

**HOLLIS SCHOOL BOARD
ORGANIZATIONAL MEETING
APRIL 5, 2023
MEETING MINUTES**

The Organizational Meeting of the Hollis School Board was conducted on Wednesday, April 5, 2023 at 6:00 p.m. at the Hollis Primary School.

Andrew Corey, Superintendent, presided:

Members of the Board Present: Tammy Fareed
 Amy Kellner
 Andrea Levesque
 Carryl Roy
 Anne Wake-De Pasquale

Members of the Board Absent:

Also Participating: Gina Bergskaug, Asst. Superintendent of Curriculum and Instruction
 Donna Smith, Assistant Business Administrator
 Candice Fowler, Principal, Hollis Upper Elementary School

ORGANIZATION OF SCHOOL BOARD

ELECTION OF OFFICERS

Superintendent Corey called for nominations for Chairman of the Hollis School Board for the 2023-2024 term.

**MEMBER ROY NOMINATED MEMBER KELLNER
SECONDED BY MEMBER FAREED**

ON THE QUESTION

Member Roy remarked Amy Kellner has proven herself as a great leader, and she would like to see that continue this year.

**VOTE ON ELECTION OF AMY KELLNER TO THE POSITION OF CHAIRMAN OF THE HOLLIS
SCHOOL BOARD FOR THE 2023-2024 TERM
MOTION CARRIED
5-0-0**

Superintendent Corey declared Amy Kellner Chairman of the Hollis School Board for the 2023-2024 term.

Superintendent Corey stepped down and Chairman Kellner presided.

Chairman Kellner called for nominations for Vice-Chairman of the Hollis School Board for the 2023-2024 term.

**MEMBER FAREED NOMINATED MEMBER ROY
SECONDED BY MEMBER KELLNER**

ON THE QUESTION

Member Fareed remarked, although unusual for the Chair to second a nomination, it reflects a vote of confidence.

VOTE ON ELECTION OF CARRYL ROY TO THE POSITION OF VICE-CHAIRMAN OF THE HOLLIS SCHOOL BOARD FOR THE 2023-2024 TERM
MOTION CARRIED
5-0-0

Chairman Kellner declared Carryl Roy Vice-Chairman of the Hollis School Board for the 2023-2024 term.

Chairman Kellner called for nominations for Secretary of the Hollis School Board for the 2023-2024 term.

MEMBER ROY NOMINATED MEMBER FAREED
SECONDED BY MEMBER LEVESQUE

VOTE ON ELECTION OF TAMMY FAREED TO THE POSITION OF SECRETARY OF THE HOLLIS SCHOOL BOARD FOR THE 2023-2024 TERM
MOTION CARRIED
5-0-0

Chairman Kellner declared Tammy Fareed Secretary of the Hollis School Board for the 2023-2024 term.

Members Levesque and Wake-De Pasquale were appointed as signers of the manifests and Member Roy as an alternate signer.

A brief discussion ensued regarding Board Liaison positions. Chairman Kellner requested members wishing to participate on a particular committee, make that known prior to the next regularly scheduled meeting.

NON-PUBLIC

MOTION BY MEMBER ROY THAT THE BOARD, BY ROLL CALL, GO INTO NON-PUBLIC SESSION PURSUANT TO RSA 91-A:3 II (a) THE DISMISSAL, PROMOTION OR COMPENSATION OF ANY PUBLIC EMPLOYEE AND (c) TO DISCUSS A MATTER, WHICH IF DISCUSSED IN PUBLIC, WOULD LIKELY AFFECT ADVERSELY THE REPUTATION OF A PERSON, OTHER THAN A MEMBER OF THE BODY OR AGENCY ITSELF
MOTION SECONDED BY MEMBER FAREED

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Carryl Roy, Andrea Levesque, Anne Wake-De Pasquale, Tammy Fareed, Amy Kellner
5
Nay: 0

MOTION CARRIED

The Board went into non-public session at 6:11 p.m.
The Board came out of non-public session at 6:46 p.m.

AGENDA ADJUSTMENTS

Approval of meeting minutes was inadvertently omitted from the agenda. A request was made to amend the agenda to include approval of minutes following correspondence/resignations/nominations.

There being no objection, the agenda was amended as requested.

CORRESPONDENCE/RESIGNATIONS/NOMINATIONS

Received by the Superintendent was a memorandum from the Bureau of Federal Compliance (Compliance) providing the FY24 School District General Assurances (copy attached).

All of the district's Federal grants are governed by the Compliance; Title II (professional support for teachers), Title IV (activities related to student performance/SEL, etc.). The document states the district will comply with all laws concerning Federal grants. As credentialed individuals, the Superintendent and Assistant Superintendent are required to comply, thereby making the approval redundant. The requirement for Board approval was added due to circumstances in some districts where the School Board was not necessarily aware of how funds were being utilized.

Although the district does not receive much in the way of Federal grant funds, the Board is made aware of receipt, the programs it is utilized for, and the use of grant funding is a separate component in the annual audit.

Also provided to the Board (copy attached) was the U.S. Department of Education School Infrastructure and Sustainability Commitment document, which was made available to the Superintendent through Principal Izbicki as something she and Tara Happy, Environmental Science Teacher (and others) would like to participate in. What this would do is draw further attention to our programming around environmental science offerings as well as the new food recycling program. Principal Izbicki and Ms. Happy will do the legwork and bring the required information back to the Board at the May meeting. At that point, the Board will be asked to approve moving forward.

The Board was provided with a copy of a memorandum from Principal Fowler and Abby Diaz, Curriculum and Instruction Administrator, concerning environmental science (copy attached). During the discussion period of the agenda, Principal Fowler will provide information concerning this.

A letter of Intent to Retire was received from Michelle Rogers, Spanish Teacher, Hollis Upper Elementary School (HUES) with an effective date of June 30, 2023.

In her letter, she states, she has enjoyed this her final year as a teacher in her return to Hollis where she began her teaching career 31 years ago.

MOTION BY MEMBER ROY TO ACCEPT THE LETTER OF INTENT TO RETIRE RECEIVED FROM MICHELLE ROGERS WITH AN EFFECTIVE DATE OF JUNE 30, 2023

MOTION SECONDED BY MEMBER FAREED

MOTION CARRIED

5-0-0

A letter of resignation was received from Amy St. Hilaire from the position of School Psychologist at the Hollis Primary School (HPS) effective at the end of the school year.

MOTION BY MEMBER ROY TO ACCEPT THE RESIGNATION OF AMY ST. HILAIRE FROM THE POSITION OF SCHOOL PSYCHOLOGIST AT THE HOLLIS PRIMARY SCHOOL EFFECTIVE AT THE END OF THE SCHOOL YEAR
MOTION SECONDED BY MEMBER LEVESQUE
MOTION CARRIED
5-0-0

Superintendent Corey nominated Jessica Marois to the position of Guidance Counselor at HUES. Ms. Marois has been with the district during this school year. The Administration is excited about the nomination and looks forward to working with Ms. Marois. She comes to the district with her master’s plus 45 and would be on Step 14 with a salary of \$82,526.

MOTION BY MEMBER ROY TO ACCEPT THE SUPERINTENDENT’S NOMINATION OF JESSICA MAROIS FOR THE POSITION OF GUIDANCE COUNSELOR AT A MASTERS PLUS 45, STEP 14 AND A SALARY OF EIGHTY TWO THOUSAND FIVE HUNDRED TWENTY SIX DOLLARS (\$82,526)
MOTION SECONDED BY MEMBER FAREED
MOTION CARRIED
5-0-0

APPROVAL OF MINUTES

Hollis School Board [January 4, 2023](#)

The following amendments were offered:

- Page 2, Line 47; replace “it s” with “it is”
- Page 5, Line 14; replace “addition” with “additional”

MOTION BY MEMBER FAREED TO ACCEPT, AS AMENDED
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED
3-0-2

Members Levesque and Wake-De Pasquale Abstained

Hollis School Board – **Non-Public** [January 4, 2023](#)

MOTION BY MEMBER FAREED TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED
3-0-2

Members Levesque and Wake-De Pasquale Abstained

Special Hollis School Board [February 7, 2023](#)

MOTION BY MEMBER FAREED TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED

3-0-2

Members Levesque and Wake-De Pasquale Abstained

Hollis School District – **Annual Meeting** [March 15, 2023](#)

MOTION BY MEMBER FAREED TO ACCEPT, AS PRESENTED
MOTION SECONDED BY MEMBER ROY
MOTION CARRIED

3-0-2

Members Levesque and Wake-De Pasquale Abstained

PRINCIPALS’ REPORT

Candice Fowler, Principal, HUES, highlighted items from the report, a copy of which was included with the [agenda](#) packet.

Principal Fowler spoke of how smoothly facility needs are addressed through the efforts and collaboration between the custodial teams in both buildings and Lance Finamore, Facilities Director.

Both buildings are working on the food recycling program with HUES bringing a few more grades into the program.

Gratitude was expressed to the PTA for Teacher Appreciation Week, which they put on a week early.

Although there is no longer a national geography bee, HUES is doing its own internal geography bee.

At HPS, staff used the early release day to meet with colleagues to discuss curriculum and beginning stages of placement for the 2023-2024 school year.

PUBLIC INPUT

No public input was offered.

DISCUSSION

- FY23 Revenue & Expense Update

As of 3-27-2023, on the expense side of the ledger, \$420,488 remains unencumbered. On the revenue side, the amount in excess of what was budgeted is \$47,714. With a transfer amount shown in the food service unreserved fund balance of \$38,590, the total Unreserved Fund Balance is \$453,256.

That balance would fund the trusts; School Building Maintenance Trust (\$95,000), SAU Building Trust (\$23,970), Special Education Trust (\$25,000), and Retained Fund Balance (\$180,000) leaving a projected fund balance of \$129,286.

Included in the update was a list of items that had been cut from the FY24 budget in order to meet guidance. The Board had requested the items be identified for consideration of funding through use of the Retained Fund Balance. The items identified were Interactive Flat Panels (\$25,000), audio systems (\$4,000), and HUES furniture (\$5,000). If utilized to cover these expenses, the projected fund balance would be \$95,286.

Asked when a decision would have to be made concerning the potential use of the fund balance, Superintendent Corey stated that could be done right up to the last meeting of the current fiscal year (June). It is anticipated, due to the encumbrance system utilized (monies are encumbered for all anticipated expenses and released if the expenses do not come to fruition, e.g. should a student no longer require specific services, positions go unfilled, etc.), the projected fund balance will continue to grow.

Member Fareed asked about the School Board/SAU Assessment balance listed of \$93,336 noting typically that is where the \$95,000 contingency fund is identified. Superintendent Corey stated there remains \$186,000 encumbered. What typically makes that go in this direction is legal expenses. Member Fareed commented on the desire to avoid utilizing any funds from the contingency unless an urgent matter arises. She asked for clarification that the report does not show that we dipped into the contingency fund, it is just a coincidence that it looks that way given the amount and was told that is accurate. Superintendent Corey added, what is typically done is the \$95,000 is encumbered right away because that cannot be expended without first conducting a public hearing and gaining approval of the Board and notifying the Budget Committee.

Member Fareed question the transportation line item which shows a current balance of \$30,517. In light of the costs identified on the expense side for student support services and special education, she would have expected transportation costs for special education to increase. Superintendent Corey commented that sometimes when we discuss transportation we forget if there is already a student at school X out of district and we place a second student there, transportation costs do not increase. IEP season is about to begin. It may be that a student is placed at a school. At this time, we do not know what school. From a budgeting standpoint, transportation has to be budgeted for. If the IEP team makes the recommendation of the same school a student already attends, the transportation funds that were encumbered would then show up as available.

What happens on occasion in special education is a family who might have been receiving out of district services moves out of the district. That money is attached to the child. Once they move those funds remain encumbered. One of the agreements with the Budget Committee is they fund special education because of the legal mandate, and the District does not expend those funds unless it is for special education. If those funds become available, they go back to the tax base. The majority of the \$129,286 projected fund balance is associated with regular education. That is why items that had to be cut to meet guidance are being put forward for consideration. Some items such as the audio systems benefit all students.

- 2023-2024 Draft School Calendar

Assistant Superintendent Bergskaug stated the draft calendar is similar to those of prior years with teachers returning the Monday prior to Labor Day and students the Thursday prior to Labor Day (August 31st). September 4th is the Labor Day holiday. The calendar includes four (4) early release dates (utilized for professional development). The October 5th early release day includes Suicide Prevention Planning, which is mandatory for all staff. October 9th is Columbus Day. November 1st is a professional development day and the

10th Veterans Day. An early release is scheduled for November 21st leading into the Thanksgiving holiday November 22nd through the 24th. The December holiday is from the 25th through January 1st. January has Martin Luther King Jr. Day on the 15th and an early release on the 29th.

Noted was that the budget includes literacy and math training. There will be very intensive math instructional training and literacy pieces (intensive literacy training in the following year) during professional development days. The early release dates were scheduled early in the year so that these efforts can be frontloaded, and student data reviewed along the way.

February has an early release on the 7th and winter vacation from the 26th through March 1st. March has a professional day on the 12th (voting day). April vacation is from the 22nd through the 26th. Memorial Day is May 27th.

The last day for preschool is June 6th and the last day for students June 18th (includes 5 snow days). June 19th is the last day for teachers.

Superintendent Corey noted the Administration is looking at Friday, June 16, 2023 as the last day (half day) for the current school year. A final decision will be made next month. One of the concerns in Hollis is the amount of construction occurring over the summer. Every day that can be gained is helpful. Some work on one of the bathroom facilities may be done over April vacation. HPS will be getting all new bathrooms and has the potential for a new kitchen, if time allows.

This year graduation will be conducted on June 10th. That will not change.

Asked what the State mandate is for the number of days for public school, Superintendent Corey stated the district bases its calendar on hours. That is the way the State does it. The teachers' contract is days. We base our hours on curriculum needs. If based on State minimum hours, school would end in the middle of May because we have one of the longest school days in the State.

Member Roy commented on a day that occurred during the year when the COOP district attended school, but the Hollis district had a half day because of weather change. She questioned if the last day of school will be SAU-wide and was told it will. One of the big reasons for that is the busing contract. It comes back to the curriculum. With graduation on June 10th, the last day of exams is the 16th.

Member Roy spoke of the step-up day for elementary students to meet their teachers for the next year. Noted was that the 6th grade will go to the middle school (will be bused). That has not occurred at the elementary level in years. Superintendent Corey commented on the middle school transition being big for families. For those students who are anxious, they are in now, can come in over the summer, and if a family needs 4-5 visits for their child to feel comfortable, they are most welcome and can contact the Administration to arrange that.

Principal Fowler noted time is identified during the school year for third grade students to visit HUES to see what the 4th grade teachers do. They are not, however, meeting their specific teacher, they are meeting the whole team. The same thing happens at HPS where teachers at those higher grades will come down and visit the classrooms.

- Environmental Science and Spanish at HUES (informational)

Principal Fowler read into the record a communication submitted by her and Abby Diaz, Curriculum and Instruction Administrator, for HPS and HUES regarding environmental science as an opportunity for HUES.

“As the school-based leadership team, it is our responsibility to assess and improve our programs to provide a well-rounded education for our students. When we are faced with a vacancy, it is critical to take a step back and evaluate the best way to move forward. Do we maintain our current status quo, or can we make a change to move the District forward?”

To that end, we would like to propose the implementation of a year-round environmental science program at Hollis Upper for our 4th, 5th, and 6th graders that would build upon the successful environmental science model already in place at HPS.

For several years, we have only offered environmental science classes in the fall and spring, providing students with limited exposure to this rapidly growing field. By establishing a full-time specialist position in environmental science, we can provide our students with more comprehensive instruction and better prepare them for future studies and careers.

To facilitate this change, we would suggest replacing the Spanish specialist position with the environmental science specialist position. However, we recognize that many students and families value the opportunity to study a world language, and we want to make sure that they continue to have that option. We propose using the funds allocated for the environmental science stipend in our new budget to hire a world language specialist who can teach a weekly 4th-6th grade session during our Choice block. Students who wish to study Spanish can opt to do so for one trimester or the entire year.

We seek the support of the School Board in moving forward with this proposal. HUES has a well equipped science lab with sinks, lab tables, and equipment already in place to support the program. Our next steps will be to create a comprehensive curriculum and establish teaching expectations. We plan to present these details to the Board in May.

Thank you for considering this proposal to enhance our educational offerings at Hollis Upper.”

Member Roy reminded the viewing audience the retirement letter that was read was that of the Spanish teacher from HUES. Superintendent Corey added historically whenever having a vacancy the district has taken the time to review programming. This is an opportunity to enhance our programming without enlarging the budget. From a budgetary point of view it is basically cost neutral.

We do not have a world language program in Brookline and have had a few years to prepare data at the middle school. We are not seeing any drastic difference in scores from students who have and have not had world language. We understand that some people are passionate about this, and we can offer that opportunity for the students, so they will not be losing anything. It would simply be made part of the Choices program. Historically when students have a passion for something they do participate in the Choices program.

Superintendent Corey commented, from the standpoint of where we are with environmental science and science and STEM overall, he believes this to be an opportunity which he fully supports and endorses. He asked members to voice any particular areas/items they would like addressed in the presentation in advance of the next meeting.

Principal Fowler spoke of the intent to review the current science standards to determine which would be the responsibility of the environmental science position, of the teachers, and how that overlap can occur for the students.

Member Fareed commented some years prior there had been a strong push to amplify science education in both buildings. That is when Spanish was lost at HPS and restricted to HUES and the environmental science program at HPS enhanced. The rationale around some of those changes was that we were going to build science more intensive here and into each of the grade level curriculums so that general classroom teachers would be delivering more science-based curriculum through other subject matters even. If we make the proposed change, would the classroom teachers have some of that reduced in some way? Assistant Superintendent Bergskaug responded no, this is just one small strand of what the 4th, 5th, and 6th grades are required to cover. Some items might be moved to the environmental science position. She reminded folks this would be delivered as a special (once a week). There would be more opportunities for experiences such as going outdoors for more hands on with the content being learned in the classroom.

Member Fareed commented on the building having been originally constructed as a middle school. It has a room equipped for middle school science. She questioned if any of what was being proposed would result in an expense in regard facilities and was told the facility has been used by the current environmental offerings. The concern was that it seemed that we wanted more and there was only so much we could get out of the way that was structured. Member Fareed asked for additional clarification there would not be an additional cost in terms of plumbing, etc. and was told there would not be.

Member Wake-De Pasquale asked for clarification of how science has been treated, e.g., Choices program, special, etc. Assistant Superintendent Bergskaug stated science is a regular offering in the classroom and all classroom teachers teach science. There was a small piece of environmental science at HUES, where a contracted individual came in to provide some very isolated specific units in the fall and spring.

Member Wake-De Pasquale remarked the proposal would result in a weekly (45 minute) class. Member Fareed noted currently Spanish is provided once a week for the entire student body at HUES. This proposal would replace the built in Spanish with built in environmental science and allow Spanish to be a choice students can opt into.

Member Roy noted specials at HUES work as they do at HPS where they visit a different specialist each day of the week, e.g., gym, art, music. Superintendent Corey added the other reality is with the retirement of our Spanish teacher, there is no guarantee we will be able to find a Spanish teacher. That has been very difficult over the past several years. We have gone the entire year at the middle school without a Tech Ed teacher. There just are not people out there certified in that area and Spanish is becoming one of those pieces. We do believe, as a Choice program with a limited schedule, we would have a better chance of perhaps attracting a retiree that would be interested.

Asked if there is concern with the ability to fill the environmental science position, Superintendent Corey responded there is always a concern, but he believes the likelihood of finding an upper elementary teacher with a background in science is greater. We have some existing teachers that he believes will be very interested in this position, and then we would be backfilling with a K-6. Staffing is going to be an issue, but because of Hollis' reputation, we are seeing good pools right now coming in for the positions we are advertising. His worries are more for coverage for long-term leaves.

Member Fareed questioned if the Tech Ed position is being backfilled at HUES given the Tech Ed teacher is moving up to the middle school and was told that is occurring.

- Environmental Science Recognition at HPS

Superintendent Corey stated, at the primary level, environmental science is a program that was put in place a few years ago. Tara Happy, Environmental Science Teacher, has grown that into something very special. This year he and the Assistant Superintendent were approached by Ms. Happy about a grant to work with the cafeteria to reduce food waste. The grant was secured, and the process began.

Ms. Happy and Principal Izbicki have been contacted by the World Wildlife Fund at Arizona State University, which would like to share our food waste data and story. They welcomed Ms. Happy to participate in a Zoom session to share that. Our story will be shared with the New Hampshire Environmental Educators Association at their workshops on May 3rd. Vanguard Renewables, the company that receives our food waste, would like to share our story at a national level by reaching out to newsprint and radio stations to encourage this across the country. Vanguard would also like to feature us as part of their Heroes Program. An explanation provided of the Heroes Program states it would ensure the spread of the wonderful story of our school's waste recycling efforts in publication. They would allow our school's logo to be placed on their website and tout us as a food waste partner in the sales efforts to other schools. There remain a number of steps in this process, and ultimately the Board would be asked to sign off on a release to utilize the school logo in this way, etc.

The district has been contacted by the Oyster River School District, which is just starting a composting program (something we have had for years). They heard about our food waste program and have high school students who will be coming to visit us to review the program with the desire of starting a program on the seacoast.

Food Rescue has nominated HPS for being a food rescue leader and would like us to record a podcast to share our story. Principal Izbicki and Ms. Happy will be looking at that in May.

An article was published in Finland about our program. Word has spread. This is one example of what our students are doing that will likely result in a different way of approaching school lunches locally and nationally. It is amazing how much waste used to exist. This is viewed as an expanding effort as we move forward with more environmental programs. We have interest from our own students at the upper levels, which will grow rapidly because these children will move up in the grades and it will become part of their natural habits. The need to look to expand environmental science is student driven.

At some point, perhaps next fall, Ms. Happy will be asked to present and provide a follow-up if we make the selection to go to grades 4 and 6 with Ms. Diaz and what that curriculum looks like from a hands-on point of view.

Superintendent Corey commented on his belief more and more districts will be moving in this direction. Just looking at the business side of things, if we reduce waste, we reduce the number of dumpsters that are picked up, which results in cost savings.

Superintendent Corey wished to call to the Board's attention enrollment information included with the Principals Report. It is believed there may be a space problem. Some solutions are being considered. A variety of issues are being reviewed; have toured both facilities and although not envisioning the change for next year, it could be that the 3rd grade is moved up to HUES at some point if enrollment continues to grow. One of the issues that is dealt with at this level is the youngest (K and 1st grade) students need to be on floors that have

immediate access to the outside. That is where the rapid growth is being seen. The library could be reverted back to classroom space. Additional details will be addressed in May. Right now there will be 6 sections of 2nd grade (included in the budget). There may be a need for an additional section in either Kindergarten or 1st grade. That money would be allocated through the contingency fund of the budget.

Member Wake-De Pasquale asked for clarification there would continue to be a library. Superintendent Corey stated there would remain a library. A temporary wall would be erected to divide the space. Member Wake-De Pasquale commented she has worked in two charter districts where libraries ended up disappearing in lieu of space. She is hopeful that does not happen here. The argument was always there are teacher classrooms and that is more important. That does not work. There needs to be a library. She is hopeful solutions can be found while preserving the library space. She has seen firsthand how the loss of a library can hurt a school community. Superintendent Corey commented he has also looked at portables, which he is not really in favor of. Nothing is guaranteed. Historically, if the economy were to go south, enrollments often times go down as many of our families are tied to local corporations.

Member Fareed commented on the policy for class size specifications, which outlines Kindergarten and 1st grade as a maximum class size of 18 with grades 2 and 3 going up to 20 and all grades at HUES 23. That is different than the State identified class sizes. If looking at grade 1, the numbers are slightly over specifications. She noted 6 students were added to enrollment numbers for pre-K since the last meeting. Superintendent Corey reminded the Board students become eligible for Pre-K when turning 3. It is the hardest thing to predict. When going over educational specifications, not wanting to create a new section as children were already attached to their teacher, they instead provided hours (paras) to each of the classrooms to reduce the numbers.

Member Fareed commented with a few over specifications in 1st grade, when moving into 2nd grade, the numbers will be within specification. The concern is should the trend continue, the numbers will grow to exceed the specifications for 2nd grade.

Superintendent Corey remarked the intent is to be proactive so that should it occur, we are not faced with making a decision in August out of necessity. This way we can talk our way through and have a plan in place for how to respond should any number of scenarios come to fruition.

The first thing the Administration would do is look to identify funds within the operating budget to cover an additional teacher should that be required. There is the potential for savings resulting from a new hire coming in at a lesser salary than what was budgeted for a veteran teacher now retiring. If unable to utilize the general operating budget, the contingency would be looked to. There is also the option of utilizing the Unreserved Fund Balance, which would require conducting a public hearing and notifying the Budget Committee.

Member Roy commented that when her 5th grade student was in Kindergarten, there were only 4 classes. Now we are faced with possibly needing a 6th. Superintendent Corey noted 2022 enrollment; 373 has been the highest in a very long time. The larger classes are starting to move up to HUES. We are also preparing at the COOP level as Brookline is seeing rapid growth as well.

Superintendent Corey commented discussion has occurred over long-term planning (5-10 years), it may be that we want to do something around preschool and kindergarten being a separate facility as that group is seeing the most growth. Being seen is monumental progress for students coming in who have disabilities because when they get into the school environments with their peers, they want to fit in. All of a sudden, they are making great strides. He does not see those programs diminishing. If doing that, they would look at ways to provide administrative support, and may look at combining the SAU building with that building.

DELIBERATIONS

- To see what action the Board will take regarding the teacher nomination list recommended by the Superintendent

**MOTION BY MEMBER ROY TO ACCEPT THE SUPERINTENDENT’S RECOMMENDATION FOR TEACHER NOMINATIONS, AS PRESENTED
MOTION SECONDED BY MEMBER FAREED**

ON THE QUESTION

Chairman Kellner thanked Principal Fowler and Assistant Superintendent Bergskaug for the information provided to the Board.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the re-approval of Policy BCA – Board Member Code of Ethics.

**MOTION BY MEMBER ROY THAT THE BOARD, BY ROLL CALL, STATE AGREEMENT TO ADHERE TO POLICY BCA – BOARD MEMBER CODE OF ETHICS
MOTION SECONDED BY MEMBER LEVESQUE**

ON THE QUESTION

Member Fareed noted State RSA mandates that the Board take this step every year.

A Viva Voce Roll Call was conducted, which resulted as follows:

Yea: Tammy Fareed, Anne Wake-De Pasquale, Andrea Levesque, Carryl Roy, Amy Kellner

5

Nay:

0

MOTION CARRIED

- To see what action the Board will take regarding the re-approval of Policy DFA – Investment

The Board was informed of the State requirement to review the policy on a yearly basis. The intent is to provide an opportunity, at least yearly, to consider investments. In large districts that receive tax dollars in a single transfer, there may be a decision to invest as a means of generating revenue. As identified within the current policy, the School District Treasurer working in conjunction with the Superintendent and their designee and pursuant to RSA 197:23-a, is authorized to invest the funds of the District subject to specified objectives and standards of care.

Noted was that the last acceptance date should be listed as 4-6-22.

**MOTION BY MEMBER ROY TO ADOPT POLICY DFA – INVESTMENT
MOTION SECONDED BY MEMBER WAKE-DE PASQUALE**

ON THE QUESTION

Superintendent Corey noted this policy has not been utilized in a number of years. It was designed so that when the tax dollars came in there was an opportunity to do short-term very secure investments to gain revenue from that investment. The economy is changing and there may be an opportunity coming up to do that again. During his 9 years in the district there has been no real value in doing it because of rates being so low. We are saying we have this policy it does require the Board to discuss it yearly, but it may be something that in the next few years we will look at again.

MOTION CARRIED

5-0-0

- To see what action the Board will take regarding the proposed 2023-2024 school calendar

MOTION BY MEMBER ROY TO APPROVE THE 2023-2024 SCHOOL CALENDAR, AS PRESENTED

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

5-0-0

ADJOURNMENT

MOTION BY MEMBER ROY TO ADJOURN

MOTION SECONDED BY MEMBER LEVESQUE

MOTION CARRIED

5-0-0

The April 5, 2023 Organizational Meeting of the Hollis School Board was adjourned at 7:55 p.m.

Date _____ Signed _____

To: The Hollis School Board
From: Candice Fowler - Principal
Abby Diaz - Curriculum Administrator
Date: March 28, 2023
RE: Environmental Science

As the school-based leadership team, it is our responsibility to assess and improve our programs to provide a well-rounded education for our students. When we are faced with a vacancy, it is critical to take a step back and evaluate the best way to move forward. Do we maintain our current status quo, or can we make a change to move the District forward?

To that end, we would like to propose the implementation of a year-round environmental science program at Hollis Upper for our 4th, 5th, and 6th graders that would build upon the successful environmental science model already in place at HPS.

For several years, we have only offered environmental science classes in the fall and spring, providing students with limited exposure to this rapidly growing field. By establishing a full-time specialist position in environmental science, we can provide our students with more comprehensive instruction and better prepare them for future studies and careers.

To facilitate this change, we would suggest replacing the Spanish specialist position with the environmental science specialist position. However, we recognize that many students and families value the opportunity to study a world language, and we want to make sure that they continue to have that option. We propose using the funds allocated for the environmental science stipend in our new budget to hire a world language specialist who can teach a weekly 4th-6th grade session during our Choice block. Students who wish to study Spanish can opt to do so for one trimester or the entire year.

We seek the support of the School Board in moving forward with this proposal. HUES has a well equipped science lab with sinks, lab tables, and equipment already in place to support the program. Our next steps will be to create a comprehensive curriculum and establish teaching expectations. We plan to present these details to the Board in May.

Thank you for considering this proposal to enhance our educational offerings at Hollis Upper.

U.S. Department of Education School Infrastructure and Sustainability Commitments

Make a School Infrastructure and Sustainability Commitment Today!

The U.S. Department of Education invites national, regional, and local non-profits, foundations, businesses, and community-based organizations to use this form to share your bold commitment(s) to advance school sustainability, encompassing infrastructure, health, environmental sustainability education, climate, and environmental justice in America.

By May 31st, please share how your organization or entity will advance at least one of these Infrastructure and Sustainability Priorities:

Priority #1: Ensure equitable access to healthy, safe, sustainable, 21st century physical learning environments.

Priority #2: Develop, maintain, and provide environmental sustainability learning, such as climate literacy, green workforce development, and outdoor learning.

Priority #3: Build capacity for sustainability, environmental justice, and climate mitigation and adaptation.

Process

- Complete the form below to register your commitment by May 31st, 2023.
- Around the time of its July 25 U.S. Department of Education Green Ribbon Schools ceremony, the Department will share selected commitments in a press release, blog, social media, and other mediums.
- For continued amplification of your commitment and results, stay in touch with the Department as to how you are progressing toward your goals. Allow us to continue to share the story of how you are striving for measurable change.

Commitment Submission Guidelines

We encourage you to address at least one of the following parameters in your commitment submission:

- Environmental Justice: How does your commitment account for and take actions to promote environmental justice, so that all students have equitable access to safe, healthy, sustainable, and modern school environments and engaging environmental sustainability education?
- Health: How does this work ensure access to sustainable school buildings and grounds that are healthy environments for learning?
- Climate Action: How does this effort help education leaders understand their role and act on climate issues, including mitigation, adaptation, and climate education?
- Capacity Building: How does this work build school district and state education agency capacity to continuously improve school environments and environmental sustainability learning?
- Data Collection and Standardization: How will your commitment advance data collection and standardization on infrastructure and sustainability, with a view toward informed and equitable policymaking?
- Transparency and Goal-Setting: How do you plan to achieve the outcomes? What is the unit of change, and why do you think your approach will work?

Required

1. First Name *

Enter your answer

2. Last Name *

Enter your answer

3. Email Address *

Enter your answer

4. Organization / Entity Name *

Enter your answer

5. General Area of Commitment: *

Understanding that there is overlap between these areas, please select the one that best suits your commitment.

Example commitments might include:

1. Plans to bolster environmental, sustainability, and climate education in X number of schools in the country by doing Y over Z timeframe.
2. A partnership to bring indoor air quality technical assistance to X number of school districts annually for Y years.
3. A pledge of Y dollars toward a specific school infrastructure purpose that mitigates climate change, reduces utility costs, and improves health and learning outcomes.
4. A proposal of X practices to Y schools which will enable more healthy, nutritious, local, studentgrown produce in cafeterias.
5. A commitment of X dollars into Y community(ies) in support of any or all of the following: infrastructure, environmental justice, health, climate, or whole school sustainability.

Infrastructure, Sustainability, and Climate Adaptation/ Resilience

Health and Wellness, including nutrition, outdoors physical activity, and school environ-
O mental health

O Environmental, Sustainability, and Climate Education

6. Commitment #1 *

Please write commitment so it can be referenced in a press release or related communication tool.

Enter your answer

7. Commitment #2

Please write commitment so it can be referenced in a press release or related communication tool.

Enter your answer

8. Commitment #3

Please write commitment so it can be referenced in a press release or related communication tool.

Enter your answer

9. I give permission for my organization's commitment to be made public *

YES

NO

Please Note: This form contains example resources that are provided for the user's convenience. The inclusion of these materials is not intended to reflect its importance, nor is it intended to endorse any views expressed, or products or services offered. These materials may contain the views and recommendations of various subject matter experts as well as hypertext links, contact addresses and

10. websites to information created and maintained by other public and private organizations. The opinions expressed in any of these materials do not necessarily reflect the positions or policies of the U.S. Department of Education.

*

The U.S. Department of Education does not control or guarantee the accuracy, relevance, timeliness, or completeness of any outside information included in this form.

I understand

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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 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**

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:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy & Procedure	2 CFR 200.317-327		

Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Policy/Procedure Name	In Accordance With	Policy	Procedure
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
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:

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

4. Allowable Costs

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

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

5. Audits

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

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the 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\(mqamohbpjfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjfj0hmyh1r45p1po1))/account/login.aspx)

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

subrecipient directly to:

- a) **New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301** Or via email to: federalcompliance@doe.nh.gov
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the 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:
 - o The dangers of drug abuse in the workplace.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o 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:
 - o Abide by the terms of the statement.
 - o 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.
 - o 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.
 - o 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
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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**