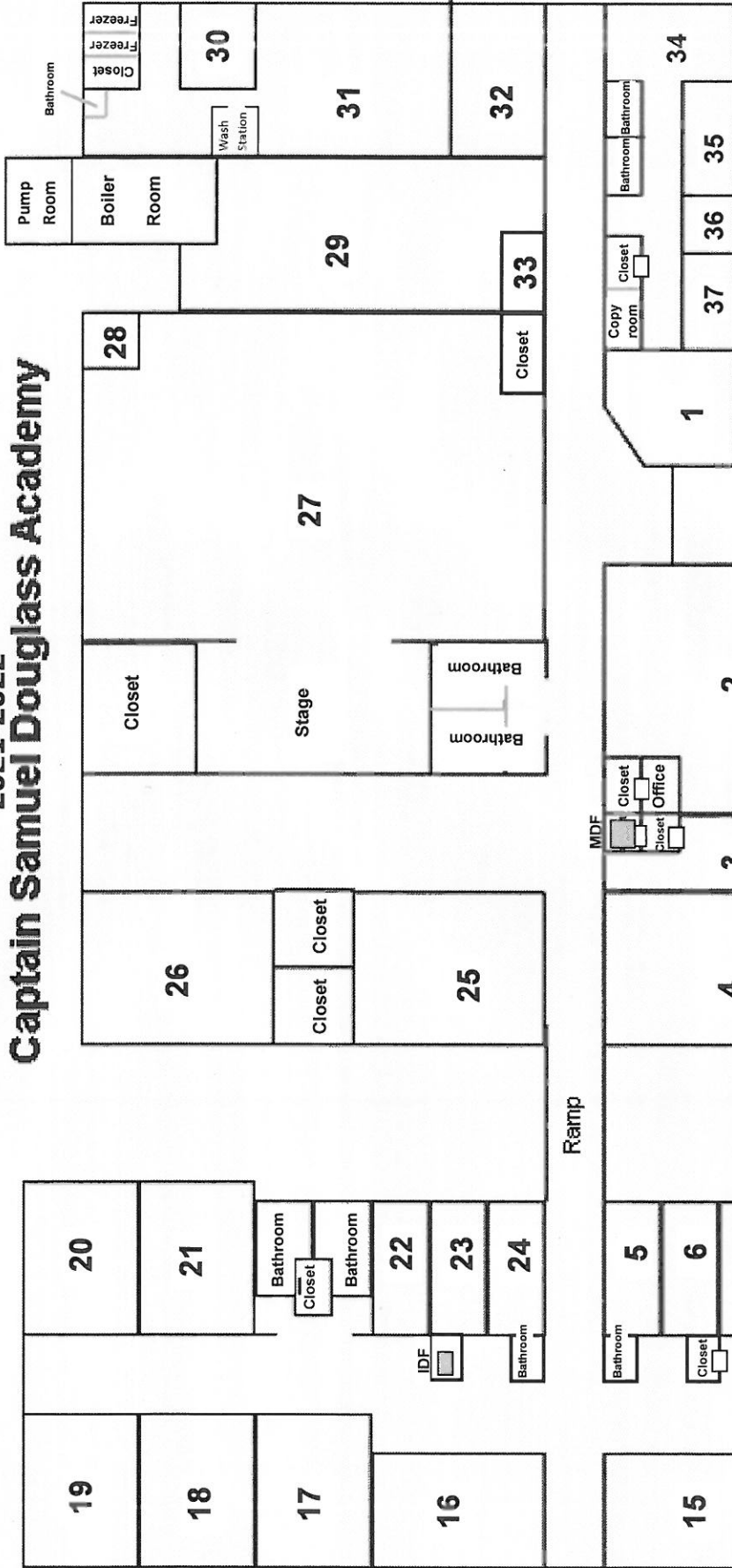


RICHARD MAGHAKIAN MEMORIAL SCHOOL

22 MILFORD STREET
BROOKLINE, NH 03033
6/16/2021

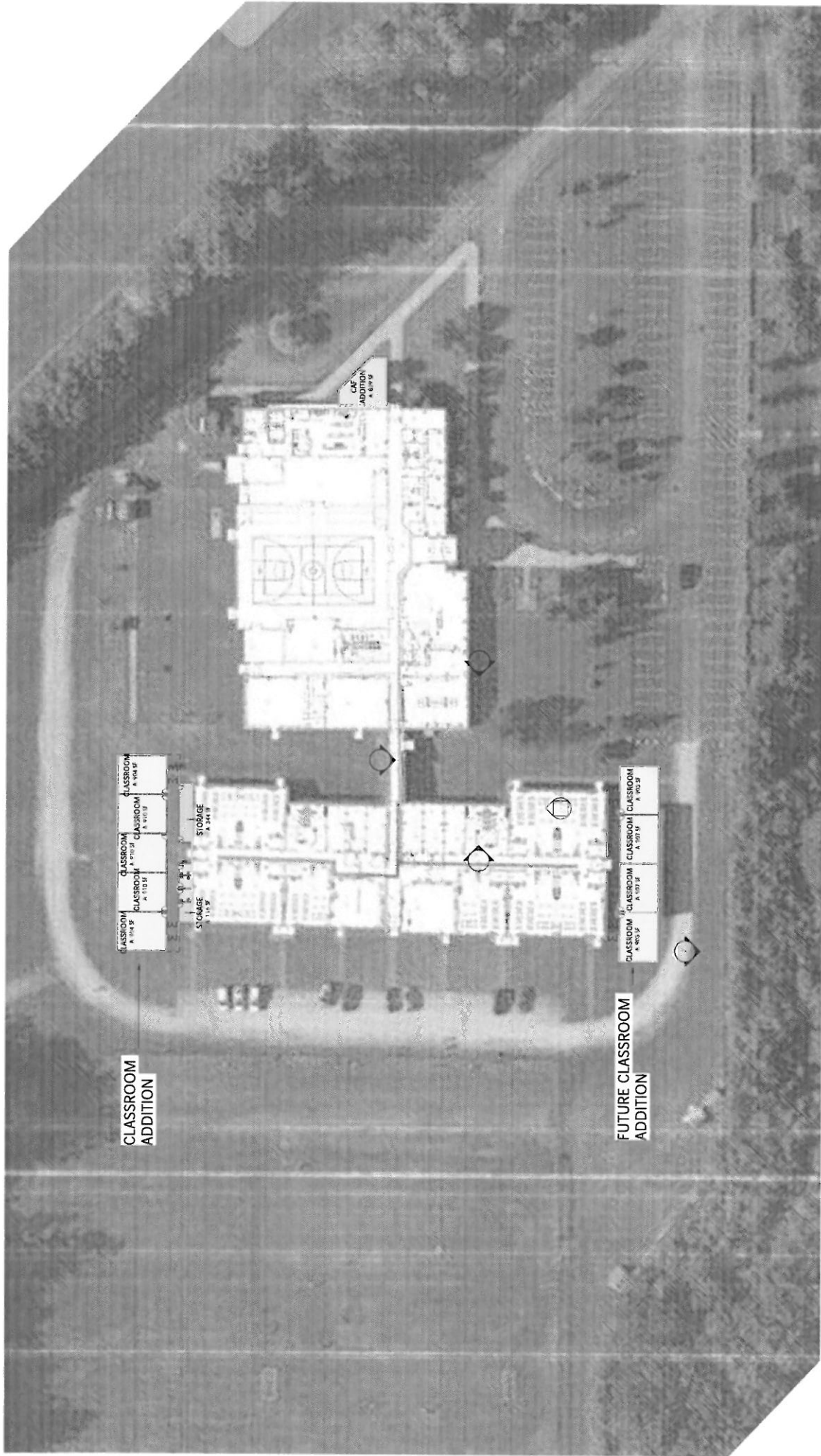


2021-2022 Captain Samuel Douglass Academy



8/16/2021

- | | | |
|---------------------------------|------------------------------------|----------------------------------|
| 1. Office | 16. Grade 4, Miss Kosek | 31. Kitchen |
| 2. Media Center, Ms Taylor | 17. Grade 4, Mrs. Davis | 32. Staff Dining Room |
| 3. Staff Workroom | 18. Grade 5, Ms. Combes | 33. Custodial Office |
| 4. Grade 4, Mrs. Gauthier | 19. Grade 5, Mrs. Stone | 34. Nurse, Mrs. Lorden |
| 5. Speech, Mrs. Saitalamachia | 20. Grade 5, Mrs. Coutu | 35. Conference Room |
| 6. Guidance, Ms Visinski-Bumpus | 21. Grade 5, Mrs. Leafe | 36. Special Ed Admin, Mrs. Morin |
| 7. Math Lab, Mrs. Pillion | 22. Resource Room, Mrs. Griffin | 37. Principal, Mrs. Bouley |
| 8. Grade 5, Mr. Putnam | 23. Resource Room, Mrs. Matylewski | |
| 9. Grade 6, Hicks | 24. Resource Room, Mrs. Harris | |
| 10. Reading Lab, Mrs. Melia | 25. Art, Mrs. Leroux-Gott | |
| 11. OT, Mrs. Driscoll | 26. Music, Mrs. Catino | |
| 12. Grade 6, Mr. Smoke | 27. Gymnasium | |
| 13. Grade 9, Mrs. Furbush | 28. PE Office, Mrs. VanDyke | |
| 14. Grade 4, Mrs. Lindsay | 29. Cafeteria | |
| 15. Grade 4, Ms. Meehan | 30. Kitchen Office | |



CAPTAIN SAMUEL DOUGLASS ACADEMY

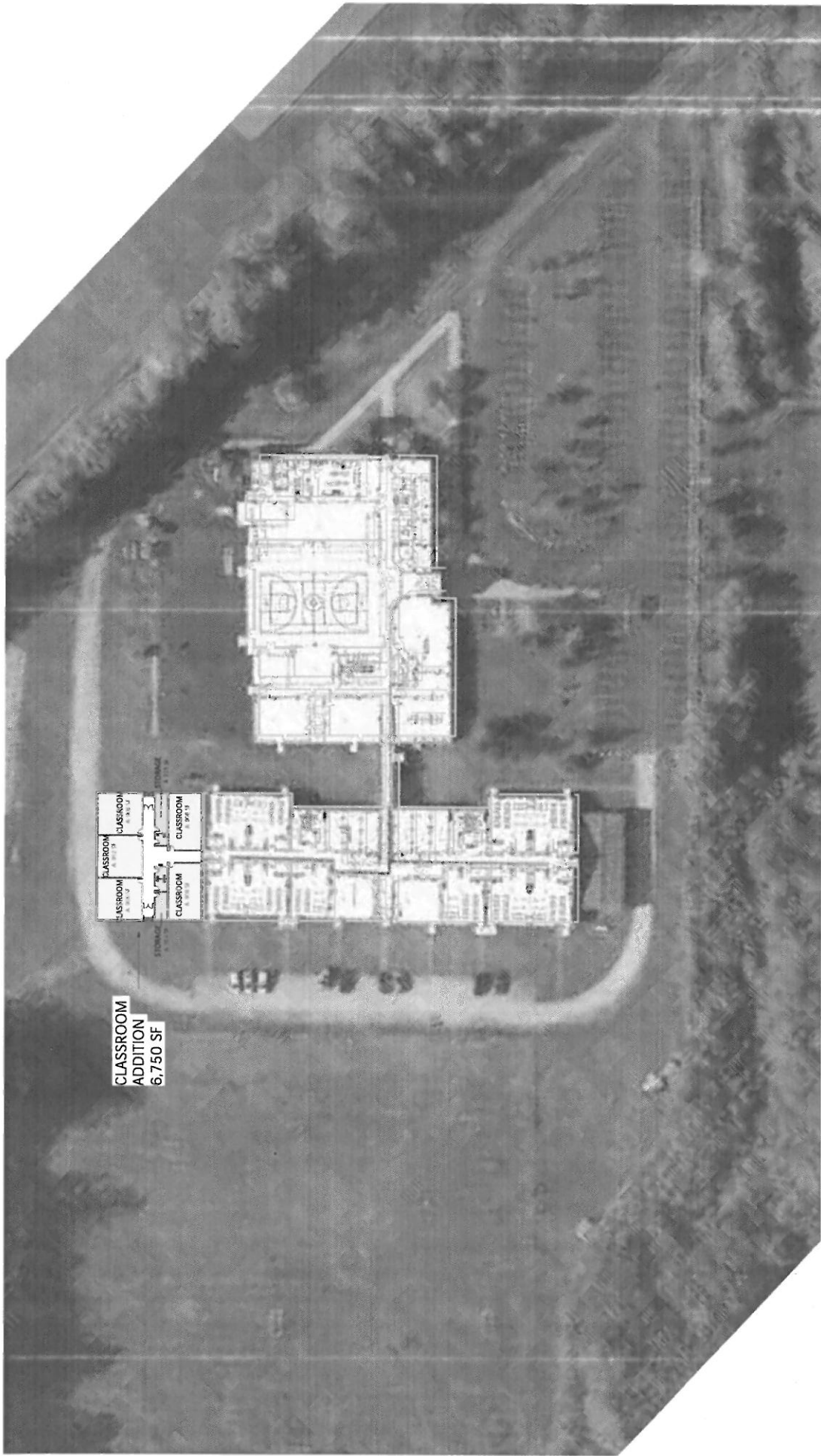
24 TOWNSEND HILL RD

BROOKLINE, NH 03033

6/16/21



1 LEVEL 1 - FLOOR PLAN
Scale 1" = 30'-0"



CAPTAIN SAMUEL DOUGLASS ACADEMY

24 TOWNSEND HILL RD
BROOKLINE, NH 03033

9/14/21



37	Occupational Therapy/Physical Therapy	17	4
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CSDA			
RM#	Space Name	Total # of students	Max # of students per period
22	Sped	13	5
23	Sped	5	4
24	Sped	19	10
5	Speech/School Psychologist	23	4
11	OT/PT	10	4
10	Reading Intervention	5	1

RMMS Room Utilization History:

Below is a listing of how spaces have been used at both RMMS and CSDA to accommodate increased enrollment. Attached to this email are the current maps for both RMMS and CSDA.

RMMS uses all spaces, some of which serve multiple purposes.

Room #3: Grade K classroom. A fourth section was added in 2016-2017. This space was used as a reading lab prior to this.

RM#5: Grade K classroom. We added a 5th section of grade K during the 2021-2022 school year. This space was used as a 1st grade class prior to this.

Room #9: Special Education space. Prior to the 2020-2021 school year, this space was used as a guidance office and a psychologist office during the 2015-2016 school year.

RM #10: Grade 1 classroom. We added a 5th section during the 2021-2022 school year. This space became the Reading Room during the 2017-2018 and was the Music room prior to this.

RM #11: Grade 1 classroom. We added a 5th section during the 2021-2022 school year. This became the STEM /Math room during the 2016-2017 school year and was the art room prior to that.

RM #15 - Now the reading room and library learning commons. This was previously the library learning commons.

Room #16: Grade 2 classroom. This space was a grade 3 classroom from 2019-2021 and was a grade 2 classroom from 2017-2019. This space was the reading lab in 2016 - 2017 and was used as a speech room prior to that.

Room #17: Grade 2 classroom. Was used as a grade 3 classroom from 2017-2020 and was a special education classroom prior to this time.

Room #21: Guidance office. Prior to the 2020-2021 school year, this area was used as a nurse's office.

Room #22: Nurse's office. Prior to the 2020-2021 school year, this space was the teacher work room.

RM#24: Computer Lab and STEM/Math. This was previously the computer lab.

Room #25: Speech Office. From 2015 - 2017, this office was used as a Curriculum Administrator and Psychologist office.

RM#32: Psychologist office. Previously this space functioned as a technology office from 2018-2020 and was a guidance office prior to this.

RM#33: Special Education Classroom. During the 2016 - 2017 this space was used as the art room. Prior to that time this space was used as a science classroom.

RM #34: Currently used as a preschool 4 year old class. This potentially could be used as a classroom space, so long as it meets the standards for Educational Space - ED 321.10

RM #35: STEP special education room since 2017-2018. This space previously functioned as the speech room during the 2016-2017 school year and was the math lab prior to that. This space potentially could be used as a classroom space, so long as it meets the standards for Educational Space - ED 321.10

RM #36: Currently used as a preschool 3 year old class. This potentially could be used as a classroom space, so long as it meets the standards for Educational Space - ED 321.10

RM #39: Music room since the 2017-2018 school year. This space was used for BASP and was a classroom at one time.

RM #40: Art room since the 2017-2018 school year. This space was used for BASP and was a classroom at one time.

Additional Interior and Exterior Building Information:

Richard Maghakian Memorial School is located on 12 acres of land. The original building, Brookline Elementary School, was built in 1961 supporting the town's community with a four-room schoolhouse. Subsequent construction followed in 1967, which added 6 rooms to the existing building. In 1987, the office, library, kitchen and gymnasium were added. Four years later, the first

grade wing was added, and the latest addition for kindergarten was added in 1996. The 54,000 sq. ft building, composed of wood, cinder block and steel, was built according to code at the time of the construction. A new roof was applied above the kindergarten, first grade, 1/2 gymnasium, art and music classrooms; along with a pulastic floor was laid in the gymnasium in 2015. In 2016, the VCT hallway floors spanning from the Milford Street Door to the end of the first grade wing were replaced. At the start of the 2019-2020 school year students arrived at a brand new playground. In 2020, the grade 2/3 wing hallway floors were replaced. In 2021, 6 classroom floors were replaced.

CSDA Room Utilization History:

Prior to grade four moving up here in approximately 2006-2007 (15 years ago), we had a science room (RM #15), a special education room (RM #16), two large office spaces for OT (RM #5, #6) and reading (RM #23, #24), two small office spaces (RM #22 and RM #7), and two empty classrooms (RM #14 and RM #17)

Once fourth grade moved up here in 2007-2008:

RM #14 became a classroom

RM #15 became a science room

RM #16 became a classroom

RM #17 became a classroom

The two larger spaces occupied by OT (RM #5, #6) and reading (RM #23, #24) had a wall placed in them to make 4 spaces:

RM #5 became speech/OT/School Psychologist

RM #6 became guidance,

RM # 7 became the math specialist room for accelerated math and intervention

RM # 22 reading intervention

RM #23, 24 all became special education services

A bubble year required five (5) fifth grade classrooms for the two years of 2008- 2010. This resulted in the arrival of the portable moving two sixth grade

teachers out to the portable (RM# 10 and RM# 11) for a few years with an average of 27 students in a classroom for sixth graders.

Once the bubble moved on, we went down to 4 classrooms per grade and moved reading intervention (RM #22) to RM#10 and OT/PT (RM #5 and #6) to RM#11 in the portables. Their two small spaces became additional special education services (RM#22, RM# 23, and RM# 24) and the math specialist room (RM #7)for teaching accelerated math

2021-2022:

Currently, we use all of the spaces. We eliminated the computer lab in RM #4 to become a grade 4 classroom this year.

RMMS Additional Information:

If we were to use the state maximum using our current population this is what we would have:

K - 81 students (5 sections down to 4) state maximum 25

RM#1 - 21

RM#2 - 20

RM#3 - 20

RM#4 - 20

Grade 1 - 81 students (5 sections to 4) state maximum 25

RM#5 - 21 - currently a grade K space

RM#6 - 20

RM#7 - 20

RM#8 - 20

Grade 2 - 82 students (4 sections) state maximum 25

RM# 16 - 21

RM#17 - 21

RM#25 - 20

RM#27 -20

Grade 3 - 84 students (3 sections) state maximum 30

RM#28 - 28

RM#29 - 28

RM#30 - 28

By moving to maximum class size according to Ed 306.12, we would then have the following spaces available:

RM#10 -current grade 1 class (25 available spots)

RM#11 - current grade 1 class (25 available spots)

RM#15 - current library and reading (split into two classroom, for a total of 50 spots)

RM#24 - computer lab/math (25 available spots)

RM#31 - current grade 3 class (30 available spots)

RM#39 - current music class, go to a cart (25 available spots)

RM #40 - current art class, go to a cart (25 available spots)

By using all of these classroom spaces listed above according to the state class size maximum, our capacity would be 620 occupants.

RM#33,34,35,36 are under the minimum 900 square feet required for elementary school classrooms. These spaces would continue to be used for PreK and Sped.

Our gym maximum capacity is 590 occupants without tables and chairs and 277 occupants with tables and chairs

September 16, 2021

Maximum Enrollment numbers - CSDA

If we were to use the state maximum using our current population this is what we would have:

4 - 87 students (5 sections down to 3) state maximum 30

RM#14 - 29

RM#15 - 29

RM#16 - 29

Grade 5 - 83 students (4 sections to 3) state maximum 30

RM#18 - 28

RM#19 - 28

RM#20 - 27

Grade 6 - 84 students (4 sections to 3) state maximum 30

RM#8 - 28

RM#9 - 28

RM#12 - 28

Portable classrooms:

RM#10 current MTSS reading and math intervention services across grade levels and the Special Education Reading teacher

RM#11 current OT/PT - space required for therapy services

By moving to maximum class size according to Ed 306.12, we would then have the following spaces available:

RM#2 - current library, goes to a cart (30 available spots)

RM#4 - current grade 4 class (30 available spots)

RM#17 - current grade 4 class (30 available spots)

RM#21 - current grade 5 class (30 available spots)

RM#13 - current grade 6 class (30 available spots)

RM#25 - current music class goes to a cart (30 available spots)

RM#26 - current art class goes to a cart (30 available spots)

By using all of these classroom spaces listed above according to the state class size maximum, our capacity would be 620 occupants.

RM#22, 23, 24, 5, 6, 7 are under the minimum 900 square feet required for elementary school classrooms. These spaces would continue to be used for Special Education, Speech, Guidance, School Psychology, and Math Enrichment.

Our gym maximum capacity is 492 (542 including 50 employees) occupants.

Brookline School Board Policy Committee

To: Andy Corey
From: Brookline School Board Policy Committee
RE: Policy Recommendations
Date: October 19, 2021

The BSB Policy Committee makes the following recommendations for the October 27, 2021 School Board meeting:

Present for a Third Reading & Adopt:

1. JLDDB: Suicide Prevention, 3rd Reading & Adopt

Present for a Second Reading:

1. BEDH: Public Participation at Board Meetings, 2nd Reading
2. JLF: Reporting Child Abuse, 2nd Reading

Present for a First Reading:

1. KEB: Public Complaints About School Personnel, 1st Reading
2. DAF: Administration of Federal Grant Funds, 1st Reading
3. ADB/GBEC Drug Free Workplace and Drug Free Schools, 1st Reading

Present to be Rescinded:

1. ADB: Drug Free Workplace, Rescind

Category: Priority/Required by Law

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

- I. **District Suicide Prevention Plan and Biennial Review.** ~~No later than May 31, 2020, the~~
- A. The Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. This coordinated plan shall conform to the components required of public schools by RSA 193-J:2.

~~1. Specific Requirements for Plan Terms: The District Suicide Prevention Plan shall include terms relating to:~~

- ~~a) Suicide prevention (risk factors, warning signs, protective factors, referrals);~~
- ~~b) Response to in or out of school student suicides or suicide attempts (postvention, suicide contagion);~~
- ~~c) Developmentally appropriate student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies;~~
- ~~d) Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post intervention and resources available within the school and community;~~
- ~~e) Confidentiality considerations;~~
- ~~f) Designation of any personnel, in addition to District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons, to act as points of contact when students are believed to be at an elevated risk of suicide;~~
- ~~g) Information regarding state and community resources for referral, crisis intervention, and other related information;~~
- ~~h) Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;~~
- ~~i) Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;~~
- ~~j) Inclusion of other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, "postvention" strategies, memorial parameters, etc.).~~

- B. **Biennial Review:** No less than once every two years, the Superintendent, in consultation with the District Suicide Prevention Coordinator with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

II. **Suicide Prevention Coordinator and Liaisons.**

- A. **District Suicide Prevention Coordinator.** The Superintendent shall appoint a District Suicide Prevention Coordinator, who, shall be responsible for:

1. developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
2. annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
3. developing - or assisting individual teachers with the development - of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
4. developing or assisting in the development of the annual staff training required under section C of this policy;
5. Such other duties as referenced in this Policy or as assigned by the Superintendent.

- B. **Building Suicide Prevention Liaison.** The school counselor, or, in their absence, the building administrator, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

III. Annual Staff Training. The Superintendent shall assure that beginning with the 2020-21 school year, all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.

IV. Dissemination. Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.

Legal References:

RSA 193-J: Suicide Prevention Education

District Policy History:

1st Reading: August 2, 2021, as amended

2nd Reading: September 22, 2021, as amended

3rd Reading: October 27, 2021

Policy BEDH - PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs and operations. The Board encourages residents to attend Board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at Board meetings:

Rules of Order

1. The Board will provide a maximum of fifteen minutes to hear public comments from residents at the beginning of each regular Board meeting. This period may be extended by a majority vote of the Board. Additionally, the Board may include additional public comment period for specific agenda items with a time limit for public comment specified on the pertinent agenda.
2. Individual speakers will be allotted three minutes per person. Speakers may not relinquish allotted time to another speaker. For specific meetings and/or specific agenda items, The Board may at the outset of the public comment period increase the individual time limit for all speakers.
3. The Chair will recognize speakers on a first come basis.
4. Speakers shall identify themselves and their home address clearly for the record.
5. Except as otherwise provided in this policy, members of the public may offer comments on agenda items. In the interest of preserving individual privacy and due process rights, the Board requests that comments (including complaints) regarding individual employees (other than the Superintendent) or individual students be directed to the Superintendent in accord with the complaint/grievance resolution processes set forth in School Board Policies [KE](#) and/or [KEB](#). Complaints regarding the Superintendent, may be made either during public comment, or directed to the School Board Chair as described in Board Policy [KEB](#).
6. Any comments which do not adhere to the above, or which disrupt the official business of the Board may be ruled out of order by the Chair. Repeated disruption may result in the individual being asked to leave the meeting. Obscene speech, comments threatening bodily harm, or other unprotected speech will not be tolerated.
7. The Board Chair may terminate the speaker's privilege of address if the speaker does not follow the above rules of order. Repeated violations or disruptions may result in the intervention of law enforcement, with the potential for criminal charges.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

With the aim of maintaining focus on the issues in discussion, it is desired that all speakers strive to adhere to ordinary norms of decorum and civility.

Legal Reference:

RSA 91-A:2, Meetings Open to Public

RSA 91-A:3

Adoption: April 20, 2004

First Reading: November 26, 2013

Second Reading: December 10, 2013

Third Reading: January 28, 2104

Adopted: January 28, 2014

1st Reading: September 22, 2021

2nd Reading: October 27, 2021

JLF - REPORTING CHILD ABUSE OR NEGLECT

Category: Priority/Required by Law

Related Policies: *IJOC* & *JICK*

All district employees, designated volunteers, and contracted service providers having reason to suspect that a child has been abused or neglected shall immediately report by telephone or otherwise and followed within 48 hours by a report in writing, if so requested, to DCYF Central Intake and the District Superintendent.

The written report shall, if known, contain the name and address of the child suspected of being neglected or abused and the person responsible for the child's welfare, the specific information indicating neglect or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division of Children Youth and Family Services.

The Superintendent is directed to assure that the Principal or their designee of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of ~~section A~~ the first paragraph of this policy shall be included in each student handbook or placed on the district's website.

Training for all District Employees, designated volunteers and contracted service providers is recommended (in-person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

Legal References:

NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect

NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report

RSA 169-C, Child Protection Act

RSA 169-C:29-39, Reporting Law

RSA 189:72, Child Abuse or Neglect Information

RSA 193-D:4, Safe School Zones, Written Report Required

First Reading: September 22, 2021

PUBLIC COMPLAINTS ABOUT SCHOOL PERSONNEL

Any complaint presented to the Board about school personnel, employees, students or administration, will be referred back to the Superintendent. The Board will not hear or review complaints until such complaints have first been brought forth in writing through the appropriate and applicable administrative procedures and the Superintendent or his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint, which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the District under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the Superintendent, the individual who is the subject of the complaint may be advised of the nature of the complaint in writing and may be given an opportunity for explanation, comment, and presentation of the facts. The Superintendent shall seek to resolve the matter and report to the Board.

Complaints about the Superintendent may be made directly to the Board through the Chair, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the Superintendent. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of facts.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed:

1. The Board member shall refer the person making the complaint to the Superintendent for investigation. The Superintendent may delegate the investigation to a Principal or other administrator.
2. If the member of the public will not personally present the complaint to the Superintendent or Principal, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the Superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the Superintendent, he or she may request that the Board hear the complaint. The Board will hear and act upon the complaint only by majority vote. The Board may decline to act on any complaint which, in its sole judgment, would interfere with the Superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final.
4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint of the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of the facts to the Board.
5. If the Superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the Superintendent of the nature of the complaint and may give the Superintendent an opportunity for explanation, comment, and presentation of the facts.

References:

1st Reading: October 27, 2021

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.~~

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurred after the date of the Federal award and only with the written approval of the initial Federal awarding agency or of the NHDOE or other pass-through entity.

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 efficiently. 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. Clause for Remedies Arising from Breach: 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. Termination Clause: 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. Anti-pollution clause: 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. Anti-lobbying clause: 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. Negotiation of profit: 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)).
6. "Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. 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. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in [DAF-4.C](#) regarding food service procurement.
7. Huawei Ban: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

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 ~~his/her~~ their immediate family, ~~his/her~~ 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

A. 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.

B. Grant Closeout Requirements: At the end of the period of performance or when the Federal awarding agency determines the District has completed all applicable administrative actions and all required work under the grant, the agency will close out the Federal award. If the award passed-through the State, the District will have 90 days from the end of the period of performance to submit to the State all financial, performance, and other reports as required by the terms and conditions of the award.

Failure to submit all required reports within the required timeframe will necessarily result in the Federal awarding agency reporting the District's material failure to comply with the terms of the grant to the Office of Management and Budget (OMB), and may pursue other enforcement actions.

The District must maintain all financial records and other documents pertinent to the grant for a period of three years from the date of submission of the final expenditure report, barring other circumstances detailed in 2 CFR 200.344

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: November 18, 2020

Second Reading: December 16, 2020

Third Reading: January 13, 2021

First Reading: October 27, 2021

*Category R***DRUG-FREE WORKPLACE & DRUG-FREE SCHOOLS****A. Drug-Free Workplace**

1. All District workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - a. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a "medical marijuana" card.
 - b. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
2. For purposes of this policy, a "controlled substance or drug" means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. § 812(c), or New Hampshire Controlled Drug Act RSA 318-B.
3. For purposes of this policy, "workplace" shall mean the site for the performance of work, and will include at a minimum any District building or grounds owned or operated by the District, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event where students are under the jurisdiction, care or control of the District.
4. As a condition of employment, each employee and all contracted personnel will:
 - a. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations or procedures implementing this policy; and
 - b. Notify his or her supervisor of his or her conviction under any criminal drug statute, for a violation occurring on District premises or while performing work for the District, no later than five (5) days after such conviction.
5. In order to make employees aware of dangers of drug and alcohol abuse, the District will endeavor to:
 - a. Provide each employee with a copy of the District drug- and alcohol-free workplace policy;
 - b. Post notice of the District drug- and alcohol-free workplace policy in a place where other information for employees is posted;
 - c. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the work place, the specifics of this policy, including, the consequences for violating the policy, and any information about available drug and alcohol counseling, rehabilitation, reentry, or other employee-assistance programs.

B. District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action; up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse, employee-assistance rehabilitation program.

The Board will take disciplinary action with respect to an employee convicted of a drug offense in the workplace, within thirty (30) days of receiving notice of a conviction. Should District employees or contracted personnel be engaged in the performance of work under a federal contract or grant, or under a

state contract or grant, the Superintendent will notify the appropriate state or federal agency from which the District receives contract or grant moneys of an employee/contracted personnel's conviction, within ten (10) days after receiving notice of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for the employee/contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the District and/or contractor personnel as the case may be.

C. Drug-Free School Zone

Pursuant to New Hampshire's "Drug-Free School Zone" law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell prescribe administer, dispense, or possess with intent to sell, dispense or compound any controlled drug or its analog, within a "drug-free school zone". The Superintendent is directed to assure that the District is and remains in compliance with the requirements of RSA 193-B, I, and N.H. Ed. Part 316 with respect to establishment, mapping and signage of the drug-free zone around each school of the District.

D. Implementation and Review

- a. The Superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy.
- b. In order to maintain a drug-free workplace, the Superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to (i) determine and assure compliance with the notification requirements of section A.5.a, b and d; (ii) determine the effectiveness of programs established under paragraph A.5.c above; (iii) ensure that disciplinary sanctions are consistently and fairly enforced; and (iv) and identify any changes required, if any.

Legal References:

- o RSA Chapter 193-B Drug Free School Zones*
- o 41 U.S.C. §101, et. Seq. - Drug-free workplace requirements for Federal contractors, and Federal grant recipients*
- o N.H. Admin. Code, Ed. Part 316*

Policy ADB - DRUG-FREE WORKPLACE

The School District will provide a drug-free workplace in accordance with the Drug-Free Schools and Communities Act of 1988 and Amendments of 1989 (41 USC Section 701 Et. Seq.). In compliance with statutory requirements, the District will:

1. Notify all employees, in writing, that the unlawful manufacture, distribution, dispensation, possession, or use of illicit drugs and alcohol is prohibited in the District's workplace and that any violation is subject to disciplinary action. Notification will be accomplished by distribution of this policy to all employees.
2. Provide a drug-free awareness program to inform employees about:
 - a. The dangers of illicit drugs in the workplace;
 - b. The District's policy of maintaining a drug-free workplace;
 - c. Available drug and alcohol counseling, rehabilitation, and employee assistance and/or re-entry programs; and
 - d. The penalty/penalties that may be imposed on employees for drug and alcohol violations occurring in the workplace.
3. Notify employees that, as a condition of employment in the District, they will agree to and abide by the terms of the policy, and will notify the District of any drug statute conviction resulting from workplace conduct within five days of the conviction.
4. Establish the following as grounds for disciplinary action:
 - a. Working under the influence of alcohol or illegal drugs, no matter where consumed.
 - b. Having an unsealed container of alcohol or consuming alcohol on School property. (Any employee who finds any type of container of on School property should report it to the administration as soon as possible.)
 - c. Possessing or distributing controlled substances on School property.
 - d. Consuming, possessing, or distributing alcohol or illegal drugs at official* School functions not on School property.

*An official School function is defined as one which is authorized and conducted by the School with School officials present, in charge, and on duty, such as, but not limited to:

 - a. Interscholastic athletic contests
 - b. Field trips
 - c. School dances
5. Alert the local law enforcement agency of suspected violations of the policy.
6. Take any of the following disciplinary actions (either alone or in combination) regarding an employee who is in violation of the policy:
 - a. Suspension
 - b. Termination of employment
 - c. Satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health or law enforcement, or other appropriate agency.
7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy. In so doing, the District will conduct a biennial review of its programs to

determine their effectiveness and to ensure that the disciplinary sanctions are consistently enforced and changes are implemented, if needed.

Reference:

RSA [193-B](#) (*Drug Free School Zones*)

Adopted: May 25, 2004