

Hollis School Board  
Wednesday, May 5, 2021  
Hollis Upper Elementary School  
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 7:00 Agenda adjustments  
Correspondence/Resignations/Nominations
- 7:05 Approval of Minutes – April 2021  
Committee Appointments - Board Chair  
Scheduling of a special meeting
- 7:10 Public Input
- 7:25 Principal's report
- 7:40 Discussion
- Fiscal Year 2021
  - HSMART building project update
- 8:00 **Deliberations**
- **To see what action the Board will take regarding Policy BCA – Board member code of ethics – annual adoption**
  - **To see what action the Board will take regarding Policy DFA – Investments – annual adoption**
  - **To see what action the Board will take regarding the Policy memo submitted by the policy committee**
  - **To see what action the Board will take regarding the annual authorization of the School Board Chair, to sign on behalf of the Board, the General Assurances FY 2022**
- 8:15 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation – Administrative Compensation Discussion
- 8:30 Motion to adjourn

Hollis School District  
 Administrative Report  
 April 2021

**Calendar, Events, Programs:**

- HPS/HUES - May 3 - 7 - Teacher Appreciation Week
- HPS/HUES - May 6th - Nurse's Day
- HPS/HUES - May 7th - School Lunch Hero Day
- HPS - May 4th, 5th, and 6th - NHSAS Testing
- HUES - May 10th - 28th - NHSAS testing
- HPS - Week of May 10th - Incoming Kindergarten Screenings

**Building & Grounds:**

- HUES:
  - HUES is still looking for a part-time custodian
  - During the last snow fall - HUES had a tree fall across Drury - the snowplow team was instrumental in helping get the road cleared with no impact on any parents or busses
  
- HPS:
  - Tents are up and in use for outside learning.
  - We are cleaning our trails for more hikes outside
  - We are beginning to plan for summer work

**Staffing & Students:**

- HPS - All students (remote and in person) took part in STEM activities the week prior to vacation! Students engaged in building, working together (safely), and thinking outside the box to solve problems!
- HPS - Team Spider has had success. We may have a visitor from the Governor for the Bill signing. We are looking into if this can happen!
- HPS - Plans are underway for a safe Field Day
- HUES - Students continue to be amazing HAWKS earning their Golden WING Awards. In April - we awarded 76 certificates for students who are showing great social skills, behavior responsibility, and doing their best work academically.
- HUES have been celebrating spring with trivia and contests for students who can win gift certificates for the school store, lunch with the principal, a tree for earth day and other fun prizes as we celebrate the ½ way point of trimester 3.
- HPS/HUES - April/May focus will be focused on placement and schedules for the 2021/2022 school year.
- HUES - Plans are underway for a live promotion ceremony with limited guests on June 17th
- HPS/HUES - Plans are underway for safe transition activities for our 3rd into 4th grade students
- HPS/HUES - A HUGE shout out to our bus drivers....they carefully look at who gets on the bus, ask when they don't see specific students, and ensure that our students are safe. THANK YOU!

**Enrollment Snapshot for April 2021:**

| HPS                  |            | HUES  |                                     |
|----------------------|------------|-------|-------------------------------------|
| Grade                | Enrollment | Grade | Enrollment                          |
| PreK Intensive Needs | 3          | 4     | 89 total<br>13 remote<br>76 at HUES |
| PreK 3               | 5          | 5     | 94 total                            |

|  |                              |   |                                   |
|--|------------------------------|---|-----------------------------------|
|  |                              |   | 23 remote<br>71 at HUES           |
| PreK 4   | 10                           | 6 | 104 total<br>remote<br>69 at HUES |
| K  | 69<br>60 at HPS<br>9 remote  |   |                                   |
| 1  | 76<br>60 at HPS<br>16 remote |   |                                   |
| 2  | 95<br>76 at HPS<br>19 remote |   |                                   |
| 3  | 83<br>71 at HPS<br>12 Remote |   |                                   |
| <b>Total Hollis School District Enrollment: 628</b><br>District In-Building total: 501<br>District Remote total: 127 |                              |   |                                   |

Hollis School District  
Monthly Enrollment Breakout  
April 2021

| Grade                               | Class size Per District Policy | Number of classes        | NESDEC Projections 20/21 SY | Number of students (4/23/21) | Change from last report | Actual class Enrollments   |
|-------------------------------------|--------------------------------|--------------------------|-----------------------------|------------------------------|-------------------------|--|
| Pre – K<br>3 year olds              |                                | 1                        | 18                          | 5                            | 0                       | 5  |
| Pre – K<br>4 year olds              |                                | 1                        |                             | 10                           | +1                      | 10   |
| Prek Intensive Needs                |                                | 1                        |                             | 3                            | 0                       | 3  |
| <i>Drop in Speech Services Only</i> |                                |                          |                             | 10                           | 0                       | 10   |
| Kindergarten                        | 18                             | 5                        | 100                         | 69                           | 0                       | In Building: 6, 18, 18, 18**<br>Remote: 9                        |
| Grade 1                             | 18                             | 5                        | 75                          | 76                           | 0                       | In Building: 7, 17,18, 18<br>Remote: 16                          |
| Grade 2                             | 20                             | 5                        | 99                          | 95                           | +2                      | In Building: 17, 19, 20, 20<br>Remote: 19                        |
| Grade 3                             | 20                             | 5                        | 88                          | 83                           | 0                       | In Building: 14, 19, 19, 19<br>Remote: 12                        |
|                                     |                                |                          |                             |                              |                         |  |
| <b>HPS Totals</b>                   |                                | <b>23 classes</b>        | <b>380</b>                  | <b>341</b>                   |                         | In Building total: 285<br>Remote total: 56                       |
|                                     |                                |                          |                             |                              |                         |  |
| Grade 4                             | 23                             | 4                        | 91                          | 89                           | 0                       | In-Building: 22, 23, 23, 8<br>Remote:13                          |
| Grade 5                             | 23                             | 5 sections<br>6 teachers | 102                         | 94                           | +1                      | In-Building: 17, 18, 18, 18<br>Remote: 23 (2 teachers)           |
| Grade 6                             | 23                             | 7                        | 101                         | 104                          | 0                       | In-Building: 17, 17, 17, 18<br>Remote: 16, 19                    |
|                                     |                                |                          |                             |                              |                         |  |
|                                     |                                |                          |                             |                              |                         |  |
| <b>HUES Totals</b>                  |                                | <b>16 classes</b>        | <b>294</b>                  | <b>287</b>                   |                         | In-Building total: 216<br>Remote total: 71                       |
|                                     |                                |                          |                             |                              |                         |  |
| <b>HSD Totals</b>                   |                                | <b>39 classes</b>        | <b>674</b>                  | <b>628</b>                   |                         | District In-Building total:<br>501<br>District Remote total: 127 |

\* denotes class sizes over policy expectations

\*\*Class has a student in the self contained program

Enrollment History:

|  |     |      |
|--|-----|------|
|  | HPS | HUES |
|--|-----|------|

| School Year | September Starting Enrollment Numbers | September Starting Enrollment Numbers |
|-------------|---------------------------------------|---------------------------------------|
| 2020        | 336                                   | 283                                   |
| 2019        | 344                                   | 299                                   |
| 2018        | 344                                   | 327                                   |
| 2017        | 344                                   | 323                                   |
| 2016        | 337                                   | 319                                   |
| 2015        | 345                                   | 295                                   |
| 2014        | 352                                   | 291                                   |
| 2013        | 358                                   | 292                                   |
| 2012        | 340                                   | 294                                   |
| 2011        | 340                                   | 297                                   |

# Hollis School District

FY21

as of 4/27/2021

| <b>Expenses</b>             |                      |                      |                     |                   |
|-----------------------------|----------------------|----------------------|---------------------|-------------------|
| Description                 | Budget               | YTD Expense          | Encumbered          | Balance           |
| Regular Education           | \$ 4,141,473         | \$ 2,613,222         | \$ 1,315,008        | \$ 213,244        |
| Special Education           | \$ 1,566,614         | \$ 1,178,183         | \$ 368,590          | \$ 19,841         |
| Student Support Services    | \$ 1,041,507         | \$ 672,800           | \$ 292,149          | \$ 76,557         |
| Instructional Staff Support | \$ 510,701           | \$ 335,248           | \$ 134,551          | \$ 40,902         |
| School Board/SAU Assessment | \$ 686,485           | \$ 490,771           | \$ 98,897           | \$ 96,817         |
| School Administration       | \$ 692,202           | \$ 515,602           | \$ 141,143          | \$ 35,457         |
| Facilities                  | \$ 931,988           | \$ 663,001           | \$ 234,329          | \$ 34,658         |
| Transportation              | \$ 637,568           | \$ 338,999           | \$ 161,664          | \$ 136,905        |
| Benefits                    | \$ 3,030,766         | \$ 2,018,496         | \$ 837,128          | \$ 175,141        |
| HSMART Related              | \$ -                 | \$ 16,623            | \$ 133,377          | \$ (150,000)      |
| Debt Service                | \$ 690,149           | \$ 649,694           | \$ -                | \$ 40,455         |
| Transfers                   | \$ 568,970           | \$ 472,994           | \$ 37,467           | \$ 58,509         |
| <b>TOTAL</b>                | <b>\$ 14,498,423</b> | <b>\$ 9,965,634</b>  | <b>\$ 3,754,304</b> | <b>\$ 778,485</b> |
| Plus FY20 Expense Carryover | \$ 125,492           | \$ 39,802            | \$ 12,431           | \$ 73,259         |
| <b>TOTAL FY20 + FY21</b>    | <b>\$ 14,623,915</b> | <b>\$ 10,005,436</b> | <b>\$ 3,766,735</b> | <b>\$ 851,743</b> |

| <b>Revenue</b>             |                      |                      |                     |                  |
|----------------------------|----------------------|----------------------|---------------------|------------------|
| Description                | Budget               | YTD Revenue          | Expected            | Balance          |
| Local Property Tax         | \$ 10,995,202        | \$ 9,800,000         | \$ 1,195,202        | \$ -             |
| Adequacy Aid Grant/Tax     | \$ 2,578,635         | \$ 1,208,569         | \$ 1,370,066        | \$ -             |
| <b>State</b>               |                      |                      |                     |                  |
| Special Education Aid      |                      |                      |                     | \$ -             |
| Building Aid               |                      |                      |                     | \$ -             |
| Food Service               | \$ 3,000             | \$ 2,952             | \$ -                | \$ 48            |
| <b>Federal</b>             |                      |                      |                     |                  |
| Grants                     | \$ 170,000           | \$ 158,133           | \$ 11,867           | \$ 0             |
| Food Service               | \$ 34,000            | \$ 140,104           | \$ 25,000           | \$ (131,104)     |
| Medicaid                   | \$ -                 | \$ 27,544            | \$ 500              | \$ (28,044)      |
| <b>Local</b>               |                      |                      |                     |                  |
| Tuition                    | \$ 28,000            | \$ 8,496             |                     | \$ 19,504        |
| Food Service Sales         | \$ 193,000           | \$ 2,835             | \$ 600              | \$ 189,565       |
| Other                      | \$ 30,000            | \$ 78,799            |                     | \$ (48,799)      |
| Less: Maint. Trust         | \$ 120,000           |                      | \$ 120,000          | \$ -             |
| Less: SAU Building Trust   | \$ 23,970            |                      | \$ 23,970           | \$ -             |
| Less: SPED Trust           | \$ 25,000            |                      | \$ 25,000           | \$ -             |
| FY20 Carryover             | \$ 125,492           |                      | \$ 52,233           | \$ 73,259        |
| Fund Balance Adjustments   | \$ 581,616           |                      | \$ 581,616          | \$ -             |
| Less Retained Fund Balance | \$ (284,000)         |                      | \$ (284,000)        | \$ -             |
| <b>TOTAL REVENUE</b>       | <b>\$ 14,623,915</b> | <b>\$ 11,427,432</b> | <b>\$ 3,122,054</b> | <b>\$ 74,429</b> |

Total Expense Balance \$ 851,743

Total Revenue Balance \$ 74,429

Unreserved Fund Balance \$ 777,314

### Anticipated Reductions to Unreserved Fund Balance

|                         | Needs for FY22    |
|-------------------------|-------------------|
| Maint. Trust            | \$ 120,000        |
| Building Trust          | \$ 23,970         |
| SPED Trust              | \$ 25,000         |
| Retained Fund Balance   | \$ 284,000        |
| <b>Total Reductions</b> | <b>\$ 452,970</b> |

|                               |                   |
|-------------------------------|-------------------|
| <b>Projected Fund Balance</b> | <b>\$ 324,344</b> |
|-------------------------------|-------------------|

**Explanation of budget balances on current expense report**

**3/24/2021**

| Function | Description                 | Current Balance   | Notes  |
|----------|-----------------------------|-------------------|--|
| 1100     | Regular Education           | \$ 213,244        | Hiring Savings and effects of Covid-19                                 |
| 1200     | Special Education           | \$ 19,841         | Tuition costs lower than expected                                      |
| 2100     | Student Support Services    | \$ 76,557         | Contracted services lower than expected                                |
| 2200     | Instructional Staff Support | \$ 40,902         | Savings due to effects of Covid-19                                     |
| 2300     | School Board/SAU Assessment | \$ 96,817         | Contingency  |
| 2400     | School Administration       | \$ 35,457         | New hire savings and various small savings                             |
| 2600     | Facilities                  | \$ 34,658         | Open position and various small savings                                |
| 2700     | Transportation              | \$ 136,905        | Recalculated bus route savings   |
| 2900     | Benefits                    | \$ 175,141        | Benefits lower than expected primarily due to health insurance choices |
| 4200     | HSMART Related              | \$ (150,000)      | HSMART related expense   |
| 5100     | Debt Service                | \$ 40,455         | HSMART lease came in less than expected                                |
| 5200     | Transfers                   | \$ 58,509         |  |
|          |                             | <b>\$ 778,485</b> |  |

**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 exp  |

*Category R***BOARD MEMBER CODE OF ETHICS**

The School Board will review and vote to adhere to the following "Board Member Code of Ethics" at the Board organizational meeting each year.

New Hampshire residents elected or appointed to local school boards serve their communities and our state in overseeing the most important function of all local and state government - public education. To that end, it is appropriate to constantly remind ourselves of a proper and appropriate "code of conduct" for local School Board members in performing this important service to our communities and the youth of New Hampshire. We therefore resolve to:

Assure the opportunity for high quality education for every student regardless of individual student differences;

Make all decisions and take all actions holding the well being of students of our schools as our fundamental guiding principle;

Ensure that our schools are in compliance with all national, state and local laws and regulations pertaining to education and public agencies;

Represent the entire community without fear or favor, while not using the position of School Board member for personal or financial gain or benefit to self;

Uphold the principles of due process and individual dignity, and protect the civil and human rights of all;

Adhere to the principles that the School Board shall confine its role to policymaking, planning and oversight while the Superintendent shall administer and manage our schools while implementing the policies of the board;

Act as part of an educational team with all staff members and the community with mutual respect and regard for each other's respective responsibilities and duties;

Recognize that the strength of the Board is acting as a Board, not as individuals;

Maintain high standards as School Board members through continual self-assessment and professional development for ourselves;

Preserve the obligation of having all issues considered fairly and without bias;

Instill respect for community, family, honesty, fairness and for our state and nation.

Honor the spirit of the open meeting law, RSA 91-A:2. Board members will not have any discussions, including email, that affect policy or decision making outside of a Board meeting.

Re-Adopted: August 27, 2013

Re-Adopted: March 18, 2014

Re-Adopted: March 24, 2015

Re-Adopted: March 22, 2016



Re-Adopted: March 28, 2017  
Re-Adopted: March 27, 2018  
Re-Adopted: April 3, 2019  
Re-Adopted: September 30, 2020

*Category P***INVESTMENT**

The Hollis-Brookline Cooperative School Board authorizes the Hollis-Brookline Cooperative School District Treasurer working in conjunction with the Superintendent and his/her designee and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

**OBJECTIVES**

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to RSA 366:57.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield. The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

**STANDARDS OF CARE**

1. Prudence. The standard of prudence to be used by the District Treasurer and Superintendent or his/her designee involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the *GFOA Recommended Practices and Policy Statements Related to Cash Management* as a guide to the prudent investment of public funds.
2. Ethics and conflicts of interest. The School District Treasurer and Superintendent or his/her designee involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.

3. Internal Controls. The District Treasurer and Superintendent or his/her designee shall establish a system of internal controls that shall be documented in writing. The internal controls shall be reviewed by the school board and an independent auditor.

This investment policy shall be reviewed annually by the School Board.

**Legal References:**

*RSA 197:23-a, Treasurer's Duties*

*RSA 383:22, Public Deposit Investment Pool*

1st Reading: August 8, 2007

Adoption: May 21, 2008

Adoption: March 30, 2016

Adoption: February 15, 2017

Adoption: April 11, 2018

Adoption: April 3, 2019

Re-Adoption September 30, 2020

Hollis School Board Policy Committee

To: Andy Corey  
From: Hollis School Board Policy Committee  
RE: Policy Recommendations  
Date: April 20, 2021

The HSB Policy Committee makes the following recommendations for the May 5, 2021 School Board meeting:

Present for a *Third Reading*:

1. EEAA: Video and Audio Recordings on School Property

Present for a *Second Reading*:

1. IHAMA: Teaching About Alcohol, Drugs, and Tobacco
2. ADC: Prohibition Regarding Use and Possession of Tobacco Products, E-Cigarettes, and E-Liquids in and on School Facilities and Grounds
3. FAC: Rental of Property

## **VIDEO AND AUDIO RECORDINGS ON SCHOOL PROPERTY**

Category: Recommended

See also [\*JND\*](#), [\*JICD\*](#), [\*JICL\*](#)

### **Video Surveillance**

The Board authorizes the use of video surveillance devices on District property to ensure the health, welfare, and safety of all students, staff and visitors to District property and to safeguard District buildings, grounds, and equipment. The Superintendent will approve appropriate locations for surveillance devices. Placement of the video cameras will be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in bathrooms or locker rooms.

Signs will be posted on school buildings to notify students, staff and visitors that video recording devices may be in use. At the Superintendent's discretion, parents and students may also be notified through the student handbook.

All persons will be responsible for any violations of school rules caught on tape by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished by either deletion or copying over with a new recording. The Superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

### **Video Recordings Used for Student Discipline Matters**

Videos containing evidence of a violation of student conduct rules, school board policy, and/or state or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal, as determined by board policy or applicable law. Any release or viewing of the video will be in accordance with the law.

In the event a video recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If a video recording does become part of a student's education record, the provisions of Policy JRA shall apply.

The Superintendent is authorized to contact the District's attorney for a full legal opinion relative in the event of such an occurrence.

### **Video and Audio Recordings Used for Special Education Purposes**

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law(s).

### **Other Purposes for Which Video and Audio Recordings May Be Used**

The school board authorizes the superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

## **Video and Audio Recordings Authorized**

The school board permits the video and audio recording of the following school-related activities *by the school district*. The following purposes are not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action.

Extracurricular/co-curricular activities

Musical performances, band, concert band, ensemble, orchestra, choir

Drama activities

Club events

Sporting events

Other activities such as yearbook, school pride

Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

*See the Acceptable Use Agreement (“AUA”) on the SAU 41 website for the most current procedures governing personally owned internet devices at school.*

Legal References:

RSA 189:65, Definitions

RSA 189:68, Student Privacy

RSA 570-A:2

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)

34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations

1<sup>st</sup> Reading: December 2, 2020

2<sup>nd</sup> Reading: April 7, 2021

*3<sup>rd</sup> Reading: May 5, 2021 (as amended)*

**TEACHING ABOUT ALCOHOL, DRUGS, AND TOBACCO**

Category R

*See also:ADC*

District personnel shall provide students, parents, and legal guardians with information and resources relative to existing drug and alcohol counseling and treatment for students. The Superintendent shall oversee the development, distribution, and maintenance of a comprehensive list of local, regional, statewide drug and alcohol counseling, and treatment resources which are available to district students. This information shall be available through the principal's office, school nurses' office, and guidance offices.

As part of the health education program for grades K-6, the District shall provide aged and developmentally appropriate education based upon the needs of pupils and the community regarding the effects of alcohol and other drugs, abuse thereof, the hazards of using tobacco products, *devices*, e-cigarettes, *e-liquid, and* liquid nicotine ~~and like suspensions~~, as well as the state laws and related penalties for prohibiting minors using or possessing such products. The Superintendent shall be responsible to establish and periodically review the Hollis School District's guidelines for staff members providing such health education or education on such topics. An evidence-based prevention program, approved by the Superintendent, may be used for this purpose.

RSA 126-K:8, Youth Access to and Use of Tobacco Products, Special Provisions

RSA 189:10, Studies

RSA 189:11-d, Drug and Alcohol Education

RSA 193-E:2-a, Substantive Educational Content of an Adequate Education

Ed 306.40, (b)(2) a –Health Education Program

1st Reading: October 20, 2005

2nd Reading: February 14, 2006

Adoption: March 9, 2006

1<sup>st</sup> Reading: April 7, 2021 (as amended)

2nd Reading: May 5, 2021 (as amended)



## Category R

**PROHIBITIONS REGARDING USE AND POSSESSION OF TOBACCO PRODUCTS, E-CIGARETTES AND E-LIQUIDS IN AND ON SCHOOL FACILITIES AND GROUNDS**

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

**A. Definitions** These definitions shall also include any amendments to the referenced statutes as the same may be amended or replaced from time to time

**“Tobacco product(s)”** means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes as well as any other product or item included in RSA 126-K:2, XI.

**“Device”** means any product composed of a mouthpiece, a heating element, a battery, and electronic circuits designed or used to deliver any aerosolized or vaporized substance including, but not limited to, nicotine or cannabis. Device may include, but is not limited to hookah, e-cigarette, e-cigar, e-pipe, vape pen, e-hookah, as well as any other object or item defined in RSA 126-K:2, II-a.

**“E-cigarette”** means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that may or may not contain nicotine or e-liquid. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-b.

**“E-liquid”** means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

**“Liquid nicotine”** means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a.

**“Facility”** is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

**B. Students**

No student shall purchase, attempt to purchase, possess or use any Tobacco product, Device, E-cigarette, E-liquid, or Liquid nicotine in any Facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

### **C. Employees**

No employee shall use any Tobacco product, Device, E-cigarette, E-liquid, or Liquid nicotine in any Facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

### **D. All other persons**

No visitor, contractor, vendor or other member of the public shall use any Tobacco product, Device, E-cigarette, E-liquid, or Liquid nicotine in any Facility, in any school vehicle, or anywhere on school grounds maintained by the District.

Building administration, and where appropriate, other site supervisor or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of Tobacco products, Device, E-cigarette, E-liquid, or Liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

### **E. Implementation and Notice - Administrative Rules and Procedures.**

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, Facilities and school vehicles stating that the use of Tobacco products is prohibited.

#### Legal References

RSA 155:64 - 77(Indoor Smoking Act)

RSA 126-K:2, Definitions

RSA 126 - K:6 (Possession and Use of Tobacco Products by Minors)

RSA 126 K:7 (Use of Tobacco Products on Public Educational Grounds Prohibited)

1<sup>st</sup> Reading: June 1, 2016 (amended)

2<sup>nd</sup> Reading: July 18, 2016

3<sup>rd</sup> Reading: July 18, 2016 (Waived)

Adopted: July 18, 2016

1<sup>st</sup> Reading: May 1, 2019 (as amended)

2<sup>nd</sup> Reading: June 5, 2019

3<sup>rd</sup> Reading: August 7, 2019

Adopted: August 7, 2019

1<sup>st</sup> Reading: April 7, 2021 (as amended)

2<sup>nd</sup> Reading: May 5, 2021 (as amended)

## RENTAL OF PROPERTY

School Administrative Unit ("SAU") 41 includes three districts: Hollis School District, Brookline School District, and the Hollis Brookline Cooperative School District. The office for SAU 41 is located in Hollis, NH at 4 Lund Lane, which is a property owned by the Hollis School District. The SAU currently leases the building from the Hollis School District. Beginning, \_\_\_\_\_, 2021, the Hollis School Board will complete a comparative rental analysis no less than every three years, to determine any changes in the rent charged to the SAU. Increases and the rate of the increase will be ~~determined~~ approved by the Hollis School Board.

First Reading: April 7, 2021

Second Reading: May 5, 2021 (as amended)



**Frank Edelblut**  
Commissioner

**Christine Brennan**  
Deputy Commissioner

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

*BREVIEW*  
*Hollis*

April 6, 2021

**TO:** Superintendents

**FROM:** Timothy Carney, Administrator  
Bureau of Federal Compliance

**SUBJECT:** General Assurances FY 2022

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

The submission of general assurances is required in part by:

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

The NHDOE has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHDOE requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHDOE Commissioner

of Education certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy establishes which of these two entities may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

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

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

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHDOE Bureau of Federal Compliance office no later than **June 30, 2021**.

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

# New Hampshire Department of Education

**FY2022**

## **GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS**

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE Bureau of Federal Compliance prior to any formula grant application being deemed to be “substantially approvable” or any discretionary grant receiving “final approval”. Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHDOE (34 CFR 708).

**Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHDOE.**

This FY2022 general assurances document contains some differences from the FY2021 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements to which you are agreeing.

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

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

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

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

Should you have any questions please contact Timothy Carney at 603-271-2634, Lindsey Labonville at 603-271-3837, or Jessica Lescarbeau at 603-271-3808.

# General Assurances, Requirements and Definitions for Participation in Federal Programs

## A. General Assurances

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

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
  - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to



- nondiscrimination on the basis of drug abuse;
- (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
- 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
- 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
- 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
- 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will

administer those funds and property.

- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].  
  
*"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."*
- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising

educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.

- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification form to the NHDOE not later than March 31, 2022. The worksheet will be provided to each subrecipient by the NHDOE.
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- 31) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 36) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 37) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-

1 et seq.).

- 38) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

## **B. Explanation of Grants Management Requirements**

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

### **1. Financial Management Systems**

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

Specifically, the financial management system must be able to:

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

### **2. Written Policies and Procedures**

The subrecipient must have written policies and procedures for:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(b)(20)(ii))
- f) Suspension and Debarment (2 CFR 200.214)
- g) Travel Costs (2 CFR 200.475)
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)

- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.334 and 200.335)

### 3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.
- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

### 4. Allowable Costs

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

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

### 5. Audits

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

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

audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

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

## 6. Reports to be Submitted

### Audits/Management Decisions

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

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

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

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

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

### Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE no later than

**March 31, 2022.** A copy of the form will be provided to each subrecipient by the NHDOE.

### **7. Debarment, Suspension, and Other Responsibility Matters**

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

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

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
  - o The dangers of drug abuse in the workplace.

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

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

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

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

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

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

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



beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).

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

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

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

### 11. Lobbying

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

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

### New Hampshire RSA 15:5 - Prohibited Activities.

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

## **12. Subrecipient Monitoring**

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

## **13. More Restrictive Conditions**

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

## **14. Obligations by Subrecipients**

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

## **15. Personnel Costs – Time Distribution**

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

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

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

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

## **16. Protected Prayer in Public Elementary and Secondary Schools**

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

schools.

### **17. Purchasing/Procurement**

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

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

### **18. Retention and Access to Records**

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

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

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

### **19. The Stevens Amendment**

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

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

### **20. Transfer of Disciplinary Records**

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

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

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** - All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

### C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

- 6) **Subrecipient - Subrecipient** mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**CERTIFICATION**

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

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**Superintendent or other Qualifying Administrator Certification:**

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on \_\_\_\_\_, \_\_\_\_\_, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: 41 District or SAU Name: Hollis School District

Andrew F Carey                      Andrew F Carey                      \_\_\_\_\_  
Typed Name of Superintendent                      Signature                      Date  
or other Qualifying Administrator

**School Board Certification:**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

federalcompliance@doe.nh.gov