

Hollis School Board
Wednesday, June 1, 2022
Hollis Upper Elementary School
6:00 PM

All Times are estimates and subject to change without notice

- 6:00 Call to Order
- 6:05 Agenda adjustments
Correspondence/Resignations/Nominations
Approval of Minutes – May, 2022
- 6:25 Public Input
- 6:40 Public Hearing – Hollis Maintenance trust (Hollis School Buildings & SAU Building)
- 6:55 Principal's report – end of year discussion
- 7:10 Discussion
- Suicide Prevention and Response Plan
 - Revenue and Expense report
 - Compensation committee appointment - School Board Chair
 - SAU Compliance and communications position update
- 7:30 **Deliberations**
- To see what action the Board will take regarding the Hollis Maintenance Trust
 - To see what action the Board will take regarding the SAU Maintenance Trust
 - To see what action the Board will take regarding the approval of the general assurances for grant submissions to the DOE
 - To see what action the Board will take regarding the School Board Chair's compensation committee appointment
 - To see what action the Board will take regarding authorizing the Superintendent to hire, accept resignations or terminate staff during the summer months
 - To see what action the Board will take regarding policy JLDDB: Suicide Prevention and Response, First Reading
 - To see what action the Board will take regarding policy GBCD: Background Investigation and Criminal History Records Check, First Reading
 - To see what action the Board will take regarding policy JLD: School Guidance and Counseling Program, First Reading
- 7:45 Non-public under RSA 91-A: 3II (a) Compensation and/or (c) reputation
- 8:00 Motion to adjourn

Hollis School District
Expendable Trust: Public Hearing
June 1, 2022

Hollis School Buildings Expendable Trust

Background

Principals Paula Izbicki and Candi Fowler identified several needed repairs/improvements for their respective buildings during the budget process. At the Budget Hearing for FY23, the Hollis Budget Committee recommended along with the Hollis School Board that the funding source for these particular items be the Hollis School Building Expendable Trust.

FY23 Requested Items and Estimated Cost

HUES	Sprinkler Tank Repair	\$ 20,000
	Flooring-Classroom, Cafeteria, Hallways	<u>\$ 49,700</u>
	HUES Sub-Total	\$ 69,700
HPS	Classroom Flooring Phase III	\$ 33,455 (Finish Phase II)
	Windows-Asbestos Removal/Repair	\$ 38,275
	Ceiling Tiles	<u>\$ 5,000</u>
	HPS Sub-Total	\$ 76,730

Total	\$146,430
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Hollis School Building Expendable Trust Status

Current Available Balance:	\$ 144,632
To be added in FY23:	\$ 150,000
FY23 Expenditures:	<u>\$ 146,430</u>
FY23 Ending Balance:	\$ 148,202 (Anticipated)

SAU Building Expendable Trust

Background

Last year's proposed use of this trust was to remove the bathtub in the SAU building and replace it with a hallway so that one office is not the egress for 5 other employees. The original estimate was \$15,000. Once the costing was finished, it was clear that we required more funding to complete the project. There were a couple of unanticipated challenges with plumbing and then the ever present post-Covid increase in labor and materials caused a need to request additional funding.

FY23 Request: Bathtub to Hallway - Estimated Additional Cost up to: \$22,000

SAU Building Expendable Trust Status

Current Balance:	\$ 88,982 (includes last year's \$15,000)
To be added in FY23:	\$ 23,970
FY23 Expenditures:	<u>\$ 37,000</u>
FY23 Ending Balance:	\$ 75,952 (Anticipated)

HSD Water System Expendable Trust

FY22 Request: To use the Trust for:

- the emergency replacement of a digital flow meter: \$1,564.30
- a rebuild of the 3-chemical feed pumps: \$2,705.82
- replace failed copper fitting and flange leading to flow meter: \$805.45

Total Cost: \$5,076

There are no plans at this time to use any of these funds in FY23.

Water System Expendable Trust Status

Current Balance: \$ 35,990
To be added in FY23: \$ 0
FY20 Expenditures: \$ 4,148 (FY21 public hearing)
FY21/22 Expenditures: \$ 5,076
FY23 Ending Balance: \$ 26,766 (Anticipated)

HSD Special Education Expendable Trust

There are no plans at this time to use any of these funds in FY23.

Special Education Expendable Trust Status

Current Balance: \$ 75,073
To be added in FY23: \$ 25,000
FY23 Expenditures: \$ 0
FY23 Ending Balance: \$100,073 (Anticipated)

Hollis School District
Administrative Report
June 1, 2022

Calendar, Events, Programs:

- HPS - Month of May/June - Celebrations of Learning K - 3
- HUES - June 3rd - Field Day
- HUES - June 7th - 6th grade field trip to Boundless Adventures
- HUES - June 9th - Celebrations of Learning - all grades
- HPS - June 9th - Last Day of Preschool
- HPS/HUES - June 10th - HS Seniors visit elementary schools
- HPS/HUES - June 10th - 3rd graders to visit 4th graders at HUES
- HPS - June 13th - Field Day (Rain Date June 14th)
- HUES - June 14th - 6th graders to visit the Middle School
- HUES - June 14th - 6th grade BBQ - a special celebration of all their hard work
- HPS - June 15th - 3rd Grade Concert
- HUES - June 16th - 10am - Promotion Ceremony
- HPS/HUES - June 17th - Last day of school - dismissal at 11am

Building & Grounds:

- HUES:
 - HUES is still looking for a part time custodian to be fully staffed in this area
 - We will be working on scheduling vendors and working around projects to deep clean our classrooms and offices
 - Other SAU41 schools will be contributing the use of chairs for our promotion ceremony - allowing us to share materials between districts and schools ensures that all of us have what we need - much appreciation to our sister schools!
- HPS:
 - We have met to discuss projects for the summer, plans are in the works, vendors are being contacted and scheduled.

Social Emotional Corner:

- HUES:
 - Students have started a **Save the Fields** campagne and are collecting to put a new turf down at Nichol's field. Our school team is working with all the classrooms, writing announcements, and putting the word out through our school newsletter. They have a big number to collect - 100K! If you'd like to donate: Venmo: @HBCavaliersSoccer OR PayPal: @hbcavssoccer and checks can be made out to: Hollis Brookline Cavalier Soccer Club
 - Our 6th graders have been working on gathering sneakers and working with GoSneakers. We now have our grand totals: We raised \$198 for End68; saved 264 pairs of sneakers from landfills which displaced over 7900 pounds of **CO₂** and saved **595,848** gallons of water!
- HPS:
 - Officer Kush and Mrs. Lencsak are finishing up visiting all classes to help talk about safety and drills. We continue to work with students in an age appropriate way to ensure the safety in our building.
 - Our Wellness PLC continues to meet monthly to discuss the well being of our staff and students to ensure that we are meeting our needs.
 - Mrs. Walsh continues to see all classes, small groups, and individuals to ensure wellness.

Staffing & Students:

- HPS - Students in Mrs. Brown's 3rd grade class hosted the All School Town Meeting focused on Memorial Day
- HPS - we are looking to fill open positions in our support staff area, at this time all professional openings have been filled.
- HPS - Mrs. Proulx hosted a very successful Book Fair where all parents were able to come into the building and shop with their students. Thank you Mrs. Proulx!
- HUES - we will be looking to fill open positions in both the professional and support staff areas during June and July this year.
- HUES - we are excited to host a promotion for 6th graders on June 16th and recognize our 4 and 5th graders at our end of year ceremony on the 17th.
- HPS/HUES - we will end our 2021/2022 school year with a special staff luncheon on June 17 - this year has been a great success and we owe that to the dedication of our amazing staff members.
- HUES - We celebrated Rubik's week by solving the cube and competing to see who has the fastest timing. One of our HUES students solved it in 37 seconds - making this the record to beat in years to come. We also created a human Rubik Cube - check out our colors:



Enrollment Snapshot for June 2021:

HPS		HUES	
Grade	Enrollment	Grade	Enrollment
Intensive Needs	3	4	95
PreK 3	9	5	93
PreK 4	12 (+1)	6	104
K	82 (+1)		
1	78 (+1)		
2	81		
3	94		
Total Hollis School District Enrollment: 651 (+3)			

Hollis School District
Monthly Enrollment Breakout
June 2022

Grade	Class size Per District Policy	Number of classes	NESDEC Projections 20/21 SY	Number of students (5/26/22)	Change from last report	Actual class Enrollments
Pre – K 3 year olds		1	18	12	+1	12
Pre – K 4 year olds		1		9	0	9
Prek Intensive Needs		1		3	0	3
<i>Drop in Speech Services Only</i>				<i>NA</i>	<i>0</i>	<i>0</i>
Kindergarten	18	5	100	82	+1	15, 16, 16, 17, 17
Grade 1	18	5	75	78	+1	15, 15, 16, 16, 16
Grade 2	20	5	99	81	0	15, 16, 16, 17, 17
Grade 3	20	5	88	94	0	18, 19, 19, 19, 19
HPS Totals		23 classes	380	359	+3	
Grade 4	23	5	91	95	0	17, 19, 19, 20, 20
Grade 5	23	5	102	93	0	18, 18, 19, 19, 19
Grade 6	23	5	101	104	0	19, 21, 21, 21, 22
HUES Totals		15 classes	294	292	0	
HSD Totals		38 classes	674	651	+3	

Enrollment History:

School Year	HPS September Starting Enrollment Numbers	HUES September Starting Enrollment Numbers
2021	344	287
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

Suicide Prevention and Response

An Overview of Prevention, Intervention, and
Postvention Practices

The Need

Guided by RSA 193-J and District policy, the Hollis School District provides and continues to develop a variety of education and support services for its staff and students to address suicide prevention in our schools and community. Elements of suicide prevention addressed, as directed by the RSA include:

- Annual training for faculty, staff, and volunteers
- Education for students focused on safe and healthy choice making, coping strategies, identification of risk factors, recognition of signs of mental illness and suicide in self and others, and accessing resources at school and in the community
- Crisis prevention resources available for students, families, faculty, and staff

Partnerships with community suicide prevention personnel

Suicide Prevention

- At the August full staff meeting, counselors review the building Suicide Protocol with staff.
 - Should intent to harm oneself or others be expressed, even in a joking manner, the protocol must be followed
 - Teachers should always notify the school counselor if anything is ever "off" with a student
- Staff members are trained annually in suicide prevention as required by RSA 193-J. HSD currently has two trainers using the NAMI Connect Program meeting criteria of the RSA.
- All staff will have a Suicide Protocol Chart in an easily accessible place within their classroom.

Suicide Prevention

Positive relationships with students will increase the likelihood that we can recognize and respond to youth at risk.

- MTSS meetings are held regularly to identify struggling students. Counselors attend weekly common planning time with both teams for early interventions.

Suicide Prevention

Counselors work with students each year to build rapport, connection and relationship.

Lesson plans and curriculum include:

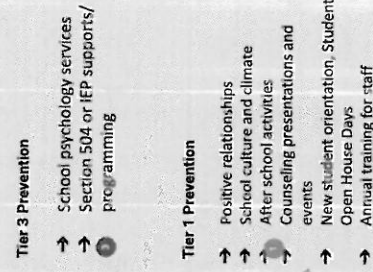
- Friendship
- Mindfulness
- Anger management
- Problem solving
- Challenging negative thoughts

Suicide Prevention

- Theme days
- School climate and culture
- School-wide assemblies
- Morning announcements

Suicide Prevention

- A variety of community resources will be available to students and their families to access from the schools webpages (these are currently being updated).
- Brochure will be available to be provided as needed to families



Intervention

1. If a student expresses intent to harm self or others the student's counselor and an administrator meet with the student and conduct a safety assessment
2. If risk is determined, the suicide prevention protocol is followed
 - a. Parent is called-- safety risk summary is completed
 - b. Student must be seen by a licensed mental health practitioner before returning to school
3. Upon the student being found safe, a re-entry meeting occurs to develop a safety support plan
 - a. The student, family, counselor, and administrator develop this plan with input, as needed, by the licensed mental health practitioner

	On site	Off site	What this looks like
1 Private mental health practitioner	✗	✓	<ul style="list-style-type: none"> • Same day appointment • In-person or telehealth • With a practitioner familiar to the individual and their needs
2 Mobile crisis response team	✓	✓	Greater Nashua Mental Health (GMMH) <ul style="list-style-type: none"> • A team will arrive within an hour to the caller's location and will conduct a comprehensive assessment
3 Walk-in and Urgent Care clinics, Emergency room	✗	✓	<ul style="list-style-type: none"> • Within the local community • May make referrals to other practitioners • Highly stimulating environment

Obtaining a risk assessment

Postvention

- Regular counselor/student check-ins are scheduled
- The counselor works with the family to make sure outside therapeutic sessions are in place
- Counselor provides a release of information form allowing collaboration between outside mental health practitioner and school
- If appropriate, a disabilities services referral may be made to determine whether a formal plan is necessary
 - Students who may already have a 504 plan or IEP in place, a progress meeting may be scheduled to carryover student needs and services into the student's formal plan

Hollis School District

Suicide Prevention Plan

An Overview of Prevention, Intervention, and Postvention Practices

Candi Fowler, HUES Principal

Paula Izbicki, HPS Principal

Anne Elser, Special Education Administrator

Abby Diaz, Curriculum and Instruction Administrator

I. Suicide Prevention:

A. District Suicide Prevention Coordinator

Lauren DiGennaro - SAU Director of Student Services

B. Suicide Prevention Liasons

1. Mary Lee Walsh - HPS School Counselor
2. TBD - HUES School Counselor

C. Staff Training

1. At the outset of every school year, all staff are trained on Suicide Protocol: What to do when a student talks or writes about suicide.
2. In addition to annual review of building procedures identified on the next page, staff members are trained annually in suicide prevention as required by RSA 193-J. HSD currently uses the NAMI Connect Program meeting criteria of the RSA.
3. All staff are provided with the Suicide Protocol Chart highlighted on the next page which is to be kept in an easily accessible place within their classroom.

Hollis School District WHEN A STUDENT TALKS OR WRITES ABOUT SUICIDE:

Level #1 - CONCERN

You may become alarmed by student behaviors, comments, or writings such as:

1. Comments about death, wanting to die by suicide (even if expressed in joking manner).
2. Expressions of sadness, emptiness, hopelessness, pessimism, helplessness, worthlessness.
3. Evidence of self-mutilation, cuts, bruises.
4. Comments from other students about a classmate with these behaviors or feelings.
5. Withdrawal from friends, activities.
6. Marked changes in usual behavior such as losing interest/pleasure in usual activities, loss of energy or drive, falling asleep in class, restlessness/irritability, skipping class.
7. Evidence a student is having difficulty concentrating or remembering.
8. Marked changes in appearance such as weight loss or gain.
9. Evidence of psychomotor agitation, excessive energy.

Contact an Administrator Immediately for Concerns 1-4 (above)
The Administrator will immediately escort student to School Counseling.

Notify an Administrator and Counselor for Concerns 5-9 (above)

Level #2 - CRITICAL SITUATION

The student is distraught and tells you he/she wants to hurt him/herself.

EXPECTATIONS OF TEACHERS, STAFF, AND COACHES:

During school hours:

1. Tell the student you are not allowed to keep this information confidential and you need to tell someone who can help.
2. Call administrator to bring student to School Counseling.
3. Accompany the student to the Counselor's office.
4. Tell the school counseling secretary that the student must see a counselor immediately.
5. If the student refuses to go with you, do not allow the student to leave your space IMMEDIATELY telephone an available adult (Asst. Principal, main office staff person, other School Counselor, School Nurse).

1. Counselor will call an administrator to join in meeting with the student.
2. The Counselor will encourage the student to talk about what is happening.
3. If the student is clearly in crisis, the Counselor will contact the student's parents to take him/her to a mental health provider or be seen by the GNAH Mobile Crisis Unit. The Counselor will talk with the student about contacting parents and decide on a follow-up plan.
4. If parent is unavailable or refuses, contact the Police for support to transport for evaluation. Follow up with DCYF.

After school hours:

1. Encourage the student to talk about what is happening and attempt to calm him/her.
2. Tell the student you are not allowed to keep this information confidential and you need to contact his/her parents.
3. Inform the appropriate school administrator.
4. Call the parents and request that they come to pick up their son/daughter.
5. If the parents are unavailable, call the police or 911; the police can take the student to the nearest emergency room.
6. Remain with the student until parents or police come.

Post-event self-care: Hearing a student talk about suicide can trigger feelings in you. It is normal to feel helpless, angry, or an overwhelming sense of responsibility. After the crisis, take a moment to talk with someone you trust about your own feelings. You may wish to review what took place with a school Counselor.

Following a critical incident: A re-admit to school note is required from a health provider and a re-entry meeting will be scheduled with student, parent, counselor, and administrator.

The counselor will make every effort to follow up with you. Confidentiality requirements may prevent the Counselor from giving you complete feedback.

D. Education for students

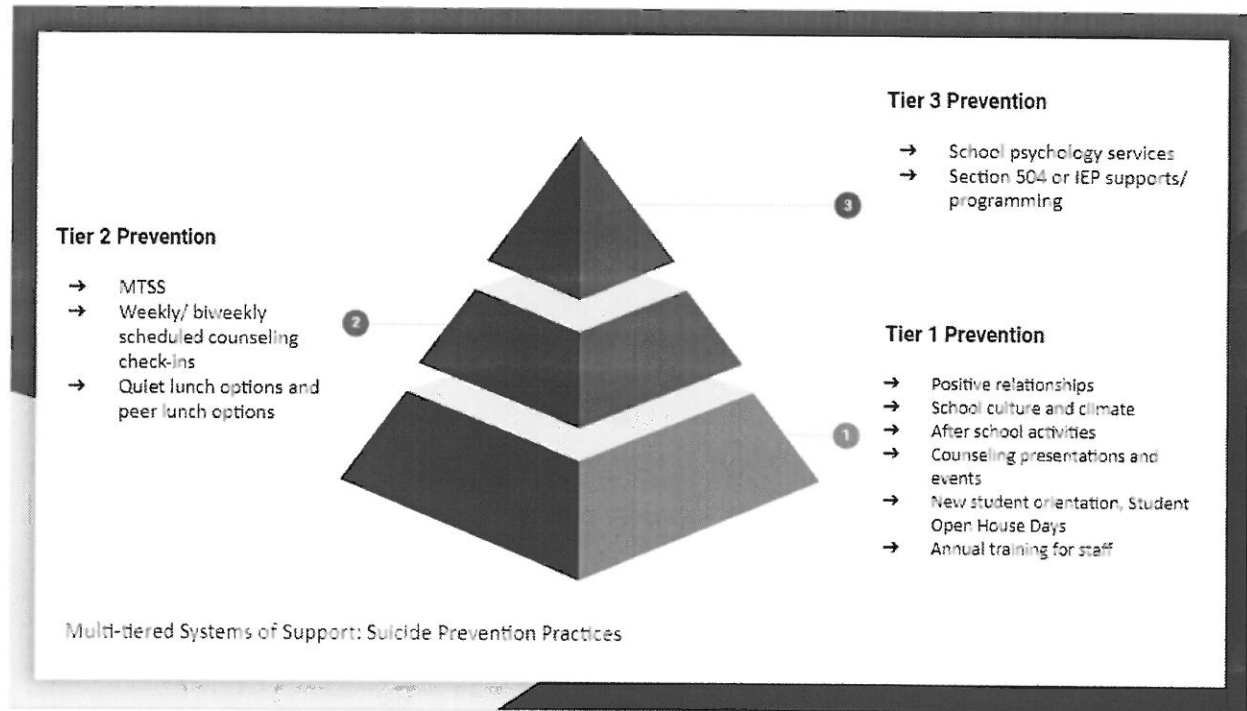
1. Focused on safe and healthy choice making, coping strategies, identification of risk factors, recognizing developmentally appropriate signs of struggle, and accessing resources at school and in the community. Counselors meet with students each year to build rapport, connection and relationships.
2. Counselors' lessons and presentations include friendship, the effects of bullying, anger management, problem solving, asking for help, challenging negative thoughts and social/self-esteem information.
3. A variety of community resources are updated regularly and provided to students and their families to access from the School Counseling webpage.
4. Building-wide social/emotional learning (SEL) initiatives are part of our regular practice.

II. Suicide Intervention

A. Intervention Team Meetings

1. MTSS meetings are held to identify struggling students.

Counselors attend common planning time with grade levels for early interventions.



B. Response to Concerns of Self-Harm

1. It is crucial for all school personnel to remember that it is not the responsibility of an individual to assess whether or not threats are of a serious nature. All threats or comments are to be taken seriously and reported immediately to administration every time. The situation will then be assessed according to the crisis intervention protocol. Under no circumstances are faculty and staff to provide counseling or risk-assessment services. Please contact administration so the student can be accompanied to school counseling, nurse or administrative office as deemed

appropriate. Under no circumstances is an email sufficient notification to administration and/or School Counseling. If a student has expressed an intent to harm oneself or others the student's counselor and an administrator meet with the student and continue to follow the safety assessment protocol.

C. Interventions: The Counselor/therapist will:

1. Meet with the student to determine the nature of the emergency.
2. Consult with the appropriate administrator and explain the situation. Any further action should be decided by the school counselor/therapist and administrator. If a concern is validated the following protocol shall be followed.
3. Contact the parent/guardian of the student to provide them with the details of the case. When the parent/guardian can not be contacted, the individual named on the student's emergency health card will be contacted. If parent/guardian or designee cannot be reached contact the appropriate administrator and transportation to the ACCESS program will be provided.
4. Inform parent/guardian or designee that it is the school policy that in cases of student self-reported suicidal intent, ideation or plan, the student will be picked up from school and released to the custody of the parent.
5. Provide parent/guardian or designee with information about community crisis intervention services. Explain to the adult that the student must have an assessment by a hospital/physician/community crisis team or licensed therapist in order to return to school and a reentry meeting with the school

counselor/therapist and administrator will take place before the student returns to classes. Paperwork must be presented at the meeting indicating the student is safe to return to school. The student will be released to the parent/guardian or designee with names and phone numbers for referral and assessment.

6. Given an obstructive parent/guardian or designee, the counselor will make the parent/guardian or designee aware that DCYF Protective services will be notified of the crisis and that the police will be called to provide transportation. The counselor/therapist will report to DCYF.

7. NO STUDENT IN THIS SITUATION SHOULD BE SENT HOME ALONE OR LEFT ALONE AT ANY TIME WHILE IN THE SCHOOL BUILDING.

8. If the student has threatened harm with a lethal means and is in possession of this means: Secure the area and prevent other students from accessing this area. Lethal means must be removed without putting anyone in danger. Call the SRO immediately.

9. Complete accompanying paperwork for documentation.

10. Allegations of neglect/abuse will always be referred to the DYCF. Parent may be contacted by school personnel or contact may be initiated by the Division.

		On site	Off site	What this looks like
1	Private mental health practitioner	X	✓	<ul style="list-style-type: none"> • Same day appointment • In-person or telehealth • With a practitioner familiar to the individual and their needs
2	Mobile crisis response team	✓	✓	<p>Greater Nashua Mental Health (GNMH)</p> <ul style="list-style-type: none"> • A team will arrive within an hour to the caller's location and will conduct a comprehensive assessment
3	Walk in and Urgent Care clinics, Emergency room	X	✓	<ul style="list-style-type: none"> • Within the local community • May make referrals to other practitioners • Highly stimulating environment

Obtaining a risk assessment

Hollis School District
Hollis NH 03049

I/We, _____, parent/guardian of _____, were notified by school personnel on _____ that our child is at risk for self-harming behaviors specifically:

We have been further advised that we should seek medical/psychological/psychiatric consultation __ immediately __ as needed to address and ensure safety.

Available emergency community resources are:

- *ACCESS Crisis Counseling at Southern NH Regional Medical center at 603-577-2728*
- *St. Joseph's Hospital (ER) Nashua, NH, 603-882-3000*
- *Greater Nashua Mental Health 603-816-0101*
- *Greater Nashua Mental Health Mobile Crisis Unit 1-800-726-8191*
- *Other _____*

In order to ensure that your child is safe to return to school and participate in school at his/her previous status, we ask that you notify the school when your child is expected to return. You and your child will need to meet with an administrator and counselor and attend a Student Re-Entry meeting prior to attending classes. **We require that you provide a safe-to-return-to-school document and obtain a signature from the treating emergency services provider indicating the services were provided.**

Parent or Legal Guardian	Date
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School Personnel	Title	Date
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School Personnel	Title	Date
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Mobile Crisis Response Team Counselor (if needed)	Date
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Hollis School District
SAFETY RISK SUMMARY

Student Name: _____

Date: _____ **Grade:** _____

PRESENTING INFORMATION:

INTERVENTION:

FOLLOW UP PLAN:

Counselor _____

Administrator _____

Parent _____

Please obtain the signature of treatment specialist authorizing return to school and attach any accompanying paperwork provided by your specialist.

MD __ PhD __ LCMHC __ MSW __ ARNP __ Other __

Hollis School District

Hollis NH 03049

STUDENT RE-ENTRY MEETING

DATE:

Student:

Present:

Information Received From:

Intervention/Treatment Received:

Continued Treatment Recommendations:

Suggestions for Successful Re-entry to School:

****Hollis School District has an ethical obligation to ensure that appropriate counseling services are secured and treatment recommendations followed. Failure to follow treatment recommendations will require notification to the Division for Children and Youth Services.**

Student Signature _____

Parent Signature _____

Date

Administration Signature _____

Date

School Counselor Signature _____

Date

Permission granted to share confidential information with teachers? ____yes ____no

III. Suicide Postvention

A. Return to School

1. Upon the student being found safe, a re-entry meeting occurs to develop a safety support plan.
2. The student, family, counselor, and an administrator develop this plan with input, as needed, by the licensed mental health practitioner. School counselor/student check-ins are scheduled.
3. The counselor works with the family to make sure outside therapeutic sessions are in place.
4. Counselor provides a release of information form allowing collaboration between outside mental health practitioners and school.
5. If appropriate, a disabilities services referral may be made to determine whether a formal plan is necessary.
 - a. For students who may already have a 504 plan or IEP in place, a progress meeting may be scheduled to carryover student needs and services into the student's formal plan.

B. Protocol for Suicidal Attempt in the School Building

1. Keep the student safe and under close supervision. The student should be supervised by an adult at all times. Contact an administrator immediately.
2. The school administrator will notify counselor/therapist, school nurse, emergency medical professionals, community/hospital crisis service provider, SRO and the superintendent of schools.

3. The administrator will notify the parents/guardians of what has occurred and arrange to meet them at the hospital.
4. Call the hospital/community crisis assessment provider for instructions on where to bring the student. Have the student transported by community medical personnel or police.
5. If the student does not require emergency treatment or hospitalization and the immediate crisis is under control, release the student to the parent/guardian with arrangements for needed medical treatment and/or mental health counseling. Explain to the adult that the student must have an assessment by a hospital/community crisis team in order to return to school and a reentry meeting with the counselor/therapist and administrator will take place before the student returns to classes. Release the student to the parent/guardian or designee with names and phone numbers. Paperwork indicating that the student is safe to return to school must be submitted prior to reentry.
6. In the event the situation requires transportation to a hospital emergency department, EMS and/or law enforcement should be contacted to assess the situation and expedite the transition to the hospital.
7. Parents will be given the HSD pamphlet for continued instructions and information.

Hollis School District
FY22
as of 5/25/22

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 4,281,701	\$ 3,100,814	\$ 1,061,921	\$ 118,966
Special Education	\$ 1,671,199	\$ 1,285,116	\$ 422,707	\$ (36,625)
Student Support Services	\$ 880,301	\$ 579,566	\$ 313,318	\$ (12,584)
Instructional Staff Support	\$ 425,496	\$ 289,477	\$ 113,638	\$ 22,381
School Board/SAU Assessment	\$ 745,072	\$ 602,875	\$ 70,583	\$ 71,614
School Administration	\$ 692,065	\$ 563,251	\$ 111,778	\$ 17,036
Facilities	\$ 993,169	\$ 694,706	\$ 203,836	\$ 94,627
Transportation	\$ 487,590	\$ 340,896	\$ 47,464	\$ 99,230
Benefits	\$ 3,297,731	\$ 2,492,985	\$ 717,394	\$ 87,352
HSMART Related	\$ -	\$ 1,162	\$ -	\$ (1,162)
Debt Service	\$ 686,201	\$ 361,814	\$ 324,387	\$ -
Transfers	\$ 578,970	\$ -	\$ 578,970	\$ -
TOTAL	\$ 14,739,494	\$ 10,312,662	\$ 3,965,997	\$ 460,836
Plus FY21 Expense Carryover	\$ 489,599	\$ 68,885	\$ 408,710	\$ 12,004
TOTAL FY20 + FY21	\$ 15,229,093	\$ 10,381,547	\$ 4,374,707	\$ 472,840

Revenue				
Description	Budget	YTD Revenue	Expected	In Excess of Budget
Local Property Tax	\$ 11,078,576	\$ 10,350,000	\$ 728,576	\$ -
Adequacy Aid Grant/Tax	\$ 2,366,029	\$ 2,116,851	\$ 249,178	\$ (0)
State				
Special Education Aid	\$ 5,000	\$ 54,374		\$ 49,374
Food Service	\$ 2,500	\$ 10,270		\$ 7,770
Federal				
Grants	\$ 190,000	\$ 148,441	\$ 41,559	\$ -
Food Service	\$ 31,500	\$ 383,544	\$ 4,000	\$ 356,044
Medicaid	\$ -	\$ 31,782	\$ 500	\$ 32,282
Local				
Tuition	\$ 28,000	\$ 23,484	\$ 4,516	\$ -
Tuition - Intensive needs PK	\$ -	\$ 40,367		\$ 40,367
Food Service Sales	\$ 186,000	\$ 3,355	\$ 500	\$ (182,145)
Other	\$ 22,000	\$ 123,752		\$ 101,752
Less: Maint. Trust	\$ 120,000		\$ 120,000	\$ -
Less: SAU Building Trust	\$ 23,970		\$ 23,970	\$ -
Less: SPED Trust	\$ 25,000		\$ 25,000	\$ -
FY21 Carryover	\$ 489,599	\$ 68,885	\$ 408,710	\$ (12,004)
Fund Balance Adjustments	\$ 944,919		\$ 944,919	\$ -
Less Retained Fund Balance	\$ (284,000)		\$ (284,000)	\$ -
TOTAL REVENUE	\$ 15,229,093	\$ 13,355,105	\$ 2,267,428	\$ 393,440

Total Expense Balance \$ 472,840

Total Revenue Balance \$ 393,440

To Food Service Unreserved Fund Balance \$ (181,669)

Unreserved Fund Balance \$ 684,610

Anticipated Reductions to Unreserved Fund Balance

		Anticipated Needs for FY23
School Building Maint. Trust	\$	150,000
SAU Building Trust	\$	23,970
SPED Trust	\$	25,000
Retained Fund Balance *	\$	284,000
Total Reductions	\$	482,970

Projected Fund Balance	\$ 201,640
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*maximum for this year is \$298,294, last year the Board approved \$284,000, pre-Covid it was \$152,000

Explanation of budget balances on current expense report

5/25/2022

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 118,966	Primarily staff shortages, lane change savings & freeze on expenses
1200	Special Education	\$ (36,625)	Unanticipated Contracted services and legal costs
2100	Student Support Services	\$ (12,584)	Unanticipated contracted speech services
2200	Instructional Staff Support	\$ 22,381	Primarily professional development savings
2300	School Board/SAU Assessment	\$ 71,614	Contingency offset by unanticipated legal fees
2400	School Administration	\$ 17,036	Hiring savings
2600	Facilities	\$ 94,627	Savings in insurance premiums and open positions
2700	Transportation	\$ 99,230	Spec. Ed transportation less than expected; unexpected grant funds
2900	Benefits	\$ 87,352	Savings in workers' comp and health insurance
4200	HSMART Related	\$ (1,162)	
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		\$ 460,836	

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	network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	Accounting line that reflects voted warrant articles covered by fund balance + grant and food service expense



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

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

April 4, 2022

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2023

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, 2022**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at Lindsey.L.Labonville@doe.nh.gov or at 603-271-3837.

New Hampshire Department of Education

FY2023

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.

While there have been no significant changes notable in the last year, this FY2023 general assurances document contains a few minor differences from the FY2022 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines 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
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

Should you have any questions please contact 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 (2 CFR 200.1 Definitions ‘*Federal 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 December 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 and 34 CFR 84.200.
- 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:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy/Procedure	2 CFR 200.317-327		
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy/Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A

Policy/Procedure Name	In Accordance With	Policy	Procedure
Subrecipient Monitoring Policy/Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy/Procedure	2 CFR 200.431		
Records Retention Policy/Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		

3. Internal Controls

The subrecipient must:

- 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).
- Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- 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.
- 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;

- in payment of obligations incurred during the approved project period;
- in conformance with the approved project;
- in compliance with all applicable statutes and regulatory provisions;
- costs that are allocable to a particular cost objective;
- spent only for reasonable and necessary costs of the program; and
- 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**

25 Hall Street
Concord, NH 03301

Or via email to: federalcompliance@doe.nh.gov

- 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

A fully executed and accurate Single-Audit Certification form shall be submitted to the NHDOE no later than **December 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:
 - 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 Administrative officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

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: _____ District or SAU Name: _____

Typed Name of Superintendent
or other Qualifying Administrator

Signature

Date

School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances, Requirements and Definitions for Participation in Federal 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
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov**

Category: Priority/Required by Law

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

I. District Suicide Prevention Plan and Biennial Review.

- A. The Superintendent shall develop and provide to the Board for approval, a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts. This coordinated plan shall conform to the components required of public schools by RSA 193-J:2.
- B. Biennial Review: No less than once every two years, the Superintendent, in consultation with the District Suicide Prevention Coordinator with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

II. Suicide Prevention Coordinator and Liaisons.

- A. District Suicide Prevention Coordinator. The Superintendent shall appoint a District Suicide Prevention Coordinator, who, shall be responsible for:
 1. developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 2. annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
 3. developing - or assisting individual teachers with the development - of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
 4. developing or assisting in the development of the annual staff training required under section C of this policy;
 5. Such other duties as referenced in this Policy or as assigned by the Superintendent.
- B. Building Suicide Prevention Liaison. The school counselor, or, in their absence, the building administrator, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

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

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

Legal References:

RSA 193-J: Suicide Prevention Education

District Policy History:

1st Reading: Jun 1, 2022

2nd Reading:

3rd Reading:

Adopted:

Category P

See also [HOC](#)

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

Background Investigation

The Superintendent, or his/her designee, shall conduct a thorough investigation into the past employment history, and other applicable background, of any person considered for employment with the District. This investigation shall be completed prior to making an offer of employment.

The Superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been done.

As part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of any crime, and whether there are any criminal charges pending against him/her at the time of application. The falsification or omission of any information on a job application or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any person for whom the Board requires a Criminal Records Check shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Check, unless otherwise determined by the Board.

Criminal Records Check

Each person considered for employment by the Board whose duties require regular contact with pupils must submit to a State and FBI Criminal Records Check "Persons regularly in contact with students" means a person or persons who, in the performance of his/her duties, (1) comes in direct contact with pupils on a daily basis for any period of time, (2) meets regularly, e.g., once or twice a week, with students, including, but not limited to, an art, music, or physical education teacher, (3) a substitute teacher who comes in direct contact with pupils on a limited basis, or (4) any other persons whom the Superintendent believes, by virtue of their duties and contact with students, should appropriately undergo a Criminal Records Check.

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

Volunteers

~~Designated Volunteers are subject to a background investigation/criminal records check and the provisions of this policy. "Designated Volunteers" are defined and so designated pursuant to Policy [HOC](#).~~

~~Volunteers not categorized as "Designated Volunteers" per Policy [HOC](#) will not be subject to a background investigation or criminal records check.~~

Conditional Employment

~~Persons who have been selected for employment may be hired on a conditional basis, pending a successful completion of the State and FBI Criminal Records Check.~~

~~No selected applicant for employment shall be extended a conditional offer of employment until the Superintendent, or his/her designee, has initiated the formal State and FBI Criminal Records Check process and has completed a background investigation.~~

~~Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the completion of a Criminal Records Check which is satisfactory to the District.~~

~~All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.~~

Final Offer of Employment

~~A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.~~

~~No person with a conditional offer of employment shall be extended a final offer of employment if such person has been convicted of the following offenses, as referenced in RSA [189:13-a, V](#): (1) murder, or (2) child pornography, or (3) aggravated felonious sexual assault, (4) felonious sexual assault, (5) kidnapping, (6) manufacturing, selling, administering, dispensing or distributing any controlled substance(s) on school property, or (7) sexual misconduct within an education setting in this state; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.~~

~~In addition to the felonies listed above, a person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Board, on a case by case basis.~~

~~The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.~~

~~When the District receives a notification of a felony conviction from the state police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four hours (24) of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.~~

~~Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.~~

~~Additional Criminal Records Checks~~

~~The Board may require a Criminal Records Check of any employee at any time.~~

~~Legal Reference:~~

~~*RSA [189:13-a](#), School Employee and Volunteer Background Investigations*~~

~~*Appendix GBCD-R: Technical Advisory, School Employee Background Investigation, Including a Criminal History Records Check, N.H. Department of Education, November 27, 2000*~~

See also [IJOC](#)

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK

A. Background Investigation

The Superintendent, their designee, shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background, of any person considered for employment with the Hollis School District. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the District, or approving the assignment of an employee of a contractor, a student teacher, or “designated volunteer”

As part of the application process, each applicant shall be asked whether he/she has ever been convicted of any crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired.

Record of background investigations (not necessarily source documentation) shall be retained pursuant to the District’s Record Retention Schedule

B. False Information

The falsification or omission of any information on a job application, during the pendency of the application, or in a job interview, including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment, withdrawal of any offer of employment, or immediate discharge from employment.

C. “Covered Person” and “Applicant” Defined

Except as otherwise provided in this Policy, the term “Covered Person” shall mean employee, coaches, trainers, designated volunteer, whether direct or through a volunteer organization, including but not limited to cafeteria workers, school bus drivers, custodial personnel, or any other service where the contractor or employees of the contractor provide services directly to students of the district.

The term “applicant” as used in this policy shall include an applicant for employment or any person seeking to serve in any position falling within the term “covered person” as defined above.

D. Criminal Records Check

As part of the District’s background check, each covered person/applicant must submit to a State and FBI Criminal Records Check per RSA [189:13-a](#).

The Superintendent is responsible to establish all necessary internal procedures relative to the initiation and completion of the State and FBI Criminal Records Check.

No covered person shall be employed, extended a conditional offer of employment (as described below), or begin service in the District, until the Superintendent, or his/her designee, has initiated the formal State and FBI criminal history records check process and a background investigation.

The applicant shall provide the District with a criminal history records release form as provided by the New Hampshire State Police along with a full set of fingerprints taken according to that statute. The release form generally authorizes the State Police to conduct a criminal history records check through its state and records of the Federal Bureau of Investigation, and to release a report of any misdemeanors and/or felony convictions, as well as any charges pending disposition for any crimes listed in the then current paragraph V of RSA 189:13-a (“**Section V Offenses**”). Refusal to provide the required criminal history records release form (with fingerprints) and any other required releases to authorize the criminal history records check will result in immediate disqualification of the applicant and no further consideration for the position.

E. Volunteers

Volunteers may be subject to a background investigation/criminal records check, as designated in Policy IJOC, Paragraph B.

Any person for whom the Board requires a Criminal Records Checks shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the Criminal Records Checks, unless otherwise determined by the Board.

F. Exceptions for, Substitute Teachers, Bus Drivers & Bus Monitors.

The following exceptions apply only to the State Police/FBI criminal history records check provisions of this policy. The Superintendent shall, nonetheless, require a full background investigation for the excepted employees, and for applicants for school bus drivers or monitors employed directly by the District, the background check shall include a full background check, including a state criminal record release from an applicant for a bus driver or monitor for district positions.

- 1. Substitute Teachers and Other Non-“Applicant” Educational Staff.** Pursuant to RSA 189:13-a, IX(a), substitute teachers and other staff who do not meet the definition of “applicant” above, may initiate a criminal history records check with the Superintendent as described above. The State Police, however, shall issue its report directly to the potential substitute teacher/staff person. The report shall be valid for 30 days from the date of issuance and constitutes satisfactory proof of compliance with RSA 189:13-a.
- 2. Bus Drivers and Bus Monitors.** Pursuant to RSA 189:13-a, VI and RSA 189:13-b, criminal history records checks for bus drivers and bus monitors shall be processed through the New Hampshire Department of Education.

G. Results of Criminal History Records Check.

The results of the criminal history records check shall be delivered to the Superintendent or designee who shall be responsible for maintaining their confidentiality.

As used in this Section G, a “designee” of the Superintendent authorized to receive and inspect results of the criminal history records check, may only be an assistant superintendent, head of human resources, the personnel director, the business administrator or the finance director.

If the results of the records check disclose no criminal record, the results and information shall be destroyed immediately following review by the Superintendent or designee. If the results indicate criminal conviction or indicate any charge pending disposition of a Section V Offense, then the Superintendent or designee shall review the information for a hiring decision but shall destroy the records within 60 days of receiving the information.

Section V Offense. If the results of the record check disclose that the Applicant or Covered Person has either been convicted or is charged pending disposition of a violation or attempted violation of a Section V offense, that person shall not receive an offer or final offer of employment.

Non-Section V Offenses. In addition to disqualification based upon conviction or pending charges for a Section V Offense, the District may deny a final offer of employment or permit service/work in the schools based upon convictions or charges of other misdemeanors or felonies, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity and the best interests of the students and the District. Such determination will be made by the Superintendent or designee in accordance with the established protocol and on a case-by-case basis. For non-Section V Offenses, which the applicant discloses, or which come to light during the background check, the presumption of innocence shall apply, however, the Superintendent or designee shall consider all reliable information in assessing the applicant's suitability. The Superintendent or designee shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

If the Superintendent chooses to nominate an applicant who has a history of conviction or pending charges of a crime (non-Section V Offense), then the final hiring decision must be approved by the School Board, who shall be informed generally of that history in non-public session.

H. Conditional Employment

Persons who have been selected for employment may be ~~hired on a conditional basis~~ given a conditional offer of employment, with the final offer subject to the successful completion of the background check, the State Police and FBI criminal history records check, and a determination that there are no disqualifying pending charges or convictions, pending a successful completion of the State and FBI Criminal Records Check.

Any person who is offered conditional employment, by way of individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment that his/her contract and continuation of employment is entirely conditioned upon the results completion of a Criminal Records Check and background check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and/or collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person a final offer of employment by reason of application of this Policy.

I. Final Offer of Employment

A person who has been extended a conditional offer of employment may be extended a final offer of employment upon the completion of a Criminal Records Check which is satisfactory to the Board.

A person may be denied a final offer of employment if he/she has been convicted of ANY felony. Such determination will be made by the Board, on a case by case basis.

No applicant shall be extended a final offer of employment or be allowed to serve in the District if such person has charges pending or has been convicted of any Section V Offense; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States; or where such person has been convicted of the same conduct in a foreign country.

An applicant may only be extended a final offer of employment or final approval to work/serve within the District's schools upon the satisfactory completion and results of criminal history records check and background check.

The Superintendent, or designee, will transmit this policy to the State Police, who will then screen the criminal records check for any selected applicant for employment, or designated volunteer, and will notify the district whether the record of said selected applicant or volunteer contains any felony convictions.

When the District receives a notification of a felony conviction from the state police on a particular person which it finds unsatisfactory, the Superintendent shall dismiss said person within twenty-four hours (24) of the receipt of such report, excluding Saturdays, Sundays, or legally recognized holidays.

Additionally, a person may be denied a final offer of employment if the Superintendent becomes aware of other conduct that he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

J. Fees for Criminal History Records Check.

Any applicant for whom the Board requires a criminal history records check, or, in the instance of third party contractors, the applicant's employer, shall pay the actual fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

K. Administrative Protocols/Procedures.

The Superintendent is authorized to establish written protocols for background investigations, which protocols may vary depending on the nature of the position(s) (e.g., verification of academic records and achievements for certified professionals, credit checks for personnel with fiscal responsibilities). The written protocols may include additional disqualifying misdemeanor or felony convictions or charges in addition to the Section V Offenses.

L. Contractor and Vendor Provisions.

The Superintendent shall take such steps as are necessary to assure third party agreements which involve covered personnel to include a provision for such personnel to complete criminal history records checks as required under this policy, as well as training and information required under policy **GBCE**.

M. Additional Criminal Records Checks

The ~~Board~~ Superintendent may require a state criminal history ~~Criminal~~ Records Check of any employee at any time to the extent permitted by law.

N. Reports of Post-Employment/Service Section V Offenses.

When the District receives a notification of a covered person being charged with or convicted of a Section V Offense or other crime which is evidence of the individual's unsuitability to continue in their role, the Superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to and immediately discharged. The Superintendent will then take appropriate employment or other action, consistent with law and any applicable employment contract or collective bargaining agreement to address the individual's ongoing relationship with the District. If the person charged/convicted of a Section V Offense is a credential holder as defined in the New Hampshire Code of Conduct for Educators, the Superintendent shall make report to the Department of Education pursuant to section 510.05 of the Code and Board policy GBEAB.

Legal Reference:

RSA [189](#):13-a, School Employee and Volunteer Background Investigations

RSA 189:13-b, School Bus Driver and Transportation Monitor Criminal History Records Check

Code of Conduct for New Hampshire Educators

Reviewed and Revised: August 11, 2010

1st Reading: August 10, 2016

2nd Reading: September 7, 2016

3rd Reading: Waived

Adopted: September 7, 2016

Reviewed and Revised: Jun 1, 2022

Category P

SCHOOL GUIDANCE AND COUNSELING PROGRAM

The School Board is committed to ensuring a high quality school guidance program that is comprehensive, developmentally appropriate, fosters academic achievement and personal growth, and is provided to all District students in an equitable manner.

The program will include the following:

- Distribution of information and support to students and families about academic programming, community supports, and other relevant information.
- Coordination with national standards.
- Prevention, intervention, and crisis response services.
- Promotion of personal, interpersonal, health, academic, and career awareness for all students through classroom programs and other services.
- All provisions of NH Administrative Rules, Section Ed 306, Minimum Standards for Public School Approval.

It is the policy of this Board that at all grade levels, school counselors collaborate with parents, students, staff, and community to remove barriers to learning and provide opportunities and supports to empower students to embrace their full potential and achieve their academic and personal aspirations. The guidance counselor is responsible for developing a program or plan that identifies student success in academic performance, social awareness, and career awareness.

This policy will be reviewed in accordance with the Board's policy review process.

Legal References:

NH Code of Administrative Rules, Section Ed 306.13, Guidance Plan

NH Code of Administrative Rules, Section Ed 306.15(b), Provision of Staff, Guidance

NH Code of Administrative Rules, Section Ed 306.39(c) and 306.39(d), Guidance Program

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