

**Ashland School Board Regular Meeting
Ashland Elementary School – Heffernan Media Center
Tuesday, April 2, 2024 @ 6:00 PM**

AGENDA

- I. CALL TO ORDER
- II. RECORD ROLL
 - Members Present:
 - Members Absent:
 - Others Present:
- III. PLEDGE OF ALLEGIANCE
- IV. REORGANIZATION OF THE BOARD *(Attachment #1)*
 - A. Chair (Action Item)
 - Motion to elect the Chair of the Ashland School Board.**
 - Moved by: _____ Second: _____
 - Vote: _____
 - B. Vice-Chair (Action Item)
 - Motion to elect the Vice-Chair of the Ashland School Board.**
 - Moved by: _____ Second: _____
 - Vote: _____
 - C. 2024-2025 Ashland School Board Meeting Schedule (Action Item) Mrs. Moriarty
(Attachment #2)
 - Motion to approve the 2024-2025 Ashland School Board meeting schedule.**
 - Moved by: _____ Second: _____
 - Vote: _____
- V. PUBLIC COMMENT – *Opened at* _____ *p.m.*
- VI. MINUTES
 - A. Monday, March 11, 2024 Regular School Board Meeting Minutes (Action Item)

Mrs. Moriarty (*Attachment #2*)

Motion to approve the minutes of the March 11, 2024 Regular School Board Meeting.

Moved by: _____ Second: _____

Vote: _____

VII. CURRENT BILLS PAYABLE

- A. General Operating Expenses (Action Item) Mrs. Dolloff (*Attachment #3*)

Motion to approve the payment of bills, manifest #2013.

Moved by: _____ Second: _____

Vote: _____

VIII. ADMINISTRATIVE REPORTS

- A. Principal's Report/Enrollment Report (Information Item) Mr. Donnelly (*Attachment #4*)
- B. Year-to-Date Financial Report (Information Item) Mrs. Dolloff (*Attachment #5*)

IX. NEW BUSINESS

- A. Request from Ashland Parks & Recreation After School Program - Bus Transportation (Discussion Item) Mrs. Moriarty
- B. Open Positions - Treasurer, School Clerk, and Moderator (Action Item) Mrs. Dolloff (*Attachment #6*)

Motion to appoint Mr. Brian Chalmers as the Ashland School District treasurer through June 30, 2024, or until a replacement is found, whichever happens first.

Moved by: _____ Second: _____

Vote: _____

- C. Professional Staff and Administrator Nominations (Action Item) Mrs. Moriarty (*Hand-Carried*)

Motion to approve the professional nominations as present.

Moved by: _____ Second: _____

Vote: _____

- D. Department of Education Security Action for Education (SAFE) Grant 3 Grant Agreement (Action Item) Mrs. Moriarty (*Attachment #7*)

Motion to approve the Superintendent and Chair signing the SAFE Grant Agreement as presented

Moved by: _____ Second: _____

Vote: _____

- E. General Assurances FY 2025 (Action Item) Mrs. Moriarty (*Attachment #8*)

Motion to approve the General Assurance FY 2025 as presented.

Moved by: _____ Second: _____

Vote: _____

- F. 2024-2025 School Calendar (Action Item) Mrs. Moriarty (*Attachment #9*)

Motion to approve the 2024-2025 School Calendar as presented.

Moved by: _____ Second: _____

Vote: _____

- X. PUBLIC COMMENT – Closed at _____ p.m.

- XI. NONPUBLIC SESSION

- A. Nonpublic Session (Action Item) Mrs. Moriarty
R.S.A. 91-A:3 II(c): This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board, unless such a person requests an open meeting.

Motion to enter nonpublic session at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

- B. Public Session (Action Item) Mrs. Moriarty

Motion to reenter public session at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

XII. ANNOUNCEMENTS

A. **Tuesday, May 7, 2024**

Ashland School Board @ Ashland Elementary School - Heffernan Media Center.

- Policy Committee - **5:30 p.m.**
- Ashland School Board Regular Meeting – **6:00 p.m.**

B. **Tuesday, June 4, 2024**

Ashland School Board @ Ashland Elementary School - Heffernan Media Center.

- Policy Committee - **5:30 p.m.**
- Ashland School Board Regular Meeting – **6:00 p.m.**

XIII. ADJOURNMENT

Motion to adjourn the meeting at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

SCHOOL ADMINISTRATIVE UNIT #2***Ashland School District******Inter-Lakes School District*****Humiston Building • 103 Main Street Suite 2 • Meredith, New Hampshire 03253****Main Office Tel: (603) 279-7947 • Special Education Tel: (603) 279-3144 • Fax: (603) 279-3044**

Mary A. Moriarty
Superintendent of Schools

Patricia Temperino
Assistant Superintendent

Elaine Dodge
Director of Student Services

Ashley Dolloff
Human Resources Director

To: Ashland School Board Members
From: Mary A. Moriarty, Superintendent of Schools
Re: Reorganization of the Board
Date: April 2, 2024

The Ashland School Board reorganizes (i.e., elects new officers) following the 2nd Deliberative Session. Please find attached relevant School Board policies as the School Board transitions to a “new year”:

- BBA – Board-Superintendent Duties
- BBA-R – School Board Members

By School Board Policy BDA; *Regulations and Policies of the Ashland School Board*, the Superintendent will call the meeting to order and will accept nominations for Board Chair. Each nomination must receive a second. All nominations will be placed on the table; the vote on nominees will occur in the order in which they were nominated. The nominee who receives the majority of votes shall assume the position.

The newly-elected Chair will then complete the process to elect the Vice-Chair. This shall be done in the same manner as the election of the Chair. The Chair of the Board shall then ask for those who are interested in serving on a committee and/or as a School Board Representative to School/District Committees. The Chair shall appoint Committee Members and Representatives. Committee membership and Board Representatives are as followings:

School Board Committee Members:

- Policy Review Committee – 2 Board Members

School Board Representatives:

- Budget Committee – 1 Board Member + 1 Alternate
- NHSBA Delegate – 1 Board Member
- Wellness Committee – 1 Board Member
- Facilities/Building Committee – 1 Board Member
- Safety Committee – 1 Board Member
- Teacher Contract Negotiations - 2 Board Members

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*Superintendent of Schools*Patricia Temperino
*Assistant Superintendent*Elaine Dodge
*Director of Student Services*Ashley Dolloff
Human Resources Director

April 2, 2024

DRAFT

Please be advised that the Ashland School Board has approved the School Board Meeting Schedule as outlined below. The physical location of all meetings will be the Humiston Building Conference room located at Ashland Elementary School in the Heffernan Media Center, unless otherwise announced. All meetings of the School Board are open to the public.

Citizens requesting placement on the agenda are encouraged to contact the Superintendent of Schools at least eight (8) days prior to the meeting. Agendas will be available at all meetings and opportunities for public comment will be provided for all citizens in attendance. Additional meetings will be scheduled for Budget Work Sessions – dates TBD.

**Policy Committee Dates and Times TBD.*

TUESDAY	AUGUST 6, 2024	6:00 P.M.	REGULAR MEETING
TUESDAY	SEPTEMBER 3, 2024	6:00 P.M.	REGULAR MEETING
TUESDAY	OCTOBER 1, 2024	6:00 P.M.	REGULAR MEETING
TUESDAY	NOVEMBER 5, 2024	6:00 P.M.	REGULAR MEETING
TUESDAY	DECEMBER 3, 2024	6:00 P.M.	SPECIAL MEETING
TUESDAY	JANUARY 7, 2025	6:00 P.M.	REGULAR MEETING
TUESDAY	FEBRUARY 4, 2025	6:00 P.M.	REGULAR MEETING
TUESDAY	MARCH 4, 2025	6:00 P.M.	REGULAR MEETING
TUESDAY	APRIL 1, 2025	6:00 P.M.	REGULAR MEETING
TUESDAY	MAY 6, 2025	6:00 P.M.	REGULAR MEETING
TUESDAY	JUNE 3, 2025	6:00 P.M.	REGULAR MEETING

School Board Approved: _____, 2023

**ASHLAND SCHOOL BOARD REGULAR MEETING
ASHLAND ELEMENTARY SCHOOL – HEFFERNAN MEDIA CENTER
MONDAY, MARCH 11, 2024 @ 6:00 PM**

MINUTES

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECORD ROLL

Members Present:

Mr. Jesse Farris
Mr. Stephen Felton
Mrs. Jennifer Foote
Mr. Stephen Heath, Chair

Administrators Present:

Mrs. Mary Moriarty, Superintendent
Mrs. Ashley Dolloff, Business Administrator
Mr. Guy Donnelly, AES Principal

Members Absent:

Mrs. Sandra Coleman, Vice-Chair, with notice

Others Present:

David Ruell, Press

- IV. PUBLIC COMMENT – *Opened at 6:02 p.m.*

- V. MINUTES

A. Regular Meeting of Monday, February 5, 2024

Mrs. Foote moved, seconded by Mr. Felton, to approve the minutes of the Regular School Board Meeting of February 5, 2024.

The motion carried 4 – 0.

- VI. CURRENT BILLS PAYABLE

A. General Operating Expenses

Mr. Felton moved, seconded by Mrs. Foote, to approve the payment of bills, manifest #2012.

The motion carried 4 – 0.

- VII. ADMINISTRATIVE REPORTS

A. Principal's Report/Enrollment Report

The winter carnival week before February vacation was a great success. This year, we revived the tradition of having a big bonfire, which was well-received by everyone. Dunkin Donuts donated hot cocoa for everyone. TIGER, a program from PSU, visited our K-5 students and focused on the theme of Choose Love, teaching them how to handle social situations with kindness, empathy, and love. The SAS testing started last week for our 6-8 grade students, with the writing portion being the first to commence. The 3-5 grade SAS testing will begin on Tuesday.

Despite having to cancel the previously scheduled movie night, the PTO organized a successful movie night this past Friday, when we watched *Cool Runnings*. Our theater performance is scheduled for March 27th, and the preparations are in full swing. We have also initiated a school-wide read of Charlie and the Chocolate Factory, involving students from K-8, and we plan to have a culminating event for the entire school in April. Stay tuned for more details on that. Additionally, we held our Warrior Award ceremony on the Friday morning before vacation, where we recognized three students for exemplifying our core values. Lastly, we are experiencing a steady influx of transfer inquiries about our school, and we enrolled four new students last week, with the possibility of enrolling three more this week.

B. Year-to-Date Financial Report

Mrs. Dolloff provided the School Board the year-to-date Financial Report. There were no questions.

VIII. OLD BUSINESS

A. Ashland School Board Scholarship made possible through the generosity of Edward N. Doggett

Mr. Farris moved, seconded by Mrs. Foote, to approve the Ashland School Board Scholarship made possible through the generosity of Edward N. Doggett as presented.

B. Gymnasium Heating System

Three companies were reviewed for the Gymnasium Heating System Project. Discussion ensued regarding oil versus propane, installation needs, and costs. Mrs. Dolloff presented a memo with funding options for the project.

Mr. Felton moved, seconded by Mr. Farris to approve Dead River Oil and Propane as the vendor for the Gymnasium Heating System Project, with the propane option, including the installation of the burners, and the purchase and installation of the propane tanks.

The motion carried 4 – 0.

Mr. Farris moved, seconded by Mr. Felton to approve funding option 1 as presented to include the \$75,000 encumbered for the gym heating system, repurposing of \$32,400 originally encumbered for rubberized flooring for the gym (halls, locker rooms, stairs, and office) PO #20220159 to the Gymnasium Heating System Project, and the remaining balance to come from the repurposing as needed funds originally encumbered for Phase IV playground installation PO #20220159 (\$30,000); any remaining funds on this PO will be used for the playground.

The motion carried 4 – 0.

IX. PUBLIC COMMENT – *Closed at 6:37 p.m.*

X. ANNOUNCEMENTS

A. **Tuesday, April 2, 2024**

Ashland School Board @ Ashland Elementary School - Heffernan Media Center

- Ashland School Board Regular Meeting – **6:00 p.m.**

B. **Tuesday, May 7, 2024**

Ashland School Board @ Ashland Elementary School - Heffernan Media Center.

- Policy Committee - **5:15 p.m.**
- Ashland School Board Regular Meeting – **6:00 p.m.**

C. **Tuesday, June 4, 2024**

Ashland School Board @ Ashland Elementary School - Heffernan Media Center.

- Policy Committee - **5:30 p.m.**
- Ashland School Board Regular Meeting – **6:00 p.m.**

XI. NON-PUBLIC SESSION

RSA 91-A3(c) – This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board, unless such a person requests an open meeting.

Mr. Farris moved, seconded by Mrs. Foote, to enter Non-Public Session at 6:39 p.m.

Roll Call:

Yes: Mr. Farris, Mr. Felton, Mrs. Foote, and Mr. Heath

No: None

Motion Carried 4 – 0.

Mr. Farris moved, seconded by Mrs. Foote, to return to Public Session at 6:45 p.m.

Roll Call:

Yes: Mr. Farris, Mr. Felton, Mrs. Foote, and Mr. Heath

No: None

Motion Carried 4 – 0.

XII. ADJOURNMENT

Mr. Farris moved, seconded by Mr. Felton, to adjourn meeting at 6:46 p.m.

The motion carried 4 – 0.

Ashland Accounts Payable Manifest
2023-2024 Fiscal Year

Manifest #: 2013 Manifest Date: 04/02/2024 Prepared By: Eric LaPierre

The Ashland School District is hereby authorized to draw checks against Ashland School District fund for the sum of \$ 175,137.32 on account of obligations incurred for value received in services and materials as shown and dated on the following check listings:

ASHLAND BOARD

Sandra Coleman, Vice Chairman _____

Jesse Farris _____

Steve Felton _____

Jennifer Foote _____

Stephen Heath, Chairman _____

Fund	Amount
GENERAL FUND	\$ 173,256.55
FOOD SERVICE	\$
FEDERAL FUNDS	\$ 1,880.77
OTHER FUNDS	\$
	\$ 175,137.32

Ashland School District					
Date	4/2/2024				
Manifest #	2013		2023-2024		
CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	AMOUNT	DESCRIPTION
31789	4/2/2024	20616	3 LAKES LANDSCAPING	1,235.00	Snow Plowing and Salting- 02/16/24-02/29/24
31790	4/2/2024	20197	AMAZON CAPITAL SERVICES	494.76	IT Supply- Student Headphones, Speech Supply/games, & Games for Classroom learning
31791	4/2/2024	20011	ASHLAND ELECTRIC DEPARTMENT	3,891.33	Electric School, Gym, Outdoor 02/01/24-03/01/24
31792	4/2/2024	20016	ASHLAND WATER & SEWER DEPARTMENT	510.95	Water & Sewer Service School, Gym- 02/01/24 - 03/04/24
31793	4/2/2024	20581	BUREAU OF EDUCATION & RESEARCH	558.00	Professional Development for D. Paul (3/12/24) & C. Busnach- 03/08/24
31794	4/2/2024	20675	CONNECTION FINANCIAL SERVICES	683.38	Chromebook Lease - 2023 (Year 2)- May 2024
31795	4/2/2024	21235	CONSOLIDATED COMMUNICATIONS	144.94	FY24 Phone Service (Fire Lines)- 02/12/24-03/11/24
31796	4/2/2024	21286	DEAD RIVER COMPANY LLC	39,835.00	Gym Heating System Replacement- Down Payment
31797	4/2/2024	20568	DUNSTAN PEDIATRIC SERVICES	4,934.26	O/T Services- 02/12/24-03/08/24
31798	4/2/2024	20944	DURHAM SCHOOL SERVICES	6,030.10	2023-2024 Bus Services MAR 2024, Field trips 03/06/24 & 03/08/24
31799	4/2/2024	20482	ELLIS MUSIC COMPANY	175.49	Instrument Repair/Supplies-Music
31800	4/2/2024	20058	FOLLETT CONTENT SOLUTIONS, LLC	1,033.61	Books for Library
31801	4/2/2024	20614	GREATAMERICA FINANCIAL SERVICES	300.84	Phone System Lease 2nd Year of 3- April 2024
31802	4/2/2024	20086	HEALTHTRUST	43,621.24	Health, Dental Life Insurance Expenses 4/01/24-4/30/24
31803	4/2/2024	20072	HILLYARD-NEW ENGLAND	139.38	Cleaning Supplies
31804	4/2/2024	20181	INTER-LAKES SCHOOL DISTRICT	2,983.57	S. SPIRO GUIDANCE SUB
31805	4/2/2024	21148	JCM PLUMBING AND HEATING LLC	90.00	Plumbing Work- 3/18/24
31806	4/2/2024	20169	JP PEST SERVICES	90.00	FY24 Pest Services
31807	4/2/2024	20079	JW PEPPER & SON, INC.	117.99	Band Sets & Scores for Band
31808	4/2/2024	21287	KIM CHAFFEE BOOKS, LLC	850.00	Kim Chaffee Author Visit
31809	4/2/2024	20943	MAURA KING	80.00	M. King Mileage Reimbursement- 03/04/24-03/08/24
31810	4/2/2024	21047	MONADNOCK SECURITY SYSTEMS	2,962.00	New NVR for Cameras- Balance due
31811	4/2/2024	21266	MOUNT PROSPECT ACADEMY, INC.	5,643.52	Cast Program Tuition-02/01/24-02/29/24
31812	4/2/2024	20099	MSB	10.38	Medicaid Billing- 03/07/24 & 03/14/24
31813	4/2/2024	21022	NATIONAL ASSOCIATION OF SCHOOL NURSES	105.00	Annual Membership Dues (Nurse)
31814	4/2/2024	20818	NEEDHAM ELECTRIC SUPPLY LLC	158.40	Electrical Supplies- Fluorescent Lamp
31815	4/2/2024	21283	NEWFOUND PLUMBING & HEATING, INC.	953.28	Plumbing Work-02/12/24, 02/21/24, 03/05/24
31817	4/2/2024	20997	NORTHEAST RECORD RETENTION, LLC	56.00	FY24 Shredding Services- 03/01/24-03/13/24
31818	4/2/2024	20492	PEDIATRIC PHYSICAL THERAPY, INC.	2,054.40	P/T Services- 02/07/24-02/29/24
31819	4/2/2024	21177	PEMI RIVER FUELS	7,358.00	Fuel Oil- 03/20/24
31823	4/2/2024	20130	PITNEY BOWES BANK INC RESERVE ACCOUNT	500.00	Add Reserve Funds to Postage Machine- 4/2/24
31821	4/2/2024	20123	PITNEY BOWES GLOBAL FINANCIAL SERVICES LLC	153.18	Postage 3/4/24
31820	4/2/2024	20123	PURCHASE POWER	258.64	2023-2024 Postage Machine- Dec 30 2023-Mar 29 2024
31822	4/2/2024	20279	QUILL CORPORATION	433.08	General Office Supplies
31824	4/2/2024	20136	SAU #2	37,930.79	E. Dodge Salary & FICA - IDEA Grant #30091, Principal Cell Phone Bill 2/24/24-03/23/24, SAU Administration Fee 23/24 4th Quarter Payment, March 2024 Indirect Costs
31825	4/2/2024	20143	SOULE, LESLIE, KIDDER	826.50	Legal Services- 2/5/24-2/26/24
31826	4/2/2024	21288	SPIRO, SANDRA	115.24	S. Spiro Mileage Reimbursement- 01/19/24-02/23/24
31828	4/2/2024	21253	STRONG FOUNDATIONS CHARTER SCHOOL	1,087.50	Special Education Services- 02-01/24-02/23/24
31829	4/2/2024	20214	SUPER DUPER PUBLICATIONS	59.90	Speech Supplies
31830	4/2/2024	20933	TALK TOOLS	67.16	Speech Supplies
31816	4/2/2024	31421	THE NIXON COMPANY	188.00	Co-Curricular Basketball Banner
31827	4/2/2024	20253	TREASURER STATE OF NEW HAMPSHIRE	150.00	Boiler Inspections
31831	4/2/2024	20018	VOYA BENEFITS COMPANY/BENEFIT STR		

175,137.32

Ashland Elementary School Enrollment Report

For April 2nd 2024 School Board Meeting

MONTHLY ENROLLMENTS	K	1	2	3	4	5	K - 5 Total	6	7	8	6-8 Total	TOTAL K- 8
March 24, 2023	14	17	19	19	24	15	108	22	14	16	52	160
April 19, 2023	13	16	19	19	24	16	107	23	13	16	52	159
May 24, 2023	13	16	19	19	24	16	107	23	13	16	52	159
June 23, 2023	13	16	19	19	24	16	107	23	13	16	52	159
August 16, 2023	4	13	17	19	19	25	97	16	22	14	52	149
September 1, 2023	7	12	17	19	19	26	100	17	22	13	52	152
October 1, 2023	7	11	17	19	20	26	100	17	23	15	55	155
November 1, 2023	7	11	18	17	21	25	99	13	23	13	49	148
December 1, 2023	7	12	18	17	21	25	100	15	23	13	51	151
March 27, 2024	6	12	18	18	24	26	104	15	24	11	50	154

COMPARISONS (FROM JUNE	K	1	2	3	4	5	S-TOT K - 5	6	7	8	S-TOT 6-8	TOTAL K-8
2012-2013	19	26	15	18	18	18	114	17	18		57	171
2013-2014	20	18	29	13	17	20	117	17	17		51	168
2014-2015	18	18	17	23	12	16	104	20	18		38	142
2015-2016	20	12	16	17	22	11	98	17	17		34	132
2016-2017	26	21	18	14	17	23	119	11	18		29	148
2017-2018	21	22	16	14	12	15	100	19	9		28	128
2018-2019	28	19	26	17	15	15	120	13	21		43	163
2019-2020	23	22	14	28	14	17	118	11	14		25	143
2020-2021	20	23	27	14	24	17	125	18	12	17	47	172
2021-2022	19	17	20	20	24	21	125	17	17	13	47	172
2022-2023	13	16	19	19	24	16	107	23	13	16	52	159

2023-2024 BUDGET REPORT YEAR TO DATE FOR: ASHLAND GENERAL FUND

Attachment #6

March 27, 2024

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
<u>1100</u>								
<u>REGULAR EDUCATION</u>								
500112 PROFESSIONAL SALARIES	1,049,715	0	0	1,049,715	662,884	372,129	14,702	98.6%
500114 PARAPROFESSIONAL SALARIES	61,671	0	2,112	63,783	47,735	26,039	(9,991)	115.7%
500121 SUBSTITUTES SALARIES	10,000	0	0	10,000	2,880	0	7,120	28.8%
500211 MEDICAL INSURANCE	316,299	0	0	316,299	229,141	70,646	16,512	94.8%
500212 DENTAL INSURANCE	4,374	0	0	4,374	4,256	1,238	(1,120)	125.6%
500213 LIFE INSURANCE	1,054	0	0	1,054	918	184	(48)	104.5%
500220 SOCIAL SECURITY & MEDICARE EXP	86,323	0	162	86,485	52,354	27,975	6,156	92.9%
500231 EMPLOYEE RETIREMENT	5,470	0	286	5,756	6,459	3,181	(3,883)	167.5%
500232 TEACHER RETIREMENT	205,801	0	0	205,801	130,190	69,739	5,872	97.1%
500330 OTHER PROFESSIONAL SERVICES	15,700	0	0	15,700	1,625	5,500	8,575	45.4%
500430 REPAIRS & MAINTENANCE SERV	1,000	0	0	1,000	264	0	736	26.4%
500610 SUPPLIES	29,350	0	(1,648)	27,702	13,555	10,014	4,133	85.1%
500640 BOOKS	4,550	0	2,038	6,588	3,109	21	3,458	47.5%
500644 ELECTRONIC INFORMATION ACCESS	5,438	0	(500)	4,938	4,850	0	88	98.2%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500731 NEW EQUIPMENT	950	0	0	950	446	0	504	46.9%
500735 REPLACEMENT EQUIPMENT	2,250	0	(150)	2,100	1,875	0	225	89.3%
500810 DUES & FEES	1,330	0	(63)	1,268	338	348	582	54.1%
REGULAR EDUCATION TOTALS:	<u>1,801,275</u>	<u>0</u>	<u>2,237</u>	<u>1,803,512</u>	<u>1,162,878</u>	<u>587,013</u>	<u>53,621</u>	<u>97.0%</u>

1210
SPECIAL EDUCATION

500112 PROFESSIONAL SALARIES	114,172	0	0	114,172	93,233	42,954	(22,015)	119.3%
500114 PARAPROFESSIONAL SALARIES	128,610	0	6,431	135,041	88,455	38,942	7,644	94.3%
500211 MEDICAL INSURANCE	63,237	0	0	63,237	47,287	15,208	742	98.8%
500212 DENTAL INSURANCE	1,640	0	0	1,640	577	197	865	47.2%
500213 LIFE INSURANCE	124	0	0	124	102	20	2	98.7%
500220 SOCIAL SECURITY & MEDICARE EXP	18,573	0	492	19,065	13,296	6,078	(308)	101.6%
500231 EMPLOYEE RETIREMENT	17,401	0	870	18,271	11,968	5,439	865	95.3%
500232 TEACHER RETIREMENT	22,423	0	0	22,423	18,311	8,368	(4,256)	119.0%
500330 OTHER PROFESSIONAL SERVICES	24,620	0	58,465	83,085	30,820	47,347	4,918	94.1%
500500 MEDICAID SERVICES	2,500	0	0	2,500	91	2,409	0	100.0%
500561 TUITION OTHER LEAS IN STATE	5,000	0	0	5,000	0	0	5,000	0.0%
500564 TUITION TO PRIVATE SCHOOLS	0	5,858	37,612	43,470	62,655	305	(19,490)	144.8%
500610 SUPPLIES	950	0	323	1,273	1,203	85	(15)	101.2%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500644 ELECTRONIC INFORMATION ACCESS	250	0	0	250	292	0	(42)	116.7%
500810 DUES & FEES	200	0	0	200	0	0	200	0.0%
SPECIAL EDUCATION TOTALS:	399,700	5,858	104,193	509,751	368,289	167,352	(25,890)	105.1%
<u>1215</u>								
<u>EXTENDED SCHOOL YEAR</u>								
500112 PROFESSIONAL SALARIES	6,720	0	0	6,720	8,030	0	(1,310)	119.5%
500114 PARAPROFESSIONAL SALARIES	2,051	0	0	2,051	2,970	0	(919)	144.8%
500220 SOCIAL SECURITY & MEDICARE EXP	671	0	0	671	841	0	(170)	125.4%
500231 EMPLOYEE RETIREMENT	277	0	0	277	296	0	(19)	107.0%
500232 TEACHER RETIREMENT	1,320	0	0	1,320	1,730	0	(410)	131.1%
500330 OTHER PROFESSIONAL SERVICES	2,700	0	0	2,700	1,071	0	1,629	39.7%
500610 SUPPLIES	300	0	0	300	189	0	111	62.9%
EXTENDED SCHOOL YEAR TOTALS:	14,039	0	0	14,039	15,128	0	(1,089)	107.8%
<u>1260</u>								
<u>BILINGUAL</u>								
500330 OTHER PROFESSIONAL SERVICES	21,062	0	0	21,062	31,185	0	(10,123)	148.1%
500585 MILEAGE REIMBURSEMENT	1,500	0	0	1,500	1,461	339	(300)	120.0%
BILINGUAL TOTALS:	22,562	0	0	22,562	32,645	339	(10,423)	146.2%
<u>1410</u>								
<u>CO-CURRICULAR</u>								
500123 TEMP/PART TIME SALARIES	33,900	0	0	33,900	10,450	20,550	2,900	91.4%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500220 SOCIAL SECURITY & MEDICARE EXP	2,646	0	0	2,646	799	1,480	366	86.2%
500231 EMPLOYEE RETIREMENT	0	0	0	0	338	0	(338)	0.0%
500232 TEACHER RETIREMENT	6,805	0	0	6,805	1,561	3,727	1,517	77.7%
500330 OTHER PROFESSIONAL SERVICES	60	0	0	60	65	0	(5)	108.3%
500610 SUPPLIES	4,400	0	(955)	3,445	3,053	0	392	88.6%
500731 NEW EQUIPMENT	1,400	0	(695)	705	448	0	257	63.5%
500735 REPLACEMENT EQUIPMENT	2,000	0	1,650	3,650	3,650	0	0	100.0%
CO-CURRICULAR TOTALS:	<u>51,211</u>	<u>0</u>	<u>0</u>	<u>51,211</u>	<u>20,365</u>	<u>25,757</u>	<u>5,089</u>	<u>90.1%</u>

1420
ATHLETICS

500123 TEMP/PART TIME SALARIES	0	0	0	0	80	0	(80)	0.0%
500220 SOCIAL SECURITY & MEDICARE EXP	0	0	0	0	6	0	(6)	0.0%
500232 TEACHER RETIREMENT	0	0	0	0	16	0	(16)	0.0%
500330 OTHER PROFESSIONAL SERVICES	4,700	0	0	4,700	2,800	1,900	0	100.0%
ATHLETICS TOTALS:	<u>4,700</u>	<u>0</u>	<u>0</u>	<u>4,700</u>	<u>2,902</u>	<u>1,900</u>	<u>(102)</u>	<u>102.2%</u>

2110
ATTENDANCE

500330 ATTENDANCE SERVICES	1	0	0	1	0	0	1	0.0%
ATTENDANCE TOTALS:	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0.0%</u>

2120
GUIDANCE SERVICES

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500112 PROFESSIONAL SALARIES	81,937	0	0	81,937	51,180	30,756	0	100.0%
500211 MEDICAL INSURANCE	28,043	0	0	28,043	4,616	1,154	22,273	20.6%
500213 LIFE INSURANCE	62	0	0	62	51	10	1	98.7%
500220 SOCIAL SECURITY & MEDICARE EXP	6,268	0	0	6,268	4,268	2,399	(399)	106.4%
500232 TEACHER RETIREMENT	16,092	0	0	16,092	10,052	5,757	283	98.2%
500330 OTHER PROFESSIONAL SERVICES	2,000	0	0	2,000	3,641	0	(1,641)	182.1%
500585 MILEAGE REIMBURSEMENT	0	0	0	0	115	0	(115)	0.0%
500610 SUPPLIES	1,280	0	0	1,280	322	0	958	25.2%
500640 BOOKS	300	0	0	300	0	0	300	0.0%
500644 ELECTRONIC INFORMATION ACCESS	3,449	0	0	3,449	3,062	0	387	88.8%
500810 DUES & FEES	385	0	0	385	385	0	0	100.0%
GUIDANCE SERVICES TOTALS:	139,816	0	0	139,816	77,693	40,076	22,047	84.2%

2130

HEALTH SERVICES

500112 PROFESSIONAL SALARIES	68,273	0	0	68,273	42,329	25,944	0	100.0%
500211 MEDICAL INSURANCE	28,043	0	0	28,043	21,366	6,677	0	100.0%
500212 DENTAL INSURANCE	274	0	0	274	208	65	1	99.8%
500213 LIFE INSURANCE	62	0	0	62	51	10	1	98.7%
500220 SOCIAL SECURITY & MEDICARE EXP	5,223	0	0	5,223	2,875	1,810	537	89.7%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500232 TEACHER RETIREMENT	13,409	0	0	13,409	8,313	5,095	0	100.0%
500330 OTHER PROFESSIONAL SERVICES	500	0	0	500	0	407	93	81.4%
500430 REPAIRS & MAINTENANCE SERV	100	0	0	100	0	0	100	0.0%
500610 SUPPLIES	800	6	(18)	788	551	229	8	99.0%
500644 ELECTRONIC INFORMATION ACCESS	100	0	0	100	0	0	100	0.0%
500650 SOFTWARE	575	0	18	593	593	0	0	100.0%
500810 DUES & FEES	150	0	0	150	150	0	0	100.0%
HEALTH SERVICES TOTALS:	<u>117,509</u>	<u>6</u>	<u>0</u>	<u>117,515</u>	<u>76,437</u>	<u>40,238</u>	<u>840</u>	<u>99.3%</u>

<u>2140</u>								
<u>PSYCHOLOGY</u>								
500331 OTHER PROFESSIONAL SUPPORT	720	0	0	720	0	0	720	0.0%
500610 SUPPLIES	500	0	0	500	520	0	(20)	104.0%
PSYCHOLOGY TOTALS:	<u>1,220</u>	<u>0</u>	<u>0</u>	<u>1,220</u>	<u>520</u>	<u>0</u>	<u>700</u>	<u>42.6%</u>

<u>2150</u>								
<u>SPEECH SERVICES</u>								
500114 PARAPROFESSIONAL SALARIES	14,033	0	702	14,735	11,356	4,929	(1,551)	110.5%
500211 MEDICAL INSURANCE	10,386	0	0	10,386	7,604	2,782	0	100.0%
500212 DENTAL INSURANCE	137	0	0	137	100	37	0	99.8%
500220 SOCIAL SECURITY & MEDICARE EXP	1,073	0	54	1,127	807	374	(55)	104.8%
500231 EMPLOYEE RETIREMENT	1,899	0	95	1,994	1,537	599	(142)	107.1%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500330 OTHER PROFESSIONAL SERVICES	48,679	0	0	48,679	52,174	0	(3,495)	107.2%
500610 SUPPLIES	1,000	0	0	1,000	588	53	359	64.1%
500640 BOOKS	100	0	0	100	0	0	100	0.0%
500644 ELECTRONIC INFORMATION ACCESS	686	0	0	686	0	0	686	0.0%
SPEECH SERVICES TOTALS:	77,993	0	851	78,844	74,166	8,774	(4,097)	105.2%
<u>2160</u> <u>PHYSICAL & OCCUPATIONAL THER</u>								
500321 PROF SERV FOR INSTRUCTION	500	0	0	500	0	0	500	0.0%
500330 PHYSICAL THERAPY SERVICES	21,060	339	0	21,399	15,320	5,988	91	99.6%
500331 OCCUPATIONAL THERAPY SERV.	43,500	0	0	43,500	34,788	14,784	(6,072)	114.0%
PHYSICAL & OCCUPATIONAL THER TOTALS:	65,060	339	0	65,399	50,109	20,772	(5,481)	108.4%
<u>2210</u> <u>TECHNOLOGY</u>								
500112 TECHNOLOGY COORDINATOR	51,500	0	2,575	54,075	43,170	15,905	(5,000)	109.2%
500211 MEDICAL INSURANCE	28,043	0	0	28,043	15,180	5,593	7,270	74.1%
500212 DENTAL INSURANCE	273	0	0	273	200	74	0	100.1%
500220 SOCIAL SECURITY & MEDICARE EXP	3,940	0	197	4,137	3,130	1,153	(146)	103.5%
500231 EMPLOYEE RETIREMENT	6,968	0	348	7,316	5,841	2,152	(677)	109.3%
500330 OTHER PROFESSIONAL SERVICES	4,645	0	0	4,645	1,315	500	2,830	39.1%
500331 COPIER SERVICES	6,245	0	0	6,245	2,839	1,755	1,651	73.6%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500430 REPAIRS & MAINTENANCE SERV	0	0	0	0	363	0	(363)	0.0%
500532 DATA COMMUNICATIONS	4,500	0	0	4,500	3,178	1,036	286	93.7%
500610 SUPPLIES	8,000	0	0	8,000	1,387	154	6,458	19.3%
500644 ELECTRONIC INFORMATION ACCESS	10,605	0	0	10,605	9,930	0	675	93.6%
500735 REPLACEMENT EQUIPMENT	6,112	0	0	6,112	3,589	572	1,951	68.1%
500738 REPLACEMENT COMPUTERS	26,700	0	0	26,700	24,224	1,367	1,110	95.8%
TECHNOLOGY TOTALS:	157,531	0	3,120	160,651	114,346	30,260	16,044	90.0%
<u>2212</u>								
<u>CURRICULUM & DEVELOPMENT</u>								
500112 INSTRUCTIONAL SALARIES	10,250	0	0	10,250	0	2,250	8,000	22.0%
500114 PARAPROFESSIONAL SALARIES	0	0	0	0	0	500	(500)	0.0%
500220 SOCIAL SECURITY & MEDICARE EXP	784	0	0	784	0	189	595	24.1%
500231 EMPLOYEE RETIREMENT	0	0	0	0	0	66	(66)	0.0%
500232 TEACHER RETIREMENT	2,013	0	0	2,013	0	422	1,591	21.0%
500580 NON TEACHING STAFF CONFERENCES	1,500	0	0	1,500	0	0	1,500	0.0%
500581 ATA PROFESSIONAL DEVELOP	23,500	0	0	23,500	9,145	130	14,225	39.5%
500582 IN SERVICE TRAINING	5,000	0	0	5,000	0	2,900	2,100	58.0%
500640 BOOKS	32,000	0	0	32,000	31,403	0	597	98.1%
500644 ELECTRONIC INFORMATION ACCESS	750	0	0	750	715	0	35	95.4%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
CURRICULUM & DEVELOPMENT TOTALS:	<u>75,797</u>	<u>0</u>	<u>0</u>	<u>75,797</u>	<u>41,264</u>	<u>6,457</u>	<u>28,076</u>	<u>63.0%</u>
<u>2222</u>								
<u>LIBRARY & MEDIA SERVICES</u>								
500112								
MEDIA SPECIALISTS SALARY	34,463	0	0	34,463	21,367	13,096	1	100.0%
500211								
MEDICAL INSURANCE	10,386	0	0	10,386	7,913	2,473	0	100.0%
500212								
DENTAL INSURANCE	137	0	0	137	104	33	0	99.8%
500213								
LIFE INSURANCE	62	0	0	62	0	0	62	0.0%
500220								
SOCIAL SECURITY & MEDICARE EXP	2,636	0	0	2,636	1,520	994	122	95.4%
500231								
EMPLOYEE RETIREMENT	4,663	0	0	4,663	2,891	1,591	181	96.1%
500330								
OTHER PROFESSIONAL SERVICES	1,000	0	(68)	932	850	0	82	91.2%
500610								
SUPPLIES	300	0	44	344	259	0	85	75.2%
500640								
BOOKS	4,750	0	(216)	4,534	4,452	55	27	99.4%
500644								
ELECTRONIC INFORMATION ACCESS	1,760	0	240	2,000	1,197	799	4	99.8%
500810								
DUES & FEES	214	0	0	214	227	25	(38)	117.8%
LIBRARY & MEDIA SERVICES TOTALS:	<u>60,371</u>	<u>0</u>	<u>0</u>	<u>60,371</u>	<u>40,779</u>	<u>19,066</u>	<u>526</u>	<u>99.1%</u>
<u>2310</u>								
<u>SCHOOL BOARD SERVICES</u>								
500118								
TREASURER'S SALARIES	800	0	0	800	800	0	0	100.0%
500119								
SCHOOL BOARD SALARIES	2,100	0	0	2,100	2,100	0	0	100.0%
500122								
DISTRICT OFFICER'S SALARIES	375	0	0	375	540	0	(165)	144.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500123 SCHOOL BOARD CLERK	1,150	0	0	1,150	218	0	932	19.0%
500220 SOCIAL SECURITY & MEDICARE EXP	339	0	0	339	280	0	59	82.6%
500231 EMPLOYEE RETIREMENT	101	0	0	101	0	0	101	0.0%
500330 OTHER PROFESSIONAL SERVICES	1,350	0	0	1,350	2,080	0	(730)	154.0%
500331 DISTRICT MEETING	800	0	0	800	0	0	800	0.0%
500534 POSTAGE	400	0	0	400	0	0	400	0.0%
500540 ADVERTISING	1,887	179	0	2,066	1,025	862	179	91.3%
500550 PRINTING & BINDING	600	0	0	600	0	0	600	0.0%
500581 CONFERENCE AND TRAVEL	500	0	0	500	48	0	452	9.7%
500610 SUPPLIES	1,600	0	0	1,600	31	0	1,569	1.9%
500810 DUES & FEES	4,278	0	0	4,278	3,860	85	333	92.2%
SCHOOL BOARD SERVICES TOTALS:	16,280	179	0	16,459	10,981	947	4,531	72.5%
<u>2317</u> <u>AUDIT SERVICES</u>								
500320 AUDIT SERVICES	18,200	0	0	18,200	7,013	11,188	0	100.0%
AUDIT SERVICES TOTALS:	18,200	0	0	18,200	7,013	11,188	0	100.0%
<u>2318</u> <u>LEGAL SERVICES</u>								
500318 LEGAL SERVICES	5,000	56	0	5,056	1,384	3,838	(165)	103.3%
LEGAL SERVICES TOTALS:	5,000	56	0	5,056	1,384	3,838	(165)	103.3%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
<u>2320</u>								
<u>SAU ADMINISTRATION</u>								
500330								
OTHER PROFESSIONAL SERVICES	148,344	0	0	148,344	148,344	0	0	100.0%
SAU ADMINISTRATION TOTALS:	<u>148,344</u>	<u>0</u>	<u>0</u>	<u>148,344</u>	<u>148,344</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>
<u>2410</u>								
<u>OFFICE OF THE PRINCIPAL</u>								
500111								
PRINCIPAL'S SALARY	94,500	18,427	4,725	117,652	76,731	28,269	12,652	89.2%
500115								
SECRETARY'S SALARY	81,851	0	4,093	85,944	49,428	19,623	16,892	80.3%
500123								
OFFICE OF THE PRIN STIPENDS	7,500	0	0	7,500	2,767	7,500	(2,767)	136.9%
500211								
MEDICAL INSURANCE	51,932	0	0	51,932	34,683	13,267	3,982	92.3%
500212								
DENTAL INSURANCE	820	0	0	820	572	225	23	97.2%
500213								
LIFE INSURANCE	62	0	0	62	51	10	1	98.7%
500220								
SOCIAL SECURITY & MEDICARE EXP	14,065	1,410	674	16,149	9,453	3,996	2,700	83.3%
500231								
EMPLOYEE RETIREMENT	11,074	0	554	11,628	6,688	2,632	2,309	80.1%
500232								
TEACHER RETIREMENT	20,033	3,619	928	24,580	15,070	6,926	2,584	89.5%
500330								
OTHER PROFESSIONAL SERVICES	1,390	0	0	1,390	783	536	70	94.9%
500430								
REPAIRS & MAINTENANCE SERV	250	0	0	250	0	0	250	0.0%
500531								
TELEPHONE	4,164	0	0	4,164	1,742	478	1,944	53.3%
500534								
POSTAGE	2,000	0	0	2,000	1,009	991	0	100.0%
500550								
PRINTING & BINDING	2,500	0	0	2,500	464	546	1,491	40.4%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500581 CONFERENCE AND TRAVEL	3,500	525	0	4,025	0	200	3,825	5.0%
500610 SUPPLIES	4,450	176	0	4,626	893	545	3,188	31.1%
500640 BOOKS	500	0	0	500	0	0	500	0.0%
500810 DUES & FEES	850	0	0	850	0	0	850	0.0%
OFFICE OF THE PRINCIPAL TOTALS:	301,441	24,157	10,974	336,572	200,333	85,745	50,494	85.0%
<u>2610</u>								
<u>OPERATION OF PLANT</u>								
500116 CUSTODIAL SALARIES	126,177	0	9,014	135,191	105,558	40,058	(10,426)	107.7%
500211 MEDICAL INSURANCE	41,545	0	0	41,545	30,360	11,185	0	100.0%
500212 DENTAL INSURANCE	820	0	0	820	599	221	0	100.0%
500220 SOCIAL SECURITY & MEDICARE EXP	9,653	0	689	10,342	7,743	2,710	(111)	101.1%
500231 EMPLOYEE RETIREMENT	17,072	0	1,220	18,292	13,436	5,009	(153)	100.8%
500330 OTHER PROFESSIONAL SERVICES	5,500	1,131	0	6,631	1,767	4,669	195	97.1%
500411 WATER AND SEWER	4,500	0	0	4,500	2,452	2,048	0	100.0%
500421 DISPOSAL SERVICES	4,380	0	0	4,380	4,047	1,131	(798)	118.2%
500422 SNOW PLOWING SERVICES	17,800	0	0	17,800	13,340	4,460	0	100.0%
500430 REPAIRS & MAINTENANCE SERV	0	7,343	0	7,343	3,721	7,343	(3,721)	150.7%
500520 INSURANCE	13,691	0	0	13,691	13,691	0	0	100.0%
500581 CONFERENCE AND TRAVEL	500	0	0	500	0	0	500	0.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500610 SUPPLIES	10,500	0	0	10,500	7,421	2,706	373	96.4%
500622 ELECTRICITY	35,038	8,994	0	44,032	29,326	14,706	0	100.0%
500623 BOTTLED GAS / PROPANE	2,500	102	0	2,602	2,296	204	102	96.1%
500624 FUEL OIL	78,009	0	0	78,009	53,149	24,860	0	100.0%
500735 REPLACEMENT EQUIPMENT	1,500	0	0	1,500	1,484	0	16	98.9%
OPERATION OF PLANT TOTALS:	369,185	17,570	10,923	397,678	290,391	121,309	(14,021)	103.5%

2620
BUILDING & EQUIPMENT

500330 OTHER PROFESSIONAL SERVICES	37,200	2,965	3,000	43,165	23,097	7,410	12,658	70.7%
500430 REPAIRS & MAINTENANCE SERV	7,500	328	0	7,828	1,906	2,378	3,545	54.7%
500610 SUPPLIES	6,000	0	0	6,000	4,344	1,405	251	95.8%
500731 NEW EQUIPMENT	0	109,769	(12,100)	97,669	40,201	57,468	0	100.0%
500735 REPLACEMENT EQUIPMENT	3,000	114,743	12,100	129,843	47,730	87,008	(4,895)	103.8%
BUILDING & EQUIPMENT TOTALS:	53,700	227,805	3,000	284,505	117,277	155,669	11,558	95.9%

2630
CARE OF GROUNDS

500330 OTHER PROFESSIONAL SERVICES	5,000	0	(3,000)	2,000	1,800	0	200	90.0%
500430 REPAIRS & MAINTENANCE SERV	1,000	0	0	1,000	254	746	0	100.0%
500610 SUPPLIES	2,500	0	0	2,500	200	400	1,900	24.0%
500735 REPLACEMENT EQUIPMENT	2,000	0	0	2,000	0	0	2,000	0.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
CARE OF GROUNDS TOTALS:	<u>10,500</u>	<u>0</u>	<u>(3,000)</u>	<u>7,500</u>	<u>2,254</u>	<u>1,146</u>	<u>4,100</u>	<u>45.3%</u>
<u>2721</u> <u>REGULAR TRANSPORTATION</u>								
500519 REGULAR STUDENT TRANS	58,987	0	0	58,987	41,291	17,696	0	100.0%
REGULAR TRANSPORTATION TOTALS:	<u>58,987</u>	<u>0</u>	<u>0</u>	<u>58,987</u>	<u>41,291</u>	<u>17,696</u>	<u>0</u>	<u>100.0%</u>
<u>2722</u> <u>SPED TRANSPORTATION</u>								
500519 SPED TRANSPORTATION	3,500	0	0	3,500	2,943	0	557	84.1%
SPED TRANSPORTATION TOTALS:	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>3,500</u>	<u>2,943</u>	<u>0</u>	<u>557</u>	<u>84.1%</u>
<u>2724</u> <u>ATHLETIC TRANSPORTATION</u>								
500519 ATHLETIC TRANSPORTATION	3,960	0	0	3,960	3,115	845	0	100.0%
ATHLETIC TRANSPORTATION TOTALS:	<u>3,960</u>	<u>0</u>	<u>0</u>	<u>3,960</u>	<u>3,115</u>	<u>845</u>	<u>0</u>	<u>100.0%</u>
<u>2725</u> <u>CO-CURRICULAR TRANS</u>								
500519 CO-CURRICULAR TRANSPORTATION	6,065	0	0	6,065	1,354	4,711	0	100.0%
CO-CURRICULAR TRANS TOTALS:	<u>6,065</u>	<u>0</u>	<u>0</u>	<u>6,065</u>	<u>1,354</u>	<u>4,711</u>	<u>0</u>	<u>100.0%</u>
<u>2727</u> <u>HOMELESS TRANSPORTATION</u>								
500519 HOMELESS TRANSPORTATION	1	2,916	0	2,917	4,038	0	(1,121)	138.4%
HOMELESS TRANSPORTATION TOTALS:	<u>1</u>	<u>2,916</u>	<u>0</u>	<u>2,917</u>	<u>4,038</u>	<u>0</u>	<u>(1,121)</u>	<u>138.4%</u>
<u>2900</u> <u>COSTS TO DISTRIBUTE</u>								
500124 SALARY POOL	29,652	0	(29,652)	0	0	0	0	0.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500220 SOCIAL SECURITY & MEDICARE EXP	2,268	0	(2,268)	0	0	0	0	0.0%
500231 EMPLOYEE RETIREMENT	3,373	0	(3,373)	0	0	0	0	0.0%
500232 TEACHER RETIREMENT	928	0	(928)	0	0	0	0	0.0%
500250 UNEMPLOYMENT COMPENSATION	706	0	0	706	0	112	594	15.9%
500260 WORKER'S COMPENSATION	5,991	0	0	5,991	5,991	0	0	100.0%
COSTS TO DISTRIBUTE TOTALS:	42,918	0	(36,221)	6,697	5,991	112	594	91.1%
<u>3100</u> <u>TRANSFER TO FOOD SERVICE</u>								
500930 TRANSFER TO FOOD SERVICE	20,000	10,000	0	30,000	30,000	0	0	100.0%
TRANSFER TO FOOD SERVICE TOTALS:	20,000	10,000	0	30,000	30,000	0	0	100.0%
<u>5100</u> <u>DEBT SERVICE</u>								
DEBT SERVICE TOTALS:	0	0	0	0	0	0	0	0.0%
<u>5210</u> <u>TRANSFER TO GENERAL FUND</u>								
500930 GRANT FUNDS	150,000	0	0	150,000	0	150,000	0	100.0%
TRANSFER TO GENERAL FUND TOTALS:	150,000	0	0	150,000	0	150,000	0	100.0%
<u>5212</u> <u>FOOD SERVICE FUND</u>								
500930 FOOD SERVICE FUND	100,000	0	0	100,000	0	100,000	0	100.0%
FOOD SERVICE FUND TOTALS:	100,000	0	0	100,000	0	100,000	0	100.0%
<u>5230</u> <u>TRANSFER TO CAPITAL PROJECTS</u>								

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
TRANSFER TO CAPITAL PROJECTS TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>5251</u>								
<u>TRANSFER TO CAPITAL RESERVE</u>								
TRANSFER TO CAPITAL RESERVE TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>5254</u>								
<u>STUDENT ACTIVITY</u>								
STUDENT ACTIVITY TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
GRAND TOTALS:	<u>4,296,866</u>	<u>288,886</u>	<u>96,077</u>	<u>4,681,829</u>	<u>2,944,229</u>	<u>1,601,211</u>	<u>136,389</u>	<u>97.1%</u>

ASHLAND SCHOOL DISTRICT MEMORANDUM

TO: ASHLAND SCHOOL BOARD MEMBERS
FROM: ASHLEY DOLLOFF
SUBJECT: SCHOOL DISTRICT TREASURER UPDATE
DATE: MARCH 26, 2024

After 30 years of dedicated service to the Ashland School District, Mr. Chalmers notified us that he would not be running for re-election of Treasurer during the March 2024 elections. Linda Guyotte, Town Treasurer, won the write-in election. She has respectfully declined the position. We connected with Anne Abear, Town Deputy Treasurer, to see if she would be interested and she respectfully declined. We are actively seeking a replacement and will do our best to fill this role as soon as possible. The duties of the elected Treasurer is attached. This position pays \$800 annually.

After speaking with Mr. Chalmers, he has graciously offered to continue in the Treasurer role through June 30, 2024 or until we find a replacement, whichever happens first.

I respectfully ask the Board to consider appointing Mr. Brian Chalmers as School District Treasurer through June 30, 2024 or until we find a replacement, whichever happens first.

ASHLAND SCHOOL DISTRICT

DUTIES OF ELECTED TREASURER

MINIMUM REQUIREMENTS

- Must be a registered voter of the School District. (RSA 671:18)
- May not be a member of the School Board. (RSA 671:18)

POSITION DUTIES

The School District Treasurer performs the duties mandated by New Hampshire law. The duties require the Treasurer to handle and account for all School District money. The Treasurer must understand accounting principles required for school districts and have attention to detail, as well as excellent communication skills. Please note the following New Hampshire Revised Statutes Annotated that mandate the job objective and functions: 197:22 Treasurer's Bond; 197:23-a Treasurer's Duties; 197:24 Acting Treasurer; 197:24-a Deputy Treasurer; 671:18 Qualifications.

1. Maintains custody of all School District moneys.
2. Pays out money upon orders of the School Board or upon orders of the 3 or more members of the school board empowered by the school board as a whole to authorize payments.
3. Deposits moneys in authorized bands.
4. Shall keep suitable books to fairly and correctly account for all sums received into and paid from the district treasury, and of all notes given by the district.
5. Upon request, shall furnish to the School Board statements from the books and /or submit the books and vouchers to the School Board and/or the auditors for examination.
6. Prepares for and participates in yearly audits.
7. Verifies all bank statements and reconciles monthly accounts.
8. Maintains payroll/vendor manifests and cashbooks.
9. For excess funds which are not immediately needed for the purpose of expenditure, shall invest with the approval of the School Board those funds in approved accounts and in accordance with the School District's investment policy and statutory limitations.
10. Appoint with the approval of the School Board a deputy treasurer.
11. Performs any other duties as may be required by law.

BOND COVERAGE

- The Ashland School District carries a Treasurer's Schedule Bond with NH Public Risk Management Exchange (Primex) as required by the Department of Revenue Administration.

Department of Education Security Action for Education (SAFE) Grant Agreement
Funded by State of New Hampshire Public School Infrastructure Funds

The New Hampshire Department of Education and the Grantee hereby mutually agree as follows:

1. GENERAL PROVISIONS: IDENTIFICATION.

1.1. State Agency Name: Department of Education (NHED)

1.2. State Agency Address: 25 Hall Street, Concord, NH

1.3. Grantee Award Number: **157286**

1.4. Grantee Name (School District): **Ashland**

1.5. District #: **Ashland**

1.6. School Name: **Ashland Elementary School**

1.7. School ID #: **20010**

1.8. SAU #: **2**

1.9. Grant Amount not to exceed: \$ **100000**

1.10. School Contact for Grant: **Guy Donnelly**

1.11. School Contact Email: **gdonnelly@aesk8.org**

1.12. Last day to obligate funds: June 30, 2024

1.13. Last day to complete all expenditures and activities: December 31, 2024

1.14. Last day to request reimbursement in GMS: January 30, 2025

1.15. Grantee understands public school *construction* projects must comply with Department of Education Rule - [Ed 321.13 - Fire Safety Requirements](#), including: obtaining a letter from the State Fire Marshal's Office (SFMO) approving the project. For more information on obtaining approval from the SFMO, see:

<https://www.nh.gov/safety/divisions/firesafety/building/engineering/>

Please Initial _____ (if project does not involve construction, state "NA")

1.16. Grantee Signatures: Designated Signing Authority

Designated Signing Authority for Public Schools: Superintendent, School Board Chair
Designated Signing Authority for Charter Schools: School Director, Board of Trustees Chair

Signature
Print Name: Mary A. Moriarty Title: Superintendent
Date: _____

Signature
Print Name: Stephen Heath Title: School Board Chair
Date: _____

1.17. New Hampshire Department of Education Signature:



Signature
Print Name: Frank Edelblut Title: Commissioner of Education
Date: 2/16/2024

2. SCOPE OF ALLOWABLE USE OF FUNDS: In exchange for grant funds from the State, acting through the Agency identified in Paragraph 1.1 (hereinafter referred to as "NHED"), the Grantee identified in Paragraph 1.4 (hereinafter referred to as "the Grantee"), agrees and covenants that the funds will be used solely for improvements to school security and safety in the categories of access control, emergency alerting, or surveillance, as defined in the submitted application as: **AES Surveillance.**

3. EFFECTIVE DATE/OBLIGATION DATE/REIMBURSEMENT REQUEST DEADLINE. This Agreement is entered into and authorized by the Governor, in consultation with the Public School Infrastructure Commission, and approved by the Fiscal Committee of the General Court and the Executive Council per 198:15-y, and shall become effective on the date of approval of this Grant Agreement by NHED. All funds must be obligated as soon as possible and no later than June 30, 2024. This Grant, including all activities and expenditures required by this Agreement, shall be completed in their entirety prior to December 31, 2024. All requests for reimbursement must be completed by January 30, 2025.

4. GRANT AMOUNT/LIMITATION ON AMOUNT/PAYMENT. The Grant Amount is 100% of the eligible project cost not to exceed the maximum Grant Amount identified in paragraph 1.9. NHED will reimburse the Grantee following monthly reimbursement requests via GMS, with final requests for reimbursement submitted no later than January 30, 2025.

To the extent that the Grant amount does not cover all of the Grantee's allowable expenses, nothing in this Agreement shall be construed to limit the Grantee's ability to pursue other relief

that may be available. However, under this Agreement, NHED shall have no liabilities to the Grantee other than the Grant Amount.

5. COMPLIANCE BY GRANTEE WITH LAWS AND REGULATIONS. In connection with the performance of the Grant, the Grantee shall comply with all statutes, laws, regulations, and orders of State, county, or municipal authorities which shall impose any obligations or duty upon the Grantee, including the acquisition of any and all necessary permits.

6. RECORDS AND ACCOUNTS.

Between the Effective Date and December 31, 2029 (five (5) years after the Completion Date) the Grantee shall keep detailed accounts of all expenses incurred in connection with the Grant, including, but not limited to, costs of administration, transportation, insurance, telephone calls, and clerical materials and services. Such accounts shall be supported by receipts, invoices, bills and other similar documents. Grantee will keep receipts and photos of the project neatly organized and clearly marked.

Between the Effective Date and December 31, 2029 (five (5) years after the completion date), at any time during the Grantee's normal business hours, and as often as NHED requests or shall demand, the Grantee shall make available to NHED all records pertaining to matters covered by this Agreement. The Grantee shall permit NHED to audit, examine, and reproduce such records, and to make audits of all contracts, invoices, materials, payrolls, personnel records, data, and other information relating to all matters covered by this Agreement.

7. REPORTING: Grantee is required to submit monthly expenditure reports to NHED through GMS. Upon completion of the project, Grantee will submit attestation of: (a) current 2023 Emergency Operations Plan (EOP) on file with New Hampshire Homeland Security and Emergency Management; (b) current fire inspection report completed per RSA 153.14 II(b);(c) current school floor plans have been submitted to first responders and NH 911 through the NH Information and Analysis Center; and (d) a physical security assessment has completed within the last three years with New Hampshire Homeland Security and Emergency Management. Final reimbursements are contingent upon submission of the above attestations.

8. CONDITIONAL NATURE OF AGREEMENT. Notwithstanding anything in this Agreement to the contrary, all obligations of NHED hereunder, including, without limitation, the continuance of payments hereunder, are contingent upon the availability or continued appropriation of funds, and in no event shall NHED be liable for any payments hereunder in excess of such available or appropriated funds. In the event of a reduction or termination of those funds, NHED shall have the right to withhold payment until such funds become available, if ever, and shall have the right to terminate this Agreement immediately upon giving the Grantee notice of such termination.

9. EVENT OF DEFAULT:

Any one or more of the following acts or omissions of the Grantee shall constitute an event of default hereunder (hereinafter referred to as "Events of Default"):

Failure to perform the Grant satisfactorily or on schedule;

Failure to maintain, or permit access to, the records required hereunder; or

Failure to perform any of the other covenants and conditions of this Agreement.

Upon the occurrence of any Event of Default, NHED may refuse reimbursement. If school has already been reimbursed at the time of Event of Default, NHED may require the school to repay the State 100% of the state grant received.

10. TERMINATION.

Grantees may at any time withdraw from the Agreement, relinquishing their rights to the award. In the event the Grantee is unable to complete the project, they are required to notify NHED not later than fifteen (15) days after the decision, so that grant funds can be distributed to other applicants.

11. CONFLICT OF INTEREST. No officer, member or employee of the Grantee, and no representative, officer or employee of the State of New Hampshire or of the governing body of the locality or localities in which the Grant is to be performed, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of such Grant, shall participate in any decision relating to this Agreement which affects his or her personal interest or the interest of any corporation, partnership, or association in which he or she is directly or indirectly interested, nor shall he or she have any personal or pecuniary interest, direct or indirect, in this Agreement or the proceeds thereof.

12. LOBBYING: As required by New Hampshire RSA 15:5 - **Prohibited Activities**, the applicant certifies that:

1. 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.

2. 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.

13. GRANTEE'S RELATION TO NHED. In the performance of this Agreement, the Grantee, its employees, and any subcontractor or subgrantee of the Grantee are in all respects independent

contractors and are neither agents nor employees of the NHED. Neither the Grantee nor any of its officers, employees, agents, members, subcontractors or subgrantees, shall have authority to bind the NHED nor are they entitled to any of the benefits, workmen's compensation or emoluments provided by the NHED to its employees.

14. INDEMNIFICATION. The Grantee shall defend, indemnify and hold harmless the NHED, its officers and employees, from and against any and all losses suffered by the NHED, its officers and employees, and any and all claims, liabilities or penalties asserted against the NHED, its officers and employees, by or on behalf of any person, on account of, based on, resulting from, arising out of (or which may be claimed to arise out of) the acts or omissions of the Grantee or subcontractor, or subgrantee or other agent of the Grantee. Notwithstanding the foregoing, nothing herein contained shall be deemed to constitute a waiver of the sovereign immunity of the NHED, which immunity is hereby reserved to the NHED. This covenant shall survive the termination of this Agreement.

15. INTEROPERABILITY OF EQUIPMENT. Any internet protocol enabled equipment acquired with this grant funds must be PCP/IP version 4 compatible and must use open standard non-proprietary protocols. Any such equipment can be used with integrated security platforms and must include a capability of communicating instantaneously with law enforcement and/or their call centers.

16. ELIGIBILITY. Grantee must operate an approved school facility offering grades of K – 12.

17. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement and understanding between the parties and supersedes all prior agreements and understandings relating hereto.



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

March 5, 2024

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2025

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 each 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 determines which type of entity 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 upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. 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 the document by uploading it to the district GMS homepage no later than **June 1, 2024**.

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

FY2025

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 FY2025 general assurances document contains a few minor differences from the FY2024 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, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.

Should you have any questions please contact Lindsey Labonville at 603-731-4621 or Lindsey.L.Labonville@doe.nh.gov.

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 comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 22) 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.
- 23) 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."

- 24) 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.
- 25) 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.

- 26) 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.
- 27) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 28) 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, 2024. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.
- 29) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 30) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 31) 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.
- 32) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 33) 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).
- 34) 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.
- 35) 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.
- 36) 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).

- 37) 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.
- 38) 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.).
- 39) 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).
- 40) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.
- 41) The subrecipient will comply with the Protection for Whistleblowers per 41 U.S.C. §4712.

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
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 Section 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		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

3. Internal Controls

The subrecipient must:

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

4. Allowable Costs

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

- 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\(mqamohbpfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1po1))/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, 2024**. 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 an application has been selected for funding and program staff determine that the requirements of this section are not met, program staff will contact the subrecipient to find out why this information is missing. 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. Documentation must be in the project file indicating that this review was completed before the award is made.

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- 2 CFR 200.327 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 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: _____ SAM.gov Expiration Date: _____

Typed Name of Superintendent

Signature

Date

School Board Certification:

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

_____ Typed Name of School Board Chair (on behalf of the School Board)	_____ Signature	_____ Date
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Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.

X = No School for Students ❄ = Possible Snow Make-Up

August 2024 – 4 Days						
Su	Mo	Tu	We	Th	Fr	Sa
				X	X	3
4	X	X	X	X	X	10
11	X	X	X	X	X	17
18	X	X	X	X	X	24
25	26	27	28	29	X	31

September 2024 - 20 Days						
Su	Mo	Tu	We	Th	Fr	Sa
1	X	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024 – 22 Days						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	X	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

November 2024 – 17 Days						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	X	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	X	X	X	30

December 2024 – 15 Days						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	X	X	X	X	X	28
29	X	X				

January 2025 – 21 Days						
Su	Mo	Tu	We	Th	Fr	Sa
			X	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	X	21	22	23	24	25
26	27	28	29	30	31	

February 2025 – 15 Days						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	X	X	X	X	X	

March 2025 – 21 Days						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

April 2025 – 19 Days						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	X	X	X			

May 2025 – 19 Days						
Su	Mo	Tu	We	Th	Fr	Sa
				X	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	27	28	29	30	31

June 2025 – 7 Days						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	X	❄	❄	14
15	❄	❄	❄	❄	❄	21
22	❄	❄	❄	❄	❄	28
29	❄					

School Board Meeting Dates:

August 6, 2024
 September 3, 2024
 October 1, 2024
 November 5, 2024
 December 3, 2024
 January 7, 2025
 February 4, 2025
 March 4, 2025
 April 1, 2025
 May 6, 2025
 June 3, 2025

Green = Teacher/Paraeducator Workshop Day

August 20, 21, & 22: Teacher Workshop Days
 June 11: Teacher Workshop Day

Blue = First/Last Day of School & Early Releases

August 26: First Day of School
 December 20: Early Release Day
 June 10: Tentative Last Day of School/ Early Release

Gray = Holidays and Recesses

August 30-September 2: Labor Day Weekend
 October 14: Columbus Day/Indigenous People's Day
 November 11: Veterans Day
 November 27-29: Thanksgiving Recess
 December 23-January 1: December Recess
 January 20: Martin Luther King Jr. Day
 February 24: – February 28: Winter Recess
 April 28-May 2: Spring Recess
 May 26: Memorial Day
 June 12-30 Snow Make-Up Days (if necessary)