

Brookline School Board  
Wednesday, May 24, 2023  
**\*Richard Maghakian Memorial School (RMMS)**  
**6:00 PM**

All Times are estimates and subject to change without notice

- 6:00 Call to Order – Chairman Haag
- 6:05 Agenda adjustments  
Correspondence/Resignations/Retirements/Nominations  
Approval of minutes
- 6:10 Public Hearing – Special education trust**
- 6:20 Public Hearing – Retained fund balance**
- 6:30 Public Input
- 7:00 Principal's Report
  - Climate survey data and presentation requested by the Board regarding student supports
- 7:45 **Discussion**
  - Fiscal 2023 Revenue and Expense update
  - General Assurances
  - Preview of new SAU 41 web site
- 8:15 **Deliberations**
  - To see what action the Board will take regarding the Business Administrator's recommendation with regards to the use of the special education trust fund
  - To see what action the Board will take regarding the Business Administrator's recommendation with regards to the use of the retained fund balance
  - To see what action the Board will take regarding the general assurances
- 8:35 Non-Public under RSA 91-A: 3II (a) compensation and/or reputation – Non union compensation
- 9:00 Motion to adjourn



# Business Office Memo

**To:** Superintendent Corey

**From:** Kelly Seeley

**Date:** 5/19/2023

**Re:** Year-End Recommendations – Retained Fund Balance & Special Ed Trust

---

## **May 15<sup>th</sup> Status of Year-End Fund Balance**

As you can see by reviewing the Revenue/Expense Report dated 5/15/23, the year-end fund balance stands at a negative \$148,750 if the Board plans to fund next year's retained fund balance (\$140,000) and the Maintenance Expendable Trust Fund (\$55,000). This balance could go up or down based on the final results of the year.

## **Recommendations**

Retained Fund Balance:

The required ADA project has been closed out for the year with the total expense being \$108,162. It is my recommendation that the school board votes to use the retained fund balance (RFB) for FY23 (\$140,000 was retained) to cover this cost, thus, relieving the general fund of this expense.

Special Ed Expendable Trust:

As you can see from the 5/15 Revenue/Expense Report, if the Board uses the retained fund balance to cover the ADA project, there is still \$40,588 that is not covered in order to bring the year-end fund balance to zero. Again, this assumes that the Board wants to fund next year's RFB and the \$55k for the Maintenance Expendable Trust.

Unanticipated special ed expenses total at least \$91,716 so, using the special ed trust is well justified. I would recommend approving the use of up to \$60,000 just in case there are any additional unanticipated costs that come in. I know there are a couple of possibilities that are being discussed.

Lastly, there is a possibility that the final year-end expenses could result in not having to use the Trust but having the ability to draw on it if needed is critical as we close the year out.

# Brookline School Administrator's Report

May 24, 2023

## Enrollment History

Year	September Enrollment	June Enrollment
16-17	552	567
17-18	550	550
18-19	574	573
19-20	577	580
20-21	572	583
21-22	587	591

## Brookline Enrollment for School Year 22-23

	PreK- 3	PreK 4	K	1	2	3	4	5	6
Enrollment Total	13	11	55	88	89	79	79	88	86
Ed 306.12 Class Size			25	25	25	30	30	30	30
Divisor according to Policy IIB			17	17	20	20	23	23	23
Sections according to Policy IIB	12	12	3.24 sections	5.18 sections	4.45 sections	3.95 sections	3.43 sections	3.83 sections	3.74 sections
Teacher/Class Size according to Policy IIB			4 = 13.75	5 = 17.6	5 = 17.8	4 = 19.75	4 = 19.75	5 = 17.6	4 = 21.5
NESDEC	13	13	51	86	89	89	76	92	82

Brookline School District Total Enrollment - 588 students  
RMMS - 335                      CSDA - 253

**Upcoming Events**

May 19th/20th	Kindergarten Screening
May 22nd	aimswebPlus assessments
May 22 -May 26th	CSDA Book FAir
May 26th	Memorial Day Program
May 31st	Grade 5 Placement Math Test
June 9th	Grade 6 Field Trip to the Browne Center at UNH
June 9th	CSDA Grade 4 & 5 evacuation drill
June 12th	CSDA Field Day
June 15th	Grade 6 Last Day/ Promotion
June 16th	Last Day for students

**Brookline Staffing Needs:****RMMS:**

3 Paraeducators  
0.5 Custodian  
Math Specialist  
Preschool Teacher (0.5)  
Speech Pathologist (1.0)

**CSDA:**

1 Case Manager  
1 Paraeducator  
1 Custodian  
1 Grade 4 Teacher  
1 Grade 6 Teacher

# **Response to Intervention & Social Emotional Learning**

# Presentation Overview

- Policies
- Current Practices
- Plans for FY24
- Plans for FY25

# Brookline School District Related Policies

AC - Non-Discrimination, Equal Opportunity Employment and District Anti-Discrimination Plan

IFA - Instructional Needs of Students with Different Talents

IJ - Instructional Materials

JBAA - Sexual Harassment - Students

JH - Attendance, Absenteeism, and Truancy

JICK - Pupil Safety and Violence Prevention - Bullying

JLCF - Wellness

JLDBA - Behavior Management and Intervention

JLDBB - Suicide Prevention and Response

KA - School, Community, and Home Relations

# SEL Grade Level Overview

## RMMS

- Lessons take no more than 5-10 minutes to teach, and some links to digital books and materials
- Literature is used to address kindness, self love, etc. Writing prompts, drawings, and skits have been performed to further enhance understanding.
- Issues that arise in the classroom often turn into class discussions, and often drive what is chosen to explore in our SEL lessons.
- Morning Meetings are used to develop strong classroom communities.
- Classroom Behavior Systems
- Classroom break zones to help student self-regulate
- Sensory paths are used throughout the school hallways to provide additional sensory experiences.

## CSDA

- Choose Love is used to teach the themes of courage, gratitude, forgiveness, and compassion through the morning announcements which can be interspersed throughout daily lessons.
- Grades 4-6 focuses on morning meeting (or meetings later in the day) to discuss SEL issues through read aloud books and issues arising in the classroom.
- Class lessons, discussions, and assemblies with the guidance counselor and principal regarding friendship, communication, bullying, and growth mindset lessons focusing on perseverance, flexibility, empathy, resilience, and optimism.
- One Trusted Adult for Grades 5 and 6 during week long guidance lessons covering units in the Ripple Journal allowing for class discussion and individual self-reflection.

\* This information was requested by the school board



# School - Wide Activities

## RMMS

*Birthday pencils, Blue Jay Awards, Morning News*

September: Flag Pole Ceremony

September: School Expectations

October: TIGER - Kindness Speaks

November: Teamwork

January: Reading Buddy Cooperative Groups / STEAM Assembly

February: Acts of Kindness Week

March: Hip Hoppin Hawks

April: Hallway and Recess Behavior

May - Food Pantry Challenge

June - End of the year assembly / Grade 3 Clapout

\* This information was requested by the school board

## CSDA

Morning announcements, birthdays, the Choose Love theme, weather news, Wolf Pack Paws Awards

September: School-wide expectations

October: Courage and Communication/Bullying

November: Choose Love with Gratitude/Food Pantry Collection

December: Having the Courage to Respond in Love/Share Socks Collection/Holiday Cards for Military

January: Forgiveness is a Gift/ STEAM Assembly

February: Choosing Love and More Nurturing Healing; Acts of Kindness Week/STEAM Fair

March: March to Your Goals Month/ Hip Hoppin Hawks


May: Remembering Heroes/Memorial Day Ceremony

June: Grade 6 Science Fair/Promotion/Field Day



**R**espect others **M**ake kind choices **M**eet expectations and be **S**afe.

## School-wide Expectations

		
Care about others Stay the course Do the right thing Always stay safe		
	Be Kind & Respectful	Be Safe
	<i>Golden Rule</i>	
Classroom	<ul style="list-style-type: none"> <li>-Respect peers and adults</li> <li>-Respect personal space of others</li> <li>-Use kind and appropriate language</li> <li>-Lead by example</li> <li>-Use inside voices</li> <li>-Keep classroom clean; clean up at the end of the day</li> <li>-Include others</li> </ul>	<ul style="list-style-type: none"> <li>-Use supplies and equipment appropriately</li> <li>-Sit appropriately</li> <li>-Follow classroom/school rules (<i>follow classroom pledge designed by individual classrooms</i>)</li> <li>-Ask for permission to leave the classroom</li> <li>-Sign out to go to the bathroom; nurse, etc.</li> <li>-Know emergency procedures</li> </ul>
Hallways	<ul style="list-style-type: none"> <li>-Voices should be off in the hallway during transitions to classrooms, specials, lunch, and returning from recess</li> <li>-Hold the door for others</li> <li>-Share a smile/silent wave</li> </ul>	<ul style="list-style-type: none"> <li>-Walk in single file</li> <li>-Pause at corners</li> <li>-Be aware of doors</li> </ul>
Bathrooms	<ul style="list-style-type: none"> <li>-Keep hands to yourself and off the walls</li> <li>-Leave area clean</li> </ul>	<ul style="list-style-type: none"> <li>-Be courteous of others</li> </ul>

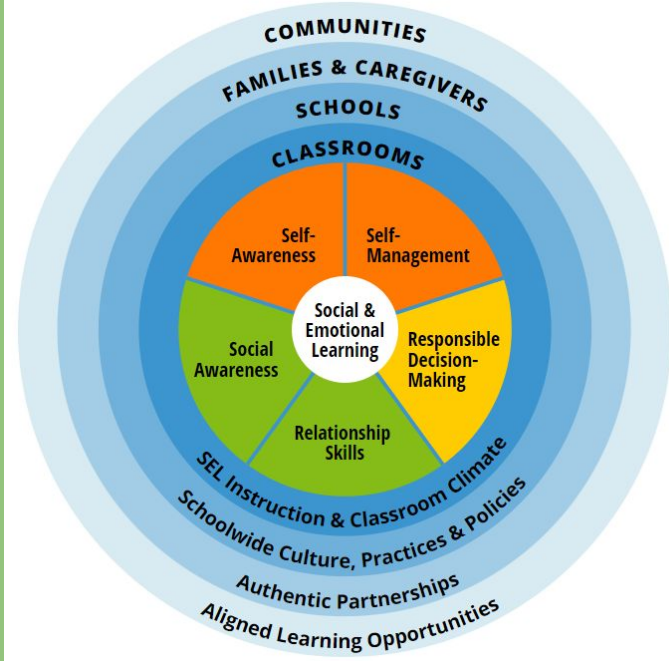
# School Counseling Program

Curriculum addresses:

Collaborative for Academic, Social, and Emotional Learning (CASEL domains)

- Self Awareness
- Self Management
- Social Awareness
- Relationship Skills
- Responsible Decision Making.

Direct instruction and hands on application is utilized through group work, individual work, group share, and independent sessions. Tier II and Tier III are provided through small group lunch and social skills groups.



## Student Handbook

Our student conduct guidelines seek to:

- establish clear expectations for student behavior in the school setting,
- define the nature/range and role of staff in maintenance and enforcement of behavioral standards,
- promote awareness and understanding of the discipline policy throughout the entire school community (students, staff and parents), and
- identify the range of applicable consequences to be administered for violations of this disciplinary code (to be applied in conjunction with due process procedures).

### DISCIPLINE AND CONDUCT PROCEDURES

The order of listed disciplinary actions for Level 1, 2, and 3 are not ranked or sequential, nor is it considered to be an all-inclusive list. *The type and duration of discipline are within the discretion of the administration, based on the severity of the offense.*

#### Level One

<u>Examples (not exclusive)</u>	<u>Interventions</u>	<u>Disciplinary Options*</u>
<ul style="list-style-type: none"> <li>• Bus Misconduct</li> <li>• Cheating</li> <li>• Damage to property (unintentional)</li> <li>• Deceiving or lying to staff</li> <li>• Disrespect</li> <li>• Disruptive behavior</li> <li>• Forgery</li> <li>• Improper use of equipment and facilities</li> <li>• Incomplete homework/class work (chronic)</li> <li>• Indecent/obscene behavior</li> <li>• Late to class</li> <li>• Plagiarizing</li> <li>• Possession of demeaning publication</li> <li>• Presence in unauthorized area</li> <li>• Pushing/shoving</li> <li>• Stealing</li> <li>• Tardiness</li> <li>• Unacceptable clothing</li> </ul>	<ul style="list-style-type: none"> <li>• Staff Action</li> <li>• Verification of offense</li> <li>• Log infraction</li> <li>• Referral to Administration</li> <li>• Notification to Parents</li> <li>• Student/ Parent Conference with Administration</li> <li>• Referral to Guidance</li> </ul>	<ul style="list-style-type: none"> <li>• Behavioral Contract</li> <li>• Detention (recess/after school)</li> <li>• Guidance/Health Services</li> <li>• Loss of makeup privilege and/or credit</li> <li>• Parent contact</li> <li>• Rearrangement of seating</li> <li>• Removal from class/activities</li> <li>• Restitution for damages (replacement/repair of damaged property)</li> <li>• Restriction of privileges</li> <li>• Special assignment</li> <li>• Temporary Removal from class</li> <li>• Verbal Reprimand</li> <li>• Warning</li> <li>• Suspension (in-school or out of school)</li> </ul> <p style="text-align: right; font-size: small;">*** In-school and out-of-school suspensions and expulsions are not</p>

# Positive Discipline Pathways to Self-Control

- Proactive Discipline: - establishing positive relationship between each child and teacher and creating, modeling, and practicing rules
- Reminding and redirecting
- Logical Consequences:
  - You break it,
  - you fix it or clean it;
  - apology of action,
  - loss of privileges, take a break
- Take-a-break in Buddy Classroom
- Involve the Principal/Administrator
- Develop an individual behavior plan
- Involve additional assistance

# Behavior

Behavior Referral Form

Bullying Investigation

RMMS Crisis Escalation Response

CSDA Crisis Escalation Response

\* This information was requested by the school board

## PLC Flowchart

**\*\*If concerns are behavior, social or emotional related, bring the student up at the school counselor's monthly scheduled PLC meeting.**

### Tier I

Teacher has concerns about a student academic growth, or social emotional or behavior concerns.

**\*\*If concerns are OT related, teacher will seek out the occupational therapist to ask for tips/tricks.**

**\*\*If concerns are speech related, teacher will seek out the speech pathologist for tips/tricks.**

Teacher brings student concerns to PLC for some ideas/advice from colleagues & starts to gather evidence for 6-8 weeks. At this point the teacher will generate the Learning Profile

Bring concerns with supporting evidence over a period of 6-8 weeks to PLC to determine if Tier II support is needed. Click [here](#) for BCBA process.

Team decides to collect more data and implement feedback from the PLC team discussion. Teacher updates the Learning Profile.

Tier II: Student begins to receive support that is documented over the next 6-8 weeks. Teacher and Interventionist will update the Learning Profile's data/notes.

Team determines to move forward to Special Ed. and invites Case Manager to the next PLC.

↓ No

↓ Yes

There is not sufficient evidence of educational disability. Go to Tier II

Team suspects disability and decides to move forward to referral meeting.

# Tiers of Instruction / Intervention

Tier 1 - Core Instruction - delivered through differentiated, universal approaches. School wide behavior interventions and SEL programming (Teachers and counselors - whole class instruction). Aimsweb benchmarking for all students in the fall and spring. Students receiving tier 2 intervention will be benchmarked in the winter as well.

**Tier 2 - Supporting instruction with targeted interventions through individual or small group. Students are progress monitored to ensure intervention is effective and appropriate to close the gap.  
(WIN Time - teacher, interventionists, specialists, counselors)**

Tier 3 - Intensive Intervention - one to one support that targets considerable skill gap for the lowest levels of academic and social emotional achievement. (Reading specialist, counselors, related service providers, special educators)



# Tier 1 Instruction

**All** students access tier 1 supports continuously, as universal accommodations and differentiation strategies: Established rules, consequences, routines, Incentives

## **Strategic Prevention:** Teach Expected Social Behaviors

- Engaging instruction
- Practice behaviors in context
- Provide Feedback
  - Notice desired behavior
  - Correct by demonstrating desired behavior
- Assess fidelity of implementation
- Assess effectiveness of strategy

## **Strategic Response:** Systems and Practices to effectively respond to social- emotional- behavioral concerns

- Clear behavioral definitions
- Consistent process for responding to behavior concerns
- Efficient office referral data form
- Commitment to accurate data gathering
- Commitment to regular data review & using data for decision making

# Tier 2 Instruction/Intervention

**Some** students who do not respond to the universal and continuous strategies at the Tier 1 level

## **The four E's of Targeted Group Interventions**

- Efficient- Similar strategies matched to students needing similar support
- Effective- Designed to teach specific skills
- Evidence Driven- Data used to evidence effectiveness
- Early- May prevent need for more intensive and individualized support plans

## **Interventions Should Address the Most Prevalent Concerns**

- Check Ins (Adult Attention)
- Mentoring (Adult or Peer Attention)
- Social SKills (Strengthen specific social skills)
- Emotional Regulation Skills (Strengthen emotional regulation, Stress awareness & Stress management)
- Academic Skills (Strengthen specific academic skills)

# Tier 3 Instruction/Intervention

A **few** students may not respond to Tier 1 & 2 Strategies. When problem behavior persists or worsens, an intensive approach may be required. Behaviors that are dangerous, harmful, or severe.

## **Intensive Systems and Practices**

- Tier 3 Systems include Reading specialist, counselors, related service providers, special educators
- Intensive behavioral interventions should be data based
- Family involvement includes getting consent for evaluations, strategies and data collection for student behaviors

## **Classroom Teacher Role**

- Teachers have been in communication with parents/ families and Administration
- Teachers may be referring students to school based teams or processes
- Continue to provide universal accommodations and Tier 1 & Tier 2 Strategies
- Teachers will likely be a part of FBA, or other evaluations
  - Interviews, Meetings, Observations

# Guidance for Staff

Mentor Program

Opening Week Trainings

Professional Development Opportunities

## Discrimination

“SAU41” is **PROHIBITED** from stating that people of a protected class:

1. Are inherently superior or inferior
2. Are inherently racist, sexist, or oppressive
3. Should be discriminated against or receive adverse treatment
4. Cannot or should not treat others equally and/or without regard to a protected characteristic

# Community Partnerships

## RMMS and CSDA

- Lynn Lyons - Clinical Social Worker and Psychotherapist  
Family's Emotional Health Presentation - August Presentation
- Holiday Cards for Military Challenge
- Share Donations - Holidays and Vacations
- 
- Brookline Food Pantry - Yearlong Project

# RMMS Food Pantry Project ~ Donation Totals **School Year 2022 - 2023**

Month	Total # of Non-Food & Food Items	# of NON-FOOD Items	# of Food Items	Ounces <i>Food Items</i>	Pounds <i>Food Items</i>	Meals
September 2022 <i>Focus: non-food items</i>	202	158	44	582.2	36.4	30.3
October 2022	153	71	82	816.12	51.0	42.5
November 2022	167	67	100	885.25	55.3	46.1
December 2022	267	159	108	286	17.875	14.89
January 2023	317	159	158	616.6	38.53	32.1
February 2023	206	17	189	1,156.3	72.27	60.2
March 2023	298	10	288	2,887.95	180.5	150.4
April 2023	54	7	47	947.04	59.19	49.3
May 2023						

# FY 24

- Goals
  - Implementation and continued development of MTSS Process
  - September Assembly with TIGER
  - Supplement Choose Love with TIGER Time
  - Parent Workshop Night with Plymouth State University TIGER
  - TIGER takes on Bullying video
    - T = Working together
    - I = Inspiring others to greatness
    - G = Giving to others
    - E = Showing empathy and compassion
    - R = Respect yourself and others

# FY25

- Goals
  - Implement phase 2 of MTSS - B
  - Increase staffing to address MTSS - B needs (i.e. social worker, school psychologist, BCBA/Behavior Specialist).
  - Include potential stipend work for staff for MTSS-B process and department work
  - Explore academic, evidenced based behavior programs
  - Continue partnership with TIGER
  - Re-propose the hiring of lunch / recess monitors



## Brookline School District Climate Survey

---

The Brookline School Board's goal was to provide a survey to gain a better understanding of the climate in the Brookline Schools and to provide a tool that allows all voices to be heard. The tool was selected because it was validated and benchmarked. This survey was anonymous. The tabulated results will be used to inform decision-making regarding allocation of resources, potential further inquiries into staff perceptions, professional development and goals for the school year. This year's results serve as a baseline and can be used for comparison purposes for future administration of the same climate survey.

One aspect of what the survey reports on is "Institutional Vulnerability." Institutional Vulnerability (IV) is the extent to which the school is susceptible to a few vocal parents and citizen groups. BSD scored 670, indicating an IV that is higher than 93.1% of the schools nationwide. High vulnerability suggests that both teachers and principals are unprotected and put on the defensive. It is critically important for the School District to set clear goals and standards for both the schools and the community.

The next aspect the survey reports on is "Achievement Press." Achievement Press (AP) describes a school that sets high but achievable academic standards and goals. BSD scored 659 indicating an AP that is higher than 91.7% of schools nationwide. This standard demonstrates that students persist, strive to achieve, and are respected by each other and teachers for their academic success. Parents, teachers, and the principal exert pressure for high standards and school improvement. BSD has a strong reputation as a high achieving school district. It is critically important to balance the pressure with the support and collaboration with the community.

A third aspect of the survey is "Collegial Leadership." Collegial Leadership (CL) is directed toward both meeting the social needs of the faculty and achieving the goals of the school. BSD scored 531 indicating CL is higher than 60.5% of schools nationwide, which is above average. The principal treats teachers as professional colleagues, is open, egalitarian, and friendly, but at the same time sets clear teacher expectations and standards of performance. It is important to note that the stress associated with Institutional Vulnerability and Achievement Press directly impact the result of CL.

Finally, the survey reports on "Professional Teacher Behavior." Professional Teacher Behavior (PTB) is marked by respect for colleague competence, commitment to students, autonomous judgment, and mutual cooperation and support. BSD scored 873 indicating that PTB is higher than 99% of schools nationwide. The BSD is staffed by professional and support staff who have a high degree of respect for one another and serve as examples for the community of young learners.

The administration of this survey tool should be treated as baseline data as no similar survey had been provided in the past. However the District should take appropriate steps to mitigate identified concerns. The Superintendent should review how the strategic plan addresses the needed areas of focus and develop FY24 action steps and FY25 budget proposals accordingly. The BSD Policy Committee should work to review policies with this lens in mind. The building principals can schedule school-wide assemblies to address critical topics. The building leadership team can partner with the PTO to sponsor speakers and develop parent and community seminars. Finally this survey tool should be readministered in February 2024 to measure growth.

# Brookline School District

FY23

as of 5/15/2023

Expenses				
Description	Budget	YTD Expense	Encumbered	Balance
Regular Education	\$ 2,640,074	\$ 1,836,097	\$ 624,502	\$ 179,474
Special Education	\$ 2,038,891	\$ 1,686,160	\$ 530,246	\$ (177,515)
Student Support Services	\$ 738,021	\$ 452,939	\$ 145,276	\$ 139,806
Instructional Staff Support	\$ 251,174	\$ 134,399	\$ 41,781	\$ 74,994
School Board/SAU Assessment	\$ 448,943	\$ 436,338	\$ 39,124	\$ (26,519)
School Administration	\$ 540,247	\$ 483,469	\$ 82,466	\$ (25,689)
Facilities	\$ 670,797	\$ 619,750	\$ 87,928	\$ (36,882)
Transportation	\$ 695,592	\$ 614,018	\$ 105,210	\$ (23,636)
Benefits	\$ 2,480,618	\$ 1,819,490	\$ 656,166	\$ 4,961
ADA Projects/Temporary Storage	\$ -	\$ 108,162	\$ -	\$ (108,162)
Debt Service	\$ 73,200	\$ 73,200	\$ -	\$ -
Transfers	\$ 455,000	\$ -	\$ 455,000	\$ -
<b>TOTAL</b>	<b>\$ 11,032,556</b>	<b>\$ 8,264,022</b>	<b>\$ 2,767,700</b>	<b>\$ 834</b>
Plus FY22 Expense Carryover	\$ 84,895	\$ 15,938	\$ 12,000	\$ 56,957
<b>TOTAL FY22 + FY23</b>	<b>\$ 11,117,451</b>	<b>\$ 8,279,960</b>	<b>\$ 2,779,700</b>	<b>\$ 57,791</b>

Revenue				
Description	Budget	YTD Revenue	Expected	IN EXCESS OF BUDGET
Local Property Tax	\$ 6,962,965	\$ 6,700,000	\$ 262,965	\$ -
Adequacy Aid Grant/Tax	\$ 2,914,483	\$ 2,448,347	\$ 466,136	\$ 0
<b>State</b>				
Special Education Aid	\$ 185,000	\$ 172,572		\$ (12,428)
Other - State Aid	\$ -	\$ 1,893		\$ 1,893
State Funding	\$ -	\$ 54,779		\$ 54,779
Food Service	\$ 2,100	\$ 3,265		\$ 1,165
<b>Federal</b>				
Grants	\$ 190,000	\$ 85,527	\$ 104,473	\$ 0
Food Service	\$ 38,500	\$ 44,974	\$ 1,280	\$ 7,754
Medicaid	\$ 20,000	\$ (3,050)	\$ 1,500	\$ (21,550)
<b>Local</b>				
Tuition	\$19,000	\$ 35,417	\$ 2,750	\$ 19,167
Impact Fees	\$ 20,000		\$ 20,000	\$ -
Other	\$ 1,000	\$ 4,555		\$ 3,555
Food Service Sales	\$ 124,400	\$ 131,613	\$ 24,500	\$ 31,713
FY22 Expense Carryover	\$ 84,895	\$ 15,938	\$ 12,000	\$ (56,957)
Less: Facilities Maint. Fund	\$ 75,000		\$ 75,000	\$ -
Less: Special Education Fund	\$ 25,000		\$ 25,000	\$ -
Fund Balance to Reduce Taxes	\$ 595,269		\$ 595,269	\$ -
Retained Fund Balance	\$ (140,161)		\$ (140,161)	\$ -
<b>TOTAL REVENUE</b>	<b>\$ 11,117,451</b>	<b>\$ 9,695,830</b>	<b>\$ 1,450,712</b>	<b>\$ 29,091</b>

Total Expense Balance	\$ 57,791
To Food Service Unreserved Fund Balance	\$ (40,632)
Total Revenue Balance	\$ 29,091
Unreserved Fund Balance	\$ 46,250

## Anticipated Reductions to Unreserved Fund Balance

	Negative Balance-Proposed Solution		Anticipated Needs for FY24	
	Current Balance	\$ (148,750)	Maint. Trust	\$ 55,000
Use of FY23 Retained Fund Balance for Required ADA Project	\$ 108,162		Spec Ed Trust	\$ -
Use of Spec Ed Expendable Trust	\$ 40,588		Retained Fund Balance	\$ 140,000
New Projected Fund Balance	\$ (0)		Total Reductions	\$ 195,000

<b>Projected Fund Balance</b>	<b>\$ (148,750)</b>
-------------------------------	---------------------

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

***5/15/2023***

Function	Description	Current Balance	Notes
1100	Regular Education	\$ 179,474	Primarily Unfilled Regular Ed MTSS Positions
1200	Special Education	\$ (177,515)	Unexpected Spec Ed services
2100	Student Support Services	\$ 139,806	Primarily savings in Vision/Hearing/PT Services
2200	Instructional Staff Support	\$ 74,994	Savings in PD and Unfilled Positions
2300	School Board/SAU Assessment	\$ (26,519)	Unanticipated legal & advertising expense
2400	School Administration	\$ (25,689)	New PT Admin Support position created
2600	Facilities	\$ (36,882)	Significant increases in heating and electrical costs
2700	Transportation	\$ (23,636)	Increased fuel costs
2900	Benefits	\$ 4,961	Various small savings
4300	ADA Projects/Temp. Storage	\$ (108,162)	Required ADA project
5100	Debt Service	\$ -	
5200	Transfers	\$ -	
		<b>\$ 834</b>	

***General explanation of what is included in each account category***

Function	Description	Includes
1100	Regular Education	Teacher salaries and teaching materials
1200	Special Education	Teacher salaries, teaching materials, ESY, out-of-district tuition
2100	Student Support Services	Guidance, nurse, psychologist, OT, teaching/testing supplies, contracted services
2200	Instructional Staff Support	Professional development, librarian, library supplies, computer equipment
2300	School Board/Assessment	Assessment, school board expense, annual meeting expense, legal expense
2400	School Administration	Administrator & secretarial salaries, copiers, telephone, hardware/software support contracts, site licensing, consulting, network services, office supplies
2600	Facilities	Custodial/maintenance salaries, snow plowing, mowing, building repairs, heating oil, electric, janitorial supplies, property/liability insurance
2700	Transportation	Bus transportation, fuel
2900	Benefits	Health and dental insurance, taxes, NHRS, Life/LTD, workers comp & unemployment
4000	Site Improvement	Site improvements including architectural fees
5100	Bonds	Principal and interest payments on bonds
5200	Transfers	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 3, 2023

TO: Superintendents

FROM: Lindsey Labonville, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2024

The New Hampshire Department of Education (NHED) 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 NHED. The federally funded programs which flow money through the NHED 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 NHED 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. NHED 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 NHED 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. The Bureau of Federal Compliance office will notify the directors of all NHED 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 NHED programs.

Compliance with these general assurances will be subject to review by NHED 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 NHED Bureau of Federal Compliance office no later than **June 30, 2023**.

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](mailto:Lindsey.L.Labonville@doe.nh.gov) or at 603-731-4621.

# New Hampshire Department of Education

**FY2024**

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

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHED) must submit a signed copy of this document to the NHED 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 NHED (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 NHED.**

While there have been no significant changes notable in the last year, this FY2024 general assurances document contains a few minor differences from the FY2023 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 NHED in this case and will be considered non-responsive.

**Once the document is fully executed, email 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](mailto:federalcompliance@doe.nh.gov)**

Should you have any questions please contact Lindsey Labonville at 603-731-4621, or Katelyn Komisarek at 603-856-4075.

# 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 NHED, 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.
  - (a) Per 2 CFR 200.330 the non-Federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.
- 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 NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED 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 (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2023. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website
- 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 subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) The subrecipient 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) The subrecipient 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) The subrecipient 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) The subrecipient 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) The subrecipient 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) The subrecipient 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:

<b>Policy/Procedure Name</b>	<b>In Accordance With</b>	<b>Policy</b>	<b>Procedure</b>
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
<b>Policy/Procedure Name</b>	<b>In Accordance With</b>	<b>Policy</b>	<b>Procedure</b>
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
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 NHED. 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 NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to NHED 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 NHED 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](mailto: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 NHED pursuant to this agreement shall be submitted in a timely manner.

#### Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2023**. A copy of the forms will be provided to each subrecipient by the NHED via email.

### **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 NHED 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.

NHED 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 NHED 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 NHED 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 NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED 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 NHED.

#### **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 NHED] 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 NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

---

### 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: \_\_\_\_\_

District UEI : \_\_\_\_\_ UEI(Sam.gov) Expiration: \_\_\_\_\_

\_\_\_\_\_  
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 a fully executed copy of the entire document to:

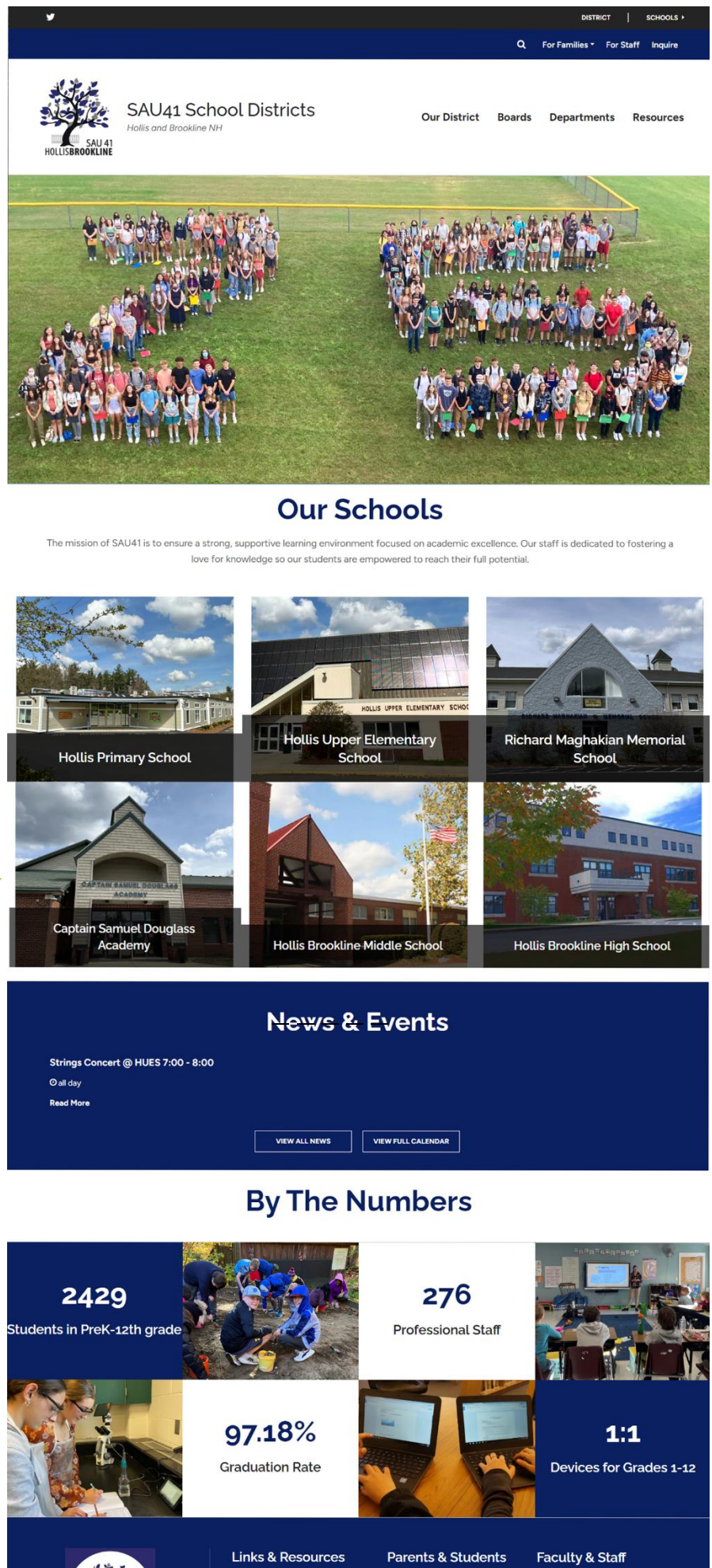
**New Hampshire Department of Education  
Bureau of Federal Compliance  
25 Hall Street  
Concord, NH 03301  
[federalcompliance@doe.nh.gov](mailto:federalcompliance@doe.nh.gov)**



## Background

The required content migration not only gave us an opportunity to freshen up our site, it also enabled us to add new features, content, and an update to our menu structure.

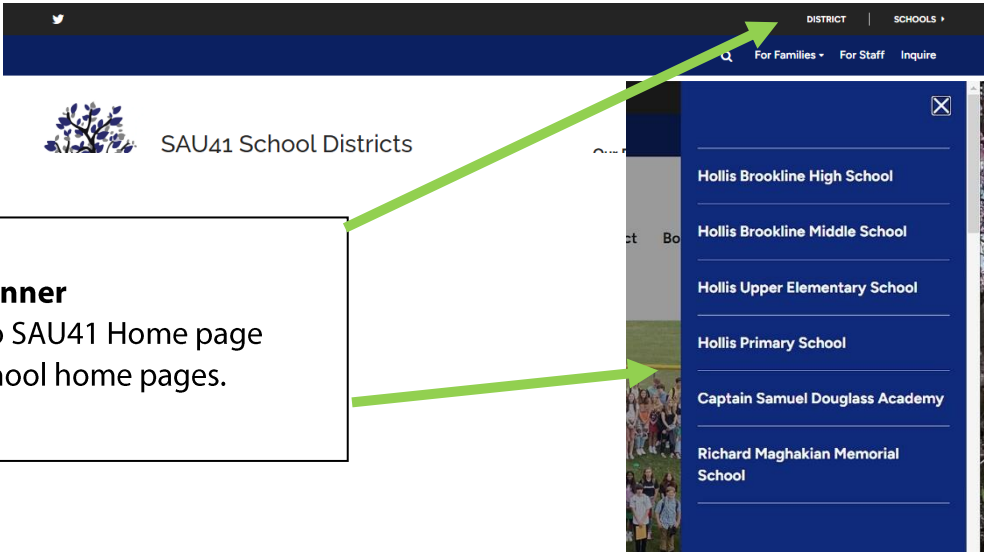
Dynamic boxes with links to school home pages.





All pages will display three banners of menus:

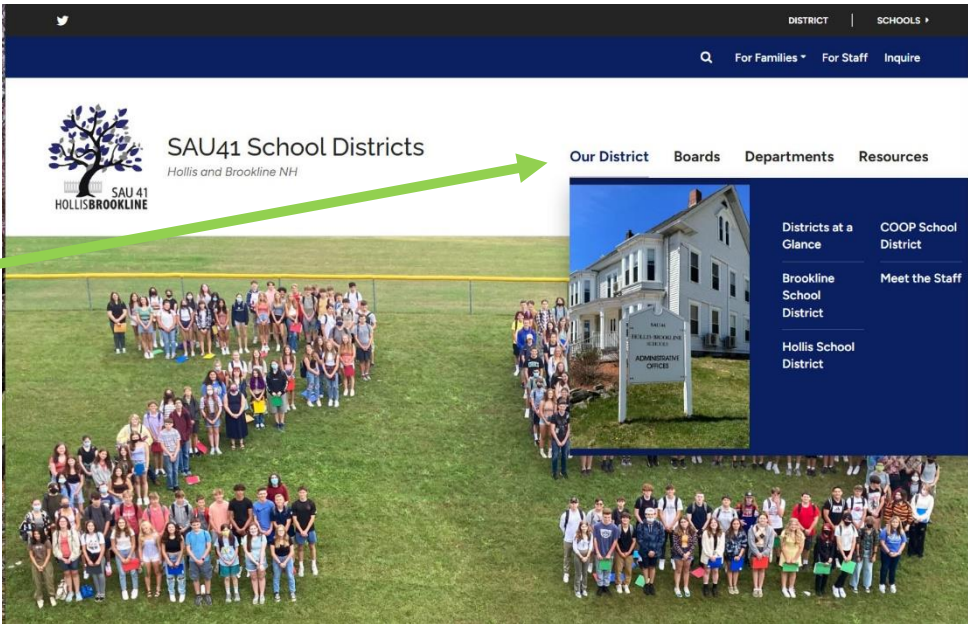
**Top Banner**  
Links to SAU41 Home page and school home pages.



**Middle Banner**  
For Parents  
For Staff  
Inquire



**Main Navigation/Banner**  
Our District  
Boards  
Department  
Resources



# School Home Page

The first two menus match the District pages.

## Main Navigation/Banner

Our School  
Learning  
Enrichment  
Resources

DISTRICT

SCHOOLS

Q

For Families

For Students

For Staff

RMMS

BLUE JAYS

Richard Maghakian Memorial School

Our School

Resources

Learning

Enrichment

Even Blue Jays do math!

Even Blue Jays do math!

II

<

>



RMMS welcomes students in grades PreK-3 residing in Brookline, New Hampshire.

We believe that every child deserves a high-quality education, and we are committed to providing the resources and support necessary to ensure that every student has the opportunity to succeed.

News & Events

FIELD DAY

Fun in the sun

Field Day

RMMS Blue Jays!

Get ready for a day of fun-filled outdoor activities, friendly...

Read More

Food Pan Nee

RMMS Food Pantry Project

The 2022-2023 RMMS Food Pantry Project has is in full swing. This community service project was...

Read More

MON / APR 24

April Vacation

all day

Read More

TUE / APR 25

April Vacation

all day

Read More

WED / APR 26

April Vacation

all day

Read More

THU / APR 27

April Vacation

all day

Read More

VIEW ALL NEWS

VIEW FULL CALENDAR

<

>

## By The Numbers

VIEW ALL FACTS >

335

Student Enrollment

PK-3

Grade Levels

40

Professional Staff

\$15,833

Cost Per Pupil

Links & Resources

Parents & Students

Faculty & Staff

Directory

Assessment Opt-Out Form/Parent

Faculty & Staff Directory



DISTRICT | SCHOOLS

For Families For Students For Staff

Richard Maghakian Memorial School
Our School Resources Learning Enrichment

FOR FAMILIES > RMMS FAMILY PORTAL

# RMMS Family Portal

Welcome Hollis families! We hope you visit this page often to access HPS and SAU41 resources.

## Announcements

Schools will add announcements here that don't fit into a category below.

Helpful Links

Documents and Resources

School Newsletters

PowerSchool

MY SCHOOL BUCKS

ClassLink

PickUpPal

HOLLIS School District Academic Calendar

BROOKLINE School District Academic Calendar

COOP School District Academic Calendar

SAU41 Meetings

## District Messages

The last day of school for students is Friday, June 16th

Graduation for Hollis Brookline High School students will take place on June 10th at 10am

Principal's Message

On behalf of the RMMS staff, it is my pleasure to welcome you to our school community! We look forward to a year filled with growth, learning, and excitement.
At Richard Maghakian Memorial School we believe that a strong partnership between home and school is essential for student success and we encourage you to become involved in your child's education.
We have many exciting programs and events planned throughout the year, including field trips, performances, and community service projects. These opportunities will allow your child to explore new interests, develop new skills, and make lasting memories.
Thank you for entrusting us with your child's education. We are committed to providing a positive and enriching experience for each and every student at our school.
~Dan Molinari

School News

<b>Cuba 80th Anniversary</b> June 25, Cuba 80th Anniversary - 10 days in... June 26, Cuba 80th Anniversary - 10 days in... June 27, Cuba 80th Anniversary - 10 days in... June 28, Cuba 80th Anniversary - 10 days in... June 29, Cuba 80th Anniversary - 10 days in... June 30, Cuba 80th Anniversary - 10 days in...	<b>CSDA Highlights</b> CSDA is the County's largest provider of... CSDA provides a wide range of services... CSDA is committed to providing... CSDA is proud to serve the community... CSDA is dedicated to excellence... CSDA is a leader in innovation...
--	---

Links & Resources Parents & Students Faculty & Staff

Tabs displaying:

- Interactive (hyper-linked) Tiles
- Helpful Documents
- Handbook

## Principal's Message



On behalf of the RMMS staff, it is my pleasure to welcome you to our school community! We look forward to a year filled with excitement.

At Richard Maghakian Memorial School we believe that a strong partnership between home and school is essential for student success and we encourage you to become involved in your child's education.

We have many exciting programs and events planned throughout the year, including field trips, performances, and community service projects. These opportunities will allow your child to explore new interests, develop new skills, and make lasting memories.

Thank you for entrusting us with your child's education. We are committed to providing a positive and enriching experience for each and every student at our school.

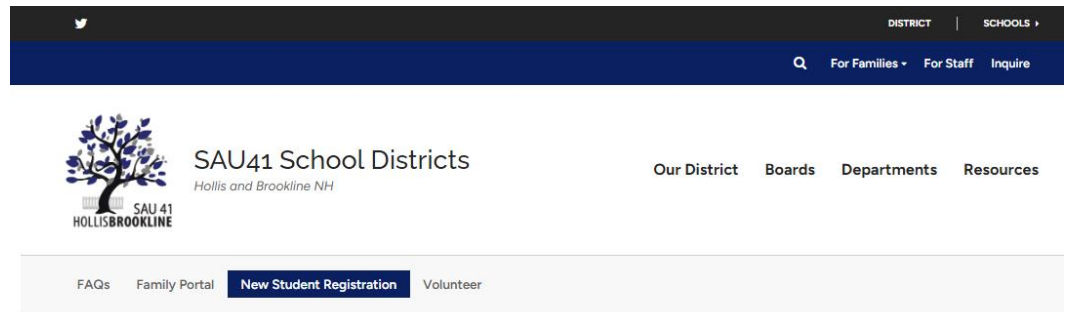
~Dan Molinari

## School News





# New Student Registration Page



## New Student Registration

Welcome to SAU41!

We are excited to have you and your family join our community of passionate learners and educators. SAU41 is dedicated to fostering a love for learning and empowering our students to reach their full potential.

As a new family in our district, we want you to feel welcome and supported from day one. Our community is warm, friendly, and inclusive, and we look forward to getting to know you and your family. We encourage you to get involved in our schools and to take advantage of the many opportunities available to you.

To start the enrollment process please review the steps below.



School Administrative Unit (SAU) 41 is located in southern central New Hampshire. We serve the towns on Hollis and Brookline, New Hampshire.

### STUDENTS LIVING IN HOLLIS ATTEND

Hollis Primary School	Grades PK-3
Hollis Upper Elementary	Grades 4-6
Hollis Brookline Middle School	Grades 7-8
Hollis Brookline High School	Grades 9-12

### STUDENTS LIVING IN BROOKLINE ATTEND

Richard Maghakian Memorial School	Grades PK-3
Captain Samuel Douglass Academy	Grades 4-6
Hollis Brookline Middle School	Grades 7-8
Hollis Brookline High School	Grades 9-12



## Required Registration Documents

+ Birth Certificate

+ Proof of Residency

- Health Records

Immunizations and copy of a recent physical.

+ IEP or 504 Plan, If Applicable

+ SAU41 Pre-Registration Form

## Residency Requirements

A resident student is defined as any student living on a regular basis with a parent or legal guardian whose primary residence is in Hollis or Brookline, New Hampshire, [see RSA 21:6-e](#)

## School-specific Information

+ Hollis Primary School

+ Hollis Upper Elementary School

+ Richard Maghakian Memorial School

+ Captain Samuel Douglass Academy

+ Hollis Brookline Middle School

+ Hollis Brookline High School



School progression explained in an easy visual

Expandable menus detailing Required Documents

Expandable menus describing school-specific info and details