

ASHLAND SCHOOL BOARD REGULAR MEETING
Ashland Elementary School – Heffernan Media Center
Tuesday, May 6, 2025
6:00 p.m. Regular Public Session

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECORD ROLL
 - Members Present:
 - Members Absent:
 - Others Present:
- IV. PUBLIC COMMENT – *Opened at _____ p.m.*
- V. MINUTES
 - A. Regular Meeting of April 1, 2025 (Action Item) Mrs. Moriarty (*Attachment #1*)
Motion to approve the minutes of the Regular Meeting of April 1, 2025 meeting.
Moved by: _____ Second: _____
Vote: _____
- VI. ADMINISTRATIVE REPORTS
 - A. Enrollment/Principal’s Report (Information Item) Mr. Donnelly (*Attachment #2*)
 - B. Year-to-Date Financial Report (Information Item) Mrs. Dolloff (*Attachment #3*)
- VII. CURRENT BILLS PAYABLE
 - A. General Operating Expenses (Action Item) Mrs. Dolloff (*Attached #4*)
Motion to approve the payment of bills, manifest #2013.
Moved by: _____ Second: _____
Vote: _____
- VIII. OLD BUSINESS
 - A. Historical Electricity Comparison (Information Item) Mrs. Dolloff (*Attachment #5*)
 - B. Preschool Feasibility Study (Information Item) Mrs. Moriarty and Mr. Donnelly

IX. NEW BUSINESS

- A. 2025/2026 School Year Calendar (Action Item) Mrs. Moriarty (*Attachment #6*)

Motion to approve the 2025/2026 School Year Calendar as presented.

Moved by: _____ Second: _____

Vote: _____

- B. Staffing Update (Information Item) Mrs. Moriarty

- C. Planning for the 2025/2026 School Year (Information Item) Mrs. Moriarty and Mr. Donnelly

- D. Preliminary Fund Balance Report (Discussion Item) Mrs. Moriarty and Mrs. Dolloff (*Attachment #7*)

- E. General Assurances FY 2026 (Action Item) Mrs. Moriarty (*Attachment #8*)

Motion to approve the General Assurances FY 2026 as presented.

Moved by: _____ Second: _____

Vote: _____

X. POLICY

- A. First and Final Readings (Action Item) Mrs. Moriarty (*Attachment #9*)

Motion to approve first and final readings of the following policy:

- DAF-3 – Business and Non-Instructional Operations
- JRA – Student Records and Access FERPA

Moved by: _____ Second: _____

Vote: _____

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. PUBLIC COMMENT – *Closed at _____ p.m.*

XIII. ANNOUNCEMENTS

A. Tuesday, May 20, 2025

SAU #2 Board Meeting @ Ashland Elementary School – Heffernan Media Center
Regular Board Meeting – **6:00 p.m.**

B. Tuesday, June 3, 2025

Ashland School Board Meeting @ Ashland Elementary School – Heffernan Media Center
Regular Board Meeting – **6:00 p.m.**

XIV. ADJOURNMENT

Motion to adjourn meeting at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

ASHLAND SCHOOL BOARD REGULAR MEETING
Ashland Elementary School – Heffernan Media Center
Tuesday, April 1, 2025 @ 6:00 p.m.

MINUTES

I. CALL TO ORDER

Superintendent Moriarty called the meeting to order at 5:44 p.m.

II. PLEDGE OF ALLEGIANCE

III. RECORD ROLL

Members Present:

Mr. Stephen Heath, Chair
Mrs. Sandra Coleman, Vice-Chair
Mr. Stephen Felton
Mr. Jesse Farris
Mrs. Jennifer Foote

Administrators Present:

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

Members Absent:

Others Present:

Mr. David Ruell, Press
Mrs. Teresa Merrifield, AES Teacher
Mrs. Erin Guinan, AES Teacher

IV. NONPUBLIC SESSION

A. Nonpublic Session

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.

RSA 91-A:3, II(I): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

Mrs. Coleman moved, seconded by Mrs. Foote, to enter Non-Public Session at 5:45 p.m. Mr. Heath called the roll.

YES: Mr. Heath, Mrs. Coleman, Mr. Felton, Mr. Farris, Mrs. Foote
NO: --

The motion passed unanimously. The Board entered Non-Public Session at 5:45 p.m.

B. Public Session

Mrs. Coleman moved, seconded by Mrs. Foote, to re-enter Public Session at 6:06 p.m. Mr. Heath called the roll.

YES: Mr. Heath, Mrs. Coleman, Mr. Felton, Mr. Farris, Mrs. Foote
NO: --

The motion passed unanimously. The Board re-entered Public Session at 6:06 p.m.

V. PUBLIC COMMENT – *Opened at 6:08 p.m.*

VI. REORGANIZATION OF THE SCHOOL BOARD

A. School Board Chair

Mr. Farris moved, seconded by Mrs. Coleman, to elect Mr. Heath as Chair of the School Board.

The motion carried 5 – 0.

B. Vice-Chair

Mr. Farris moved, seconded by Mr. Felton, to elect Mrs. Coleman as Vice-Chair.

The motion carried 4 – 0 – 1.

C. School Board Committees and Representatives

Chair Heath reviewed the School Board Committees and Representatives with the School Board. The following committee assignments were established:

- Policy and Review Committee – Mr. Felton and Mrs. Foote
- Budget Committee – Mrs. Coleman with Mr. Farris as Alternate.
- Wellness Committee – Mrs. Coleman
- Facilities/Building – Mr. Heath
- Safety Committee – Mr. Heath

D. School Board Meeting Schedule

Chair Heath reviewed the School Board meeting schedule with the School Board.

No action was taken.

VII. OLD BUSINESS

A. Presentation of AES Student Academic Progress

Mr. Donnelly and Mrs. Guinan presented to the School Board the AES Student Academic Progress.

Chair Heath asked if there were any particular processes or activities that have contributed to improvement.

Ms. Guinan responded that the district has implemented targeted interventions, including assigning three teachers specifically dedicated to intervention efforts.

Chair Heath then inquired about how Ashland compares to other communities within the state.

Mrs. Moriarty explained that making comparisons can be challenging due to Ashland's small size. She noted that when reviewing NH SAS data, outcomes can vary significantly depending on the specific cohort of students. Because the student population is small, the performance of even one or two students can have a noticeable impact on the data.

Mr. Donnelly stated that Ashland recently transitioned from multi-grade classrooms to single-grade classrooms. The intent behind this shift is to reduce learning gaps within each classroom. While it is still early—approximately six months into implementation, the goal is to create a more consistent and focused learning environment.

Mrs. Guinan added that through the NWEA program, she is able to access detailed back-end data that identifies specific areas each student needs to improve based on their scores. This information is used not only to pinpoint academic standards requiring attention but also to facilitate collaborative discussions with classroom teachers and special education staff to support student progress.

VIII. MINUTES

A. Regular School Board Meeting of March 10, 2025

Mrs. Foote moved, seconded by Mr. Felton, to approve the minutes of the Regular School Board meeting March 10, 2025.

The motion carried 5 – 0.

B. Amend School Board minutes from August 6, 2024 to reflect correction as well as the inclusion of the attachment as presented.

Mrs. Coleman moved, seconded by Mr. Felton, to amend August 6, 2024 minutes to reflect correction as well as the inclusion of the attachment as presented.

The motion carried 5 – 0.

IX. CURRENT BILLS PAYABLE

A. General Operating Expenses

Mrs. Dolloff presented the manifest #2012 to the School Board for discussion. Mrs. Coleman requested a copy of the electricity summary to be brought to the May meeting.

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

X. ADMINISTRATIVE REPORTS

A. Enrollment/Principal's Report

Mr. Donnelly shared with the School Board the enrollment report. Stating Ashland

had one student transfer resulting in 156 students, we had very little movement since January. Mr. Donnelly reported that Ashland is preparing for upcoming SAS testing, with parent letters outlining the April and May schedules sent home earlier today. He expressed appreciation to Mrs. Merrifield for her efforts organizing Cultural Arts Night, noting strong representation from the K–8 music and arts programs.

Ashland will celebrate “I Love to Read and Write Week” at the end of the month, during which each student will receive a free book. Additionally, Ashland will co-host a dance event with SAU #48.

Parent-teacher conferences had a strong turnout, especially among fifth-grade families, and Mr. Donnelly shared how valuable it is to see parents engaged in the school community.

Spring sports have begun indoors and will move outdoors as weather permits.

He also noted ongoing work on the preschool feasibility study, with surveys sent to families. Early feedback has been positive, and findings will be shared with the School Board in the near future.

B. Year-to-Date Financial Report

Mrs. Dolloff presented the updated year-to-date financial report, noting that the available balance is approximately \$8,000 higher than the previous month. She explained that through a review of purchase orders, some funds were liquidated, but utility costs have exceeded projections, requiring close monitoring of the budget. Additionally, the snow plowing budget line is expected to be over due to recent weather events.

Mrs. Coleman inquired about the anticipated year-end balance.

Mrs. Dolloff responded that while they hope to carry forward some funds as encumbrances, the amount is expected to be minimal.

Mrs. Moriarty confirmed it would be significantly less than in previous years.

Mrs. Coleman suggested the Board discuss potential encumbrances at a future meeting to consider retaining any remaining funds within the school.

Mrs. Moriarty agreed, stating the topic will be revisited in May as part of year-end projections, with decisions to follow in June.

Chair Heath noted that rising costs across many areas have made this a particularly challenging budget year.

XI. NEW BUSINESS

A. Voting Results

Mrs. Moriarty presented the voting results to the School Board.

B. Teacher Nominations

Mrs. Moriarty presented to the School Board Teacher Nominations for the 2025-2026 school year.

Mrs. Coleman moved, seconded by Mr. Felton, to approve the Teach Nominations as presented for the 2025-2026 school year.

The motion carried 5 – 0.

C. Administrator Nomination

Mrs. Moriarty presented to the School Board the Administrator Nomination for the 2025-2026 school year.

Mr. Felton moved, seconded by Mrs. Foote, to approve of the Administrator Nomination as presented for the 2025-2026 school year.

The motion carried 5 – 0.

D. Memorandum of Agreement (MOA) Between the Participating School Districts in the Lakes Region Consortium - Intensive Special Education Needs & Contracted Related Service Providers.

Mr. Farris moved, seconded by Mrs. Coleman, to approve the signing of the memorandum agreement as presented.

The motion carried 5 – 0.

XII. Public Comment – *Closed 6:41 at p.m.*

XIII. ANNOUNCEMENTS

A. Tuesday, May 6, 2025

Ashland School Board @ Ashland Elementary School – Heffernan Media Center

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

B. Tuesday, May 20, 2025

SAU # Board Meeting @ Ashland Elementary School – Hefferman Media Center

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

XIV. OTHER BUSINESS

A. Update to End of Year Schedule

Mrs. Moriarty reviewed the proposed adjustments to the end-of-year calendar. The original plan had students finishing on June 10 and staff on June 11. However, due to five emergency closures—two caused by a sewer issue, one by a power outage, and two due to snow—she proposed extending the school year. Instead of students finishing on Tuesday, June 10, she suggested moving the last day to

Thursday, June 12, with a half day for students. Staff would then complete their year on Friday, June 13, also with a half day. She added that paraeducators and other support staff would be paid in full for the half-day schedule.

Mr. Felton moved, seconded by Mrs. Foote, to approve the end of year scheduled as presented.

The motion carried 5 – 0.

XV. ADJOURNMENT

Mrs. Coleman moved, seconded by Mr. Farris, to adjourn meeting at 6:47 p.m.

The motion carried unanimously.

The meeting adjourned at 6:47 p.m.

*Respectfully submitted,
Sarah Briggs, Recording Secretary*

Ashland Elementary School Enrollment Report
For May 6, 2025 Meeting

MONTHLY ENROLLMENTS	K	1	2	3	4	5	K - 5 Total	6	7	8	6-8 Total	TOTAL K- 8
January 2024	7	13	18	17	23	25	103	15	23	12	50	153
February 2024	6	12	18	18	24	26	104	15	24	11	50	154
March 2024	6	12	18	18	24	26	104	16	24	11	51	155
April 2024	6	12	18	18	24	26	104	15	24	11	50	154
May 2024	6	12	18	18	24	25	103	16	24	12	52	155
June 2024	6	12	18	18	24	25	103	16	24	12	52	155
August 2024	11	6	13	20	17	24	91	26	18	24	68	159
September 2024	11	8	13	22	15	26	95	28	18	22	68	163
October 2024	11	7	13	22	15	26	94	27	17	22	66	160
November 2024	11	7	13	22	15	26	94	27	16	22	65	159
December 2024	11	7	13	22	15	26	94	27	16	22	65	159
January 2025	11	7	13	22	15	26	94	27	16	23	66	160
February 2025	12	5	13	22	15	26	93	27	15	22	64	157
March 2025	12	5	13	22	15	26	93	27	15	22	64	157
April 2025	12	5	13	22	15	25	92	27	15	22	64	156
May 2025	12	5	13	22	15	25	92	27	15	22	64	156

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	6	12	18	18	24	25	103	16	24	12	52	155

Ashland School Board Financial Report
Through April 24, 2025

	<u>FY 2025 as of 4/24/2025</u>	<u>Percent of Appropriation</u>	<u>FY 2024 YTD Comparison</u>		<u>FY 2023 YTD Comparison</u>	
General Fund All Accounts						
Appropriation*	\$ 4,785,260		\$ 4,681,829		\$ 4,387,131	
YTD Expended	\$ 3,350,592	70.02%	\$ 3,203,173	68.42%	\$ 2,866,011	65.33%
Encumbrances	\$ 1,389,431	29.04%	\$ 1,392,405	29.74%	\$ 1,340,213	30.55%
Less: Total YTD Expended Plus Encumbered	\$ 4,740,023	99.05%	\$ 4,595,578	98.16%	\$ 4,206,224	95.88%
Available	\$ 45,237	0.95%	\$ 86,251	1.84%	\$ 180,907	4.12%

* Includes prior year encumbrances and transfers

Potential Expenses Not Yet Encumbered	
ATA Professional Development	\$11,515
Co-Curricular Salaries	\$2,673
	<u>\$14,188</u>

2024-2025 BUDGET REPORT YEAR TO DATE FOR: ASHLAND GENERAL FUND

April 24, 2025

<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	1,042,095	0	0	1,042,095	740,631	311,349	(9,884)	100.9%
500114 PARAPROFESSIONAL SALARIES	77,554	0	3,878	81,432	60,071	17,785	3,575	95.6%
500121 SUBSTITUTES SALARIES	10,000	0	0	10,000	18,594	9,981	(18,575)	285.8%
500211 MEDICAL INSURANCE	350,861	0	0	350,861	315,530	53,410	(18,080)	105.2%
500212 DENTAL INSURANCE	4,293	0	0	4,293	3,638	610	45	99.0%
500213 LIFE INSURANCE	992	0	0	992	702	144	146	85.3%
500220 SOCIAL SECURITY & MEDICARE EXP	86,955	0	297	87,252	59,944	24,292	3,016	96.5%
500231 EMPLOYEE RETIREMENT	10,493	0	525	11,018	8,715	4,100	(1,798)	116.3%
500232 TEACHER RETIREMENT	204,667	0	0	204,667	145,460	56,985	2,222	98.9%
500330 OTHER PROFESSIONAL SERVICES	17,700	0	(994)	16,706	5,448	4,199	7,060	57.7%
500430 REPAIRS & MAINTENANCE SERV	1,400	0	(400)	1,000	215	0	785	21.5%
500610 SUPPLIES	24,700	0	(655)	24,045	15,204	994	7,846	67.4%
500640 BOOKS	5,250	0	0	5,250	1,346	2,250	1,654	68.5%
500644 ELECTRONIC INFORMATION ACCESS	8,839	0	1,044	9,883	6,687	53	3,143	68.2%

<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	1,300	0	0	1,300	0	0	1,300	0.0%
500733 NEW FURNITURE	800	0	2,680	3,480	3,468	0	13	99.6%
500735 REPLACEMENT EQUIPMENT	2,325	0	0	2,325	329	0	1,996	14.2%
500810 DUES & FEES	1,030	0	0	1,030	781	0	249	75.9%
REGULAR EDUCATION TOTALS:	<u>1,851,254</u>	<u>0</u>	<u>6,375</u>	<u>1,857,629</u>	<u>1,386,764</u>	<u>486,153</u>	<u>(15,288)</u>	<u>100.8%</u>
<u>1210</u>								
<u>SPECIAL EDUCATION</u>								
500112 PROFESSIONAL SALARIES	143,168	0	0	143,168	111,039	33,110	(981)	100.7%
500114 PARAPROFESSIONAL SALARIES	127,359	0	7,533	134,892	95,369	23,341	16,182	88.0%
500211 MEDICAL INSURANCE	76,905	0	0	76,905	74,102	13,465	(10,662)	113.9%
500212 DENTAL INSURANCE	1,144	0	0	1,144	714	135	295	74.2%
500213 LIFE INSURANCE	124	0	0	124	126	27	(29)	123.4%
500220 SOCIAL SECURITY & MEDICARE EXP	20,695	0	577	21,272	14,738	4,438	2,096	90.1%
500231 EMPLOYEE RETIREMENT	17,232	0	1,020	18,252	12,903	3,296	2,052	88.8%
500232 TEACHER RETIREMENT	28,118	0	0	28,118	21,615	6,592	(90)	100.3%
500330 OTHER PROFESSIONAL SERVICES	83,248	151,755	0	235,003	60,280	156,493	18,230	92.2%
500500 MEDICAID SERVICES	2,500	0	0	2,500	797	0	1,703	31.9%
500561 TUITION OTHER LEAS IN STATE	5,000	0	0	5,000	0	0	5,000	0.0%
500564 TUITION TO PRIVATE SCHOOLS	16,600	0	0	16,600	15,519	0	1,081	93.5%

<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	1,500	0	0	1,500	410	53	1,036	30.9%
500644 ELECTRONIC INFORMATION ACCESS	375	0	0	375	232	0	143	61.9%
500731 NEW EQUIPMENT	1,500	0	0	1,500	1,329	0	171	88.6%
500810 DUES & FEES	200	0	0	200	400	0	(200)	200.0%
SPECIAL EDUCATION TOTALS:	525,668	151,755	9,130	686,553	409,574	240,951	36,028	94.8%
<u>1215</u>								
<u>EXTENDED SCHOOL YEAR</u>								
500112 PROFESSIONAL SALARIES	8,960	0	0	8,960	4,388	0	4,573	49.0%
500114 PARAPROFESSIONAL SALARIES	2,560	0	0	2,560	4,356	0	(1,796)	170.2%
500220 SOCIAL SECURITY & MEDICARE EXP	881	0	0	881	669	0	212	75.9%
500231 EMPLOYEE RETIREMENT	346	0	0	346	589	0	(243)	170.3%
500232 TEACHER RETIREMENT	1,760	0	0	1,760	862	0	898	49.0%
500330 OTHER PROFESSIONAL SERVICES	2,700	0	0	2,700	8,176	0	(5,476)	302.8%
500610 SUPPLIES	300	0	0	300	197	0	103	65.6%
EXTENDED SCHOOL YEAR TOTALS:	17,507	0	0	17,507	19,236	0	(1,729)	109.9%
<u>1260</u>								
<u>BILINGUAL</u>								
500330 OTHER PROFESSIONAL SERVICES	22,449	0	0	22,449	37,878	0	(15,429)	168.7%
500585 MILEAGE REIMBURSEMENT	1,500	0	0	1,500	1,722	35	(257)	117.2%
BILINGUAL TOTALS:	23,949	0	0	23,949	39,600	35	(15,687)	165.5%

<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>1410</u>								
<u>CO-CURRICULAR</u>								
500123								
TEMP/PART TIME SALARIES	34,900	0	0	34,900	6,150	22,550	6,200	82.2%
500220								
SOCIAL SECURITY & MEDICARE EXP	2,723	0	0	2,723	468	1,588	667	75.5%
500231								
EMPLOYEE RETIREMENT	0	0	0	0	338	113	(452)	0.0%
500232								
TEACHER RETIREMENT	6,854	0	0	6,854	717	3,784	2,353	65.7%
500330								
OTHER PROFESSIONAL SERVICES	90	0	0	90	40	0	50	44.4%
500610								
SUPPLIES	4,400	0	3,400	7,800	7,782	0	18	99.8%
500731								
NEW EQUIPMENT	1,400	0	(1,400)	0	0	0	0	0.0%
500735								
REPLACEMENT EQUIPMENT	2,000	0	(2,000)	0	0	0	0	0.0%
CO-CURRICULAR TOTALS:	<u>52,367</u>	<u>0</u>	<u>0</u>	<u>52,367</u>	<u>15,495</u>	<u>28,035</u>	<u>8,837</u>	<u>83.1%</u>
<u>1420</u>								
<u>ATHLETICS</u>								
500330								
OTHER PROFESSIONAL SERVICES	4,700	0	0	4,700	5,175	525	(1,000)	121.3%
ATHLETICS TOTALS:	<u>4,700</u>	<u>0</u>	<u>0</u>	<u>4,700</u>	<u>5,175</u>	<u>525</u>	<u>(1,000)</u>	<u>121.3%</u>
<u>2110</u>								
<u>ATTENDANCE</u>								
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>
<u>2120</u>								
<u>GUIDANCE SERVICES</u>								
500112								
PROFESSIONAL SALARIES	84,769	0	0	84,769	58,994	25,775	0	100.0%

<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>
500211 MEDICAL INSURANCE	6,676	0	0	6,676	5,722	954	0	100.0%
500213 LIFE INSURANCE	62	0	0	62	45	9	8	87.1%
500220 SOCIAL SECURITY & MEDICARE EXP	6,485	0	0	6,485	4,951	2,047	(513)	107.9%
500232 TEACHER RETIREMENT	16,649	0	0	16,649	11,586	4,891	172	99.0%
500330 OTHER PROFESSIONAL SERVICES	2,000	0	0	2,000	1,200	0	800	60.0%
500610 SUPPLIES	2,200	0	0	2,200	1,278	258	664	69.8%
500640 BOOKS	200	0	(10)	190	470	0	(280)	247.6%
500644 ELECTRONIC INFORMATION ACCESS	3,650	0	0	3,650	3,584	0	66	98.2%
500810 DUES & FEES	375	0	10	385	385	0	0	100.0%
GUIDANCE SERVICES TOTALS:	123,066	0	0	123,066	88,216	33,934	916	99.3%

2130
HEALTH SERVICES

500112 PROFESSIONAL SALARIES	73,832	0	0	73,832	51,114	22,718	0	100.0%
500211 MEDICAL INSURANCE	32,444	0	0	32,444	27,809	4,635	0	100.0%
500212 DENTAL INSURANCE	286	0	0	286	245	41	0	100.1%
500213 LIFE INSURANCE	62	0	0	62	45	9	8	87.1%
500220 SOCIAL SECURITY & MEDICARE EXP	5,648	0	0	5,648	3,403	1,599	646	88.6%
500232 TEACHER RETIREMENT	14,501	0	0	14,501	10,039	4,462	0	100.0%
500330 OTHER PROFESSIONAL SERVICES	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>
500430 REPAIRS & MAINTENANCE SERV	100	0	(75)	25	0	0	25	0.0%
500610 SUPPLIES	1,100	0	75	1,175	845	0	330	71.9%
500644 ELECTRONIC INFORMATION ACCESS	100	0	0	100	0	0	100	0.0%
500650 SOFTWARE	750	0	0	750	825	0	(75)	110.0%
500810 DUES & FEES	175	0	0	175	135	0	40	77.1%
HEALTH SERVICES TOTALS:	<u>129,498</u>	<u>0</u>	<u>0</u>	<u>129,498</u>	<u>94,461</u>	<u>33,463</u>	<u>1,574</u>	<u>98.8%</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	1,880	0	(1,380)	376.0%
PSYCHOLOGY TOTALS:	<u>1,220</u>	<u>0</u>	<u>0</u>	<u>1,220</u>	<u>1,880</u>	<u>0</u>	<u>(660)</u>	<u>154.1%</u>
<u>2150</u>								
<u>SPEECH SERVICES</u>								
500114 PARAPROFESSIONAL SALARIES	16,286	0	814	17,100	13,669	3,432	(2)	100.0%
500211 MEDICAL INSURANCE	12,016	0	0	12,016	10,301	1,143	572	95.2%
500212 DENTAL INSURANCE	143	0	0	143	123	14	7	95.3%
500220 SOCIAL SECURITY & MEDICARE EXP	1,246	0	62	1,308	967	227	114	91.3%
500231 EMPLOYEE RETIREMENT	2,203	0	110	2,313	1,849	422	42	98.2%
500330 OTHER PROFESSIONAL SERVICES	58,000	0	0	58,000	49,381	26,446	(17,827)	130.7%
500610 SUPPLIES	550	0	0	550	300	0	250	54.5%

<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>
500640 BOOKS	100	0	0	100	0	0	100	0.0%
500644 ELECTRONIC INFORMATION ACCESS	686	0	0	686	500	0	186	72.9%
SPEECH SERVICES TOTALS:	91,230	0	986	92,216	77,090	31,685	(16,558)	118.0%
<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	0	0	21,060	15,442	14,071	(8,453)	140.1%
500331 OCCUPATIONAL THERAPY SERV.	43,500	0	0	43,500	49,423	22,391	(28,314)	165.1%
PHYSICAL & OCCUPATIONAL THER TOTALS:	65,060	0	0	65,060	64,865	36,462	(36,267)	155.7%
<u>2210</u>								
<u>TECHNOLOGY</u>								
500112 TECHNOLOGY COORDINATOR	59,075	0	2,954	62,029	50,100	11,929	0	100.0%
500211 MEDICAL INSURANCE	32,444	0	0	32,444	9,706	2,311	20,428	37.0%
500212 DENTAL INSURANCE	286	0	0	286	231	55	0	100.1%
500220 SOCIAL SECURITY & MEDICARE EXP	4,519	0	226	4,745	3,733	889	124	97.4%
500231 EMPLOYEE RETIREMENT	7,993	0	400	8,393	6,779	1,614	0	100.0%
500330 OTHER PROFESSIONAL SERVICES	7,150	0	0	7,150	3,041	0	4,109	42.5%
500331 COPIER SERVICES	6,245	0	0	6,245	5,622	1,355	(732)	111.7%
500430 REPAIRS & MAINTENANCE SERV	0	0	331	331	331	0	0	100.0%
500532 DATA COMMUNICATIONS	4,500	0	0	4,500	6,769	2,426	(4,695)	204.3%

<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>
500610 SUPPLIES	9,000	0	(331)	8,669	2,427	0	6,242	28.0%
500644 ELECTRONIC INFORMATION ACCESS	10,705	0	(62)	10,643	11,320	0	(677)	106.4%
500735 REPLACEMENT EQUIPMENT	6,112	0	0	6,112	3,099	511	2,502	59.1%
500738 REPLACEMENT COMPUTERS	27,500	0	0	27,500	24,487	478	2,535	90.8%
500810 DUES & FEES	300	0	0	300	0	0	300	0.0%
TECHNOLOGY TOTALS:	<u>175,829</u>	<u>0</u>	<u>3,518</u>	<u>179,347</u>	<u>127,644</u>	<u>21,568</u>	<u>30,135</u>	<u>83.2%</u>

2212
CURRICULUM & DEVELOPMENT

500112 INSTRUCTIONAL SALARIES	10,250	0	0	10,250	0	6,750	3,500	65.9%
500220 SOCIAL SECURITY & MEDICARE EXP	784	0	0	784	0	476	308	60.7%
500231 EMPLOYEE RETIREMENT	0	0	0	0	0	92	(92)	0.0%
500232 TEACHER RETIREMENT	2,013	0	0	2,013	0	1,114	900	55.3%
500580 NON TEACHING STAFF CONFERENCES	1,500	0	0	1,500	85	0	1,415	5.7%
500581 ATA PROFESSIONAL DEVELOP	23,500	0	0	23,500	10,799	1,186	11,515	51.0%
500582 IN SERVICE TRAINING	5,000	2,900	0	7,900	2,879	2,900	2,121	73.1%
500640 BOOKS	32,000	0	0	32,000	31,403	0	597	98.1%
500644 ELECTRONIC INFORMATION ACCESS	750	0	12	762	762	0	0	100.0%
CURRICULUM & DEVELOPMENT TOTALS:	<u>75,797</u>	<u>2,900</u>	<u>12</u>	<u>78,709</u>	<u>45,928</u>	<u>12,517</u>	<u>20,264</u>	<u>74.3%</u>

2222
LIBRARY & MEDIA 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 MEDIA SPECIALISTS SALARY	35,669	0	0	35,669	24,694	10,975	1	100.0%
500211 MEDICAL INSURANCE	12,016	0	0	12,016	10,300	1,144	572	95.2%
500212 DENTAL INSURANCE	143	0	0	143	123	14	7	95.3%
500213 LIFE INSURANCE	62	0	0	62	0	0	62	0.0%
500220 SOCIAL SECURITY & MEDICARE EXP	2,729	0	0	2,729	1,739	726	264	90.3%
500231 EMPLOYEE RETIREMENT	4,826	0	0	4,826	3,341	1,348	137	97.2%
500330 OTHER PROFESSIONAL SERVICES	1,000	0	0	1,000	250	750	0	100.0%
500610 SUPPLIES	300	0	44	344	327	0	17	95.0%
500640 BOOKS	5,000	0	(44)	4,956	3,892	198	866	82.5%
500644 ELECTRONIC INFORMATION ACCESS	1,860	0	0	1,860	1,270	0	590	68.3%
500733 NEW FURNITURE	530	0	0	530	249	0	281	46.9%
500810 DUES & FEES	250	0	0	250	130	0	120	52.0%
LIBRARY & MEDIA SERVICES TOTALS:	64,385	0	0	64,385	46,314	15,155	2,916	95.5%

2310
SCHOOL BOARD SERVICES

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%
500123 SCHOOL BOARD CLERK	400	0	0	400	396	0	4	99.0%

<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	339	0	0	339	293	0	46	86.6%
500231 EMPLOYEE RETIREMENT	101	0	0	101	0	0	101	0.0%
500330 OTHER PROFESSIONAL SERVICES	1,350	0	0	1,350	0	0	1,350	0.0%
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	2,460	0	0	2,460	1,031	906	524	78.7%
500550 PRINTING & BINDING	600	0	0	600	965	0	(365)	160.8%
500581 CONFERENCE AND TRAVEL	500	0	0	500	0	0	500	0.0%
500610 SUPPLIES	1,600	0	0	1,600	74	579	947	40.8%
500810 DUES & FEES	4,278	0	0	4,278	4,417	299	(437)	110.2%
SCHOOL BOARD SERVICES TOTALS:	16,103	0	0	16,103	10,616	1,784	3,704	77.0%

2317
AUDIT SERVICES

500320 AUDIT SERVICES	18,500	9,988	0	28,488	788	11,300	16,400	42.4%
AUDIT SERVICES TOTALS:	18,500	9,988	0	28,488	788	11,300	16,400	42.4%

2318
LEGAL SERVICES

500318 LEGAL SERVICES	5,000	0	0	5,000	3,351	551	1,098	78.0%
LEGAL SERVICES TOTALS:	5,000	0	0	5,000	3,351	551	1,098	78.0%

2320
SAU ADMINISTRATION

<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	153,418	0	0	153,418	153,418	0	0	100.0%
SAU ADMINISTRATION TOTALS:	153,418	0	0	153,418	153,418	0	0	100.0%

2410
OFFICE OF THE PRINCIPAL

500111 PRINCIPAL'S SALARY	105,000	0	5,250	110,250	89,048	21,202	0	100.0%
500115 SECRETARY'S SALARY	68,530	0	3,427	71,957	60,731	13,864	(2,639)	103.7%
500123 OFFICE OF THE PRIN STIPENDS	7,500	0	0	7,500	0	7,500	0	100.0%
500211 MEDICAL INSURANCE	56,477	0	0	56,477	44,017	10,453	2,007	96.4%
500212 DENTAL INSURANCE	858	0	0	858	694	164	(1)	100.1%
500213 LIFE INSURANCE	62	0	0	62	45	9	8	87.1%
500220 SOCIAL SECURITY & MEDICARE EXP	13,850	0	664	14,514	10,970	3,305	239	98.4%
500231 EMPLOYEE RETIREMENT	9,272	0	464	9,736	8,217	2,233	(714)	107.3%
500232 TEACHER RETIREMENT	22,095	0	1,031	23,126	17,489	5,524	113	99.5%
500330 OTHER PROFESSIONAL SERVICES	1,390	0	0	1,390	1,076	265	49	96.5%
500430 REPAIRS & MAINTENANCE SERV	250	0	(125)	125	0	0	125	0.0%
500531 TELEPHONE	4,164	0	0	4,164	2,118	513	1,534	63.2%
500534 POSTAGE	2,000	0	0	2,000	1,009	991	0	100.0%
500550 PRINTING & BINDING	2,500	0	0	2,500	186	200	2,114	15.4%
500581 CONFERENCE AND TRAVEL	3,500	0	(1,250)	2,250	0	0	2,250	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	3,950	0	0	3,950	945	1,039	1,966	50.2%
500640 BOOKS	500	0	(250)	250	0	0	250	0.0%
500810 DUES & FEES	850	0	0	850	0	0	850	0.0%
OFFICE OF THE PRINCIPAL TOTALS:	302,748	0	9,211	311,959	236,543	67,264	8,152	97.4%

2610
OPERATION OF PLANT

500116 CUSTODIAL SALARIES	113,142	0	6,875	120,017	96,761	24,188	(932)	100.8%
500211 MEDICAL INSURANCE	36,049	0	0	36,049	29,755	6,933	(639)	101.8%
500212 DENTAL INSURANCE	572	0	0	572	481	110	(19)	103.3%
500220 SOCIAL SECURITY & MEDICARE EXP	8,656	0	526	9,182	7,082	1,673	428	95.3%
500231 EMPLOYEE RETIREMENT	15,308	0	930	16,238	11,977	2,775	1,486	90.8%
500330 OTHER PROFESSIONAL SERVICES	6,000	0	0	6,000	1,500	2,624	1,876	68.7%
500411 WATER AND SEWER	4,500	0	0	4,500	9,053	1,172	(5,725)	227.2%
500421 DISPOSAL SERVICES	5,200	0	0	5,200	4,533	466	201	96.1%
500422 SNOW PLOWING SERVICES	17,600	0	0	17,600	20,670	930	(4,000)	122.7%
500430 REPAIRS & MAINTENANCE SERV	2,500	0	0	2,500	0	0	2,500	0.0%
500520 INSURANCE	16,128	0	0	16,128	16,128	0	0	100.0%
500581 CONFERENCE AND TRAVEL	500	0	0	500	500	0	0	100.0%
500610 SUPPLIES	10,500	0	0	10,500	10,747	600	(847)	108.1%

<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>
500622 ELECTRICITY	35,038	5,694	0	40,732	44,882	5,850	(10,000)	124.6%
500623 BOTTLED GAS / PROPANE	3,500	0	0	3,500	15,852	12,275	(24,627)	803.6%
500624 FUEL OIL	72,856	0	0	72,856	31,342	3,658	37,856	48.0%
500735 REPLACEMENT EQUIPMENT	2,500	0	0	2,500	7,549	0	(5,049)	301.9%
OPERATION OF PLANT TOTALS:	350,549	5,694	8,331	364,574	308,811	63,254	(7,491)	102.1%
<u>2620</u>								
<u>BUILDING & EQUIPMENT</u>								
500330 OTHER PROFESSIONAL SERVICES	29,600	4,522	(1,000)	33,122	10,803	2,591	19,728	40.4%
500430 REPAIRS & MAINTENANCE SERV	7,500	2,378	4,000	13,878	15,964	140	(2,226)	116.0%
500610 SUPPLIES	6,000	0	0	6,000	3,794	1,273	933	84.5%
500731 NEW EQUIPMENT	0	22,515	0	22,515	13,952	22,515	(13,952)	162.0%
500735 REPLACEMENT EQUIPMENT	3,000	79,665	(3,000)	79,665	79,665	0	0	100.0%
BUILDING & EQUIPMENT TOTALS:	46,100	109,080	0	155,180	124,178	26,519	4,482	97.1%
<u>2630</u>								
<u>CARE OF GROUNDS</u>								
500330 OTHER PROFESSIONAL SERVICES	6,500	0	0	6,500	1,000	3,000	2,500	61.5%
500430 REPAIRS & MAINTENANCE SERV	1,000	0	0	1,000	561	1,004	(565)	156.5%
500610 SUPPLIES	2,500	0	0	2,500	525	0	1,975	21.0%
500735 REPLACEMENT EQUIPMENT	2,000	0	0	2,000	0	0	2,000	0.0%
CARE OF GROUNDS TOTALS:	12,000	0	0	12,000	2,086	4,004	5,911	50.7%

<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>
<u>2721</u>								
<u>REGULAR TRANSPORTATION</u>								
500519								
REGULAR STUDENT TRANS	60,757	0	0	60,757	42,530	18,227	1	100.0%
REGULAR TRANSPORTATION TOTALS:	60,757	0	0	60,757	42,530	18,227	1	100.0%
<u>2722</u>								
<u>SPED TRANSPORTATION</u>								
500519								
SPED TRANSPORTATION	3,500	0	0	3,500	4,056	0	(556)	115.9%
SPED TRANSPORTATION TOTALS:	3,500	0	0	3,500	4,056	0	(556)	115.9%
<u>2724</u>								
<u>ATHLETIC TRANSPORTATION</u>								
500519								
ATHLETIC TRANSPORTATION	4,130	0	0	4,130	2,504	1,626	0	100.0%
ATHLETIC TRANSPORTATION TOTALS:	4,130	0	0	4,130	2,504	1,626	0	100.0%
<u>2725</u>								
<u>CO-CURRICULAR TRANS</u>								
500519								
CO-CURRICULAR TRANSPORTATION	7,000	0	0	7,000	2,581	4,419	0	100.0%
CO-CURRICULAR TRANS TOTALS:	7,000	0	0	7,000	2,581	4,419	0	100.0%
<u>2727</u>								
<u>HOMELESS TRANSPORTATION</u>								
500519								
HOMELESS TRANSPORTATION	1	0	0	1	0	0	1	0.0%
HOMELESS TRANSPORTATION TOTALS:	1	0	0	1	0	0	1	0.0%
<u>2900</u>								
<u>COSTS TO DISTRIBUTE</u>								
500124								
SALARY POOL	30,731	0	(30,731)	0	0	0	0	0.0%
500220								
SOCIAL SECURITY & MEDICARE EXP	2,352	0	(2,352)	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>
500231 EMPLOYEE RETIREMENT	3,449	0	(3,449)	0	0	0	0	0.0%
500232 TEACHER RETIREMENT	1,031	0	(1,031)	0	0	0	0	0.0%
500250 UNEMPLOYMENT COMPENSATION	689	0	0	689	634	0	55	92.0%
500260 WORKER'S COMPENSATION	6,255	0	0	6,255	6,255	0	0	100.0%
COSTS TO DISTRIBUTE TOTALS:	44,507	0	(37,563)	6,944	6,889	0	55	99.2%
<u>3100</u>								
<u>TRANSFER TO FOOD SERVICE</u>								
500930 TRANSFER TO FOOD SERVICE	30,000	0	0	30,000	30,000	0	0	100.0%
TRANSFER TO FOOD SERVICE TOTALS:	30,000	0	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>								
TRANSFER TO CAPITAL PROJECTS TOTALS:	0	0	0	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>
<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>4,505,844</u>	<u>279,416</u>	<u>0</u>	<u>4,785,260</u>	<u>3,350,592</u>	<u>1,389,431</u>	<u>45,237</u>	<u>99.1%</u>

**Ashland Accounts Payable Manifest
2024-2025 Fiscal Year**

Manifest #: 2013Manifest Date: 5/06/2025Prepared By: Destiny Medici

The Ashland School District is hereby authorized to draw checks against Ashland School District funds for the sum of **\$80, 025.68** 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	\$ 61, 610.62
FOOD SERVICE	\$ 13,585.56
FEDERAL FUNDS	\$ 4,829.50
OTHER FUNDS	\$ 0.00
	\$ 80, 025.68

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	AMOUNT	DESCRIPTIONS
32701	05/06/2025	20616	3 LAKES LANDSCAPING	\$ 3,310.00	Plowing services
32702	05/06/2025	21309	603 OIL CO	\$ 3,173.76	Fuel oil delivery
32703	05/06/2025	20197	AMAZON CAPITAL SERVICES	\$ 2,142.57	Books, classroom & office supplies
32704	05/06/2025	20011	ASHLAND ELECTRIC DEPARTMENT	\$ 6,339.74	Electricity
32705	05/06/2025	20013	BELLETETES INC	\$ 49.05	Maintenance supplies
32706	05/06/2025	20015	ASHLAND STUDENT FUNDS	\$ 491.99	Reimbursements for NJHS ceremony, author visit, & NHMEA student registration
32707	05/06/2025	20016	ASHLAND WATER & SEWER DEPARTMENT	\$ 427.86	Water and sewer expense
32708	05/06/2025	20835	JOANNE BICKFORD	\$ 704.68	Reimbursement for professional development
32709	05/06/2025	20046	BLICK ART MATERIALS	\$ 224.15	Art supplies
32710	05/06/2025	20493	BOOTHBY THERAPY SERVICES, LLC	\$ 5,320.00	Support services
32711	05/06/2025	20581	BUREAU OF EDUCATION & RESEARCH	\$ 985.00	Registration fees for professional development
32712	05/06/2025	20672	FRESH PICKS CAFE LLC	\$ 13,585.56	February & March FFVP & May monthly billing
32713	05/06/2025	20854	JAMES M CHASE	\$ 75.00	Sports official
32714	05/06/2025	21260	CHRISTIA LESHER ASSOCIATES LLC	\$ 2,900.00	Support services
32715	05/06/2025	20675	CONNECTION FINANCIAL SERVICES	\$ 68.34	Chromebook monthly contract
32716	05/06/2025	20036	CONWAY GROUP	\$ 147.34	Library copier lease payment
32717	05/06/2025	21286	DEAD RIVER COMPANY LLC	\$ 1,557.48	Propane deliveries
32718	05/06/2025	21277	GUY DONNELLY, PETTY CASH	\$ 200.00	Reimbursement for gas for equipment
32719	05/06/2025	21151	DRUMMOND WOODSUM	\$ 71.76	Legal services
32720	05/06/2025	20568	DUNSTAN PEDIATRIC SERVICES	\$ 6,375.12	Support services
32721	05/06/2025	20944	DURHAM SCHOOL SERVICES	\$ 6,169.36	Transportation services
32722	05/06/2025	21324	E-RATE ONLINE LLC	\$ 2,000.00	E-Rate services
32723	05/06/2025	21325	BETHANY EAMES	\$ 85.00	Reimbursement for ParaPro Course
32724	05/06/2025	20925	FIRSTLIGHT FIBER	\$ 803.36	Internet service
32725	05/06/2025	20058	FOLLETT CONTENT SOLUTIONS, LLC	\$ 643.53	Books
32726	05/06/2025	21189	ERIN GUINAN	\$ 69.99	Reimbursement for classroom supplies
32727	05/06/2025	20072	HILLYARD-NEW ENGLAND	\$ 1,080.39	Custodial supplies
32728	05/06/2025	20267	INSTITUTE FOR MULTI-SENSORY EDUCATION	\$ 165.76	Classroom supplies
32729	05/06/2025	20181	INTER-LAKES SCHOOL DISTRICT	\$ 47.00	Reimburse for new employee background check
32730	05/06/2025	20943	MAURA KING	\$ 520.80	Mileage reimbursement
32731	05/06/2025	20839	LACONIA REFRIGERATION COMPANY	\$ 755.24	Kitchen walk-in freezer repair
32732	05/06/2025	20367	MARY LAMBERT	\$ 169.00	Reimbursement for professional development fee
32733	05/06/2025	21073	MICHAEL LIVERNOIS	\$ 75.00	Sports official
32734	05/06/2025	20099	MULTI-STATE BILLING	\$ 145.05	NH Medicaid billing
32735	05/06/2025	21022	NATIONAL ASSOCIATION OF SCHOOL NURSES	\$ 105.00	Annual membership fee
32736	05/06/2025	21023	NH SCHOOL NURSES ASSOCIATION	\$ 169.00	Professional development registration fee

32737	05/06/2025	20997	NORTHEAST RECORD RETENTION, LLC	\$ 56.00	Shredding services
32738	05/06/2025	20314	NCS PEARSON INC	\$ 154.00	Classroom supplies
32739	05/06/2025	20492	PEDIATRIC PHYSICAL THERAPY, INC.	\$ 2,357.52	Support services
32740	05/06/2025	21247	PINPOINT TRANSLATION SERVICES	\$ 240.00	Support services
32741	05/06/2025	20349	PLYMOUTH STATE UNIVERSITY	\$ 2,085.00	Course registration
32742	05/06/2025	20279	QUILL CORPORATION	\$ 659.91	Office supplies
32743	05/06/2025	20134	SALMON PRESS	\$ 120.00	Advertising
32744	05/06/2025	20950	PHILLIP SANGUEDOLCE	\$ 1,235.00	Support services
32745	05/06/2025	20140	SCHOOL SPECIALTY, LLC	\$ 682.39	Office & art supplies
32746	05/06/2025	20330	SMALL ENGINE TECHNOLOGY	\$ 674.00	Lawnmower maintenance
32747	05/06/2025	21011	RYAN T SMITH	\$ 75.00	Sports official
32748	05/06/2025	20143	SOULE, LESLIE, KIDDER	\$ 377.00	Legal services
32749	05/06/2025	20110	STATE OF NH-CRIMINAL RECORDS	\$ 60.00	Background checks
32750	05/06/2025	20726	JARED STEER	\$ 49.99	Reimbursement for band supplies
32751	05/06/2025	20804	KYLE R. UNDERWOOD	\$ 75.00	Sports official
32752	05/06/2025	21328	VOTINGWORKS	\$ 195.05	Voting ballots
32753	05/06/2025	20019	VOYA BENEFITS COMPANY/BENEFIT STRATAGIES	\$ 973.61	March FSA claims billing
32754	05/06/2025	20743	WILLIAM J. WHITE EDUCATIONAL & BEHAVIORAL CNSLTG	\$ 8,470.00	Support services
32755	05/06/2025	21206	XEROX FINANCIAL SERVICES	\$ 333.33	Monthly copier contract
			Total	\$ 80,025.68	

Ashland School District
Historial Electricity Comparison

Year	Billing Days	General			Demand			Total Billing	Non School Building Accts			Avg Daily KWH
		KWH	\$ Amt.	Rate	KWH	\$ Amt.	Rate		Gymnasium	Outdoor Lighting	Total all Billing	
2004	365	239,940	17,120.19	0.0714	835	4,027.92	4.8262	21,148.11	3,124.35	207.60	24,480.06	657.4
2005	365	244,680	17,449.43	0.0713	792	4,065.36	5.1343	21,514.79	3,014.86	207.60	24,737.25	670.4
2006	365	223,560	17,174.03	0.0768	751	3,906.24	5.2000	21,080.27	3,457.70	213.66	24,751.63	612.5
2007	365	214,860	20,619.05	0.0960	634	3,297.84	5.2000	23,916.89	4,376.93	219.72	28,513.54	588.7
2008	365	193,200	20,565.80	0.1064	596	3,101.28	5.2000	23,667.08	3,571.02	225.78	27,463.88	529.3
2009	365	184,320	20,520.39	0.1113	621	3,229.20	5.2000	23,749.59	3,371.76	231.84	27,353.19	505.0
2010	365	188,880	22,389.95	0.1185	635	3,304.08	5.2000	25,694.03	3,339.62	231.84	29,265.49	517.5
2011	365	186,960	23,941.32	0.1281	620	3,222.96	5.2000	27,164.28	3,611.66	231.84	31,007.78	512.2
2012	365	196,680	25,161.08	0.1279	565	2,935.92	5.2000	28,097.00	3,350.01	231.84	31,678.85	538.8
2013	365	185,700	22,782.38	0.1227	512	2,661.36	5.2000	25,443.74	3,503.43	225.78	29,172.95	508.8
2014	365	177,540	20,981.80	0.1182	540	2,808.00	5.2000	23,789.80	2,700.83	219.72	26,710.35	486.4
2015	365	183,900	21,441.82	0.1166	581	3,020.16	5.2000	24,461.98	2,947.23	217.57	27,626.78	503.8
2016	365	188,040	21,803.79	0.1160	578	3,004.56	5.2000	24,808.35	2,675.60	217.56	27,701.51	515.2
2017	365	167,760	19,732.77	0.1176	558	2,901.60	5.2000	22,634.37	2,902.49	218.88	25,755.74	459.6
2018	365	166,860	19,711.07	0.1181	485	2,524.08	5.2000	22,235.15	2,233.13	218.63	24,686.91	457.2
2019	364	169,560	22,323.69	0.1317	699	3,622.32	5.1836	25,946.01	2,647.52	220.37	28,813.90	465.8
2020	366	165,900	20,390.93	0.1229	587	3,048.24	5.1929	25,180.68	2,514.46	219.72	27,914.86	453.3
2021	359	176,100	21,927.56	0.1245	631	3,282.24	5.2016	26,985.53	2,495.77	219.72	29,701.02	490.5
2022	359	178,500	24,586.61	0.1377	641	3,329.04	5.1935	29,663.09	2,880.86	219.72	32,763.67	497.2
2023	357	97,640	13,613.74	0.1394	310	1,622.40	5.2335	16,778.93	3,014.45	219.72	20,013.10	273.5
2024	365	261,307	36,114.11	0.1382	1,694	8,837.06	5.2167	46,411.90	3,160.28	219.72	49,791.90	715.9
Average		190,090			660				5 Year Average (2020-2024)	32,036.91		521.9 Avg Daily KWH
2025	274	223,800	35,197.15	0.1573	917	4,802.52	5.2372	41,748.89	2,805.77	209.79	44,764.45	

Billing through March 2025

Ashland School District SCHOOL CALENDAR 2025-2026

Attachment #6

Draft

August 2025 – 4 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	X	X	X	X	X	23
24	25	26	27	28	X	30
31						

September 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	20
21	22	23	24	25	26	27
28	29	30				

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

November 2025 – 16 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	X	X	X	29
30						

December 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	X	X	X	X	X	27
28	X	X	X	X	X	

January 2026 – 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	X	20	21	22	23	24
25	26	27	28	29	30	31

February 2026 – 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

March 2026 – 22 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 2026 – 18 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	X	X	X	X		

May 2026 – 19 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	20	21	22	23
24	X	26	27	28	29	30
31						

June 2026 – 9 Days						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	X	13
14	*	*	*	*	*	20
21	*	*	*	*	*	27
28	*	*				

School Board Meeting Dates:						
May 6, 2025						
June 3, 2025						
August 5, 2025						
September 2, 2025						
October 7, 2025						
November 4, 2025						
December 2, 2025						
January 6, 2026						
February 2, 2026						
March 11, 2026						
April 7, 2026						
May 5, 2026						
June 2, 2026						

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

Green =Teacher/Paraeducator Workshop Day:

August 19-21: Teacher Workshop Days
June 12: Teacher Workshop Day

Blue-First/Last Day of School & Early Releases:

August 25: First Day of School
October 10: Early Release Day
November 20: Early Release Day- Parent/Teacher Conferences
January 23: Early Release Day
March 12: Early Release Day – Parent/Teacher Conferences
April 24: Early Release Day
June 11: Tentative Last Day of School/Early Release Day

Holidays and Recesses:

August 29-September 1: Labor Day Weekend
October 13: Columbus Day
November 11: Veterans Day
November 26,27,28: Thanksgiving Recess
December 24-January 2: December Recess
January 19: Martin Luther King Jr. Civil Rights Day
February 23- February 27: Winter Recess
April 27 – May 1: Spring Recess
May 25: Memorial Day
June 15-26 Snow Make-Up Days (if necessary)

The School Board Meeting Calendar is subject to change. The most up-to-date version can be found at [\(insert link\)](#)

"Teachers" refers to all staff covered by the Collective Bargaining Agreements between the Inter-Lakes School Board and the Inter-Lakes Education Association. Board Approved:

Holiday names comply with RSA 288:1.

Ashland School District
 General Fund - Change in Fund Position

Fiscal Year 2024/2025
 prepared 4/24/2025

	<u>Estimated</u>
Unassigned Fund Balance Beginning of Year	42,833
Voted Warrants from Fund Balance	0
Open PO's & Encumbrances FY24	279,416
Total Beginning of Year Fund Balance	322,249
Anticipated Revenues	4,476,809
Expenditures	(3,350,592)
Encumbrances	(1,389,431)
Minimum fund balance promised during 25/26 budget process	(5,000)
Anticipated Unassigned Fund Balance	54,034

<i>EOY Encumbrance Considerations Up To:</i>	
1 <i>Lawn Mower</i>	3,499
2 <i>Watchguard (Tech - renewal due Sept 2025)</i>	3,000
3 <i>Facilities Assessment</i>	20,000
4 <i>Special Education</i>	20,000
5 <i>Furniture</i>	4,347
<i>Total</i>	50,846
<i>Remaining Anticipated Unassigned Fund Balance</i>	<i>3,188</i>

New Hampshire Department of Education

FY2026

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 applicant submitting its application to the NHED in substantially approvable form will not be reimbursable even upon final approval of the application by the NHED.

All individuals executing this document should review the document to ensure that you 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 (initials on the signature pages are not required).

Please note that the practice of the School Board authorizing the Senior Educational Official 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 comply with the requirements regarding construction and real property within 34 CFR Part 75.600-75.684. The non-Federal entity is required to comply with any reporting requirements on the status of real property in which the Federal Government retains an interest pursuant to 2 CFR 200.330.
- 4) The subrecipient will establish safeguards to prohibit employees from using their positions for purposes that constitute or appear to present a personal or organizational conflict of interest, or for personal gain.
- 5) The subrecipient will initiate and complete the work within the applicable time frame after receiving approval from the awarding agency.
- 6) The subrecipient will comply with all Federal statutes, administrative rules and executive orders including provisions protecting free speech, religious liberty, public welfare, the environment, and those prohibiting discrimination. 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; including any guidance issued consistent with Executive Order 14151 Ending Radical And Wasteful Government DEI Programs And Preferencing – The White House (January 20, 2025) and the communication titled “Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance and Request for Certification under Title VI and SFFA v. Harvard issued by the United States Department of Education on April 3, 2025, as applicable;
 - (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 including any guidance issued consistent with Executive Order 14168 Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government (January 20, 2025), as applicable;
 - (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;
 - (j) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98); and
 - (k) The requirements of any other statute(s), administrative rule, executive order, dear colleague letter, or non-regulatory guidance which may apply to the application.
- 7) 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.
 - 8) 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.
 - 9) 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.
 - 10) 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.
 - 11) 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.
 - 12) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, dear colleague letter, non-regulatory guidance and policies governing all program(s).
 - 13) 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.
 - 14) 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 sub-recipient 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.
 - 15) 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.

- 16) 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).
- 17) 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)).
- 18) The subrecipient will comply with the Stevens Amendment.
- 19) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 20) 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. 1234(f), and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 21) The Subrecipient will ensure compliance with 2 CFR 200.415(a) and (b).
- 22) 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.
- 23) 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.
- 24) 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.
- 25) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 26) The subrecipient will submit a fully executed and accurate FY25 Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2025. The worksheet

will be provided to each subrecipient by the NHED via email and is posted on the NHED website.

- 27) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 28) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 29) 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.
- 30) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 31) 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).
- 32) 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.
- 33) 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.
- 34) 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).
- 35) 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.
- 36) 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.).
- 37) 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).

38) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.

39) The subrecipient will comply with the Protection for Whistleblowers (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 to trace funds to establish that such funds have been used in accordance with 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 (this list is not all inclusive):

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988	GBEC	N/A
Procurement Policy & Procedure	2 CFR 200.317-327	DAF-3	
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)	BCB DAF-5	N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)	DAF-6	
District Travel Policy	2 CFR 200.475(b)	DAF-7	N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)	DAF-11	

Time and Effort Policy & Procedure	2 CFR 200.430	DAF-9	
Records Retention Policy & Procedure	2 CFR 200.334	EHB	
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546	GADA	N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)	DAF-1	N/A
Gun Free School Act	Gun Free School Act of 1994	JICI	N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305	DAF-2	
Nonsmoking Policy for Children's Services	ESEA Section 8573	ADC/JICG	N/A

3. Internal Controls

The subrecipient must:

- a) Establish, maintain, and document effective internal controls 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 comply with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with the U.S. Constitution, federal statutes, regulations, applicable executive order, and non-regulatory guidance, as applicable, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.
- e) Retain all Federal award records and other supporting documentation 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 \$1,000,000 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 \$1,000,000 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 \$1,000,000 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) If an audit reveals the basis for a finding related to a federally funded program, upon request of 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 the federally 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 federally funded programs. The BFC will review the subrecipient's submission and issue an appropriate management decision adhering to the same framework as set forth in 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: The Federal Audit Clearinghouse

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 FY25 Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2025**. 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.

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; and
 - 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; and
 - 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; or
 - 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. Gun Possession

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, IV.

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. Nothing in this section shall be construed to prevent the local school district or chartered public school that expelled the student from providing educational services to such student in an alternative setting.

The LEA assures that it shall timely file the report required by Ed 317.07.

The LEA assures that it has establish policies on school discipline as required by RSA 193:13, XI and XII and Ed 317.03.

10. 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 federal awards, 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.

11. 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.

12. 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.

13. 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, services performed by public utilities, travel, or the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel occurred, and/or when facilities were used (see 34 CFR 76.707).

14. 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; and
- d) Signed and dated by the employee.

15. Protected Prayer in Public Elementary and Secondary Schools

The subrecipient certifies that the LEA has no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools. (Section 8524(a) of the Elementary and Secondary Education Act of 1965 (ESEA), as amended by the Every Student Succeeds Act and codified at 20 U.S.C. § 7904).

16. 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. Simplified Acquisition
- 2. Formal procurement methods
 - a. Sealed bids
 - b. Proposals
- 3. Noncompetitive procurement

17. Retention and Access to Records

The subrecipient certifies that it will comply with all federal regulations, including but not limited to, 2 CFR 200.334 – 2 CFR 200.338.

18. 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.

19. 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.

20. Compliance with FERPA and PPRA

The subrecipient certifies that it complies with Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98) by ensuring the following:

- a) The subrecipient has established and implemented effective internal processes to ensure that student's complete education records are maintained;
- b) The subrecipient has established and implemented effective internal processes to ensure that parents are provided with the opportunity to review their student's education records;
- c) The subrecipient has established policies and procedures that permit disclosure of personally identifiable information from a student's education records in order to address safety issues in a manner that complies with FERPA;
- d) The subrecipient provides parents and eligible students annual notification of their rights under FERPA consistent with 34 CFR § 99.7; and
- e) The subrecipient, if applicable, has established procedures to provide military recruiters the same access to secondary students as provided to postsecondary institutions or to prospective employers and require that schools provide student information to military recruiters, when requested, unless the parent has opted out of providing such information (schools are required to provide to military recruiters include student names, addresses, electronic mailing addresses, and telephone listings. *See* Section 8528 of the ESEA, as amended, 20 U.S.C. § 7908 and 10 U.S.C. § 503(c)).

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 recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out of a Federal program. The

authority of the pass-through entity under this part flows through the subaward agreement between the pass-through entity and subrecipient.

- 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 contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with 2 CFR 200.331, including an agreement the pass-through entity considers a contract.
- 6) **Subrecipient** – *Subrecipient* means an entity that receives a subaward from a pass-through entity to carry out part of a federal award.
- 7) **Senior Educational Official** – *Senior Educational Official* means the top executive in an educational organization who makes the key decisions on spending, staffing, and other education policies.

CERTIFICATION

Instructions: The Senior Education Official **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 Senior Educational Official 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

Senior Educational Official 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 14 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on May 6, 2025, 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/Charter Number: _____ District or Charter School Name: _____

Typed Name of Senior Educational Official

Signature

Date

School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Senior Educational Official, 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.

Steve Heath, Chair

Mary A. Moriarty, Superintendent

Date

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.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Procurement

DAF-3

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase Policy DJB.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition:

All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;

4. organizational conflicts of interest;
 - a. specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; and/or
 - b. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language:

The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods:

The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property which is acquired above the *aggregate dollar* micro-purchase threshold and not exceeding the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law and Policies DJD and DJDA. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
 - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
 - v. The Board reserves the right to reject any and all bids for sound documented reason.
 - vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one source submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms:

The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis:

The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.324). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting,

the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts:

The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

G. Suspension and Disbarment:

The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensure. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. Clause for Remedies Arising from Breach: For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-

3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).

2. Termination Clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be affected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. Anti-Pollution Clause: For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. Anti-Lobbying Clause: For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. Negotiation of Profit: For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.324(b)).
6. "Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in {**}DAF-4.C regarding food service procurement.
7. Huawei Ban: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

I. Bid Protest:

The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records:

The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District Policy EHB and EHB-R.

K. Evidence of Compliance for Federally Funded Construction Projects

The Ashland School District will ensure that a copy of any required performance and payment bonds are on file with the School District.

Adopted: 06/10/21

Amended: 06/07/22

Amended: 11/01/22

Proposed First and Final Reading: 5/6/25

STUDENTS

JRA

5150

*Category: Recommended***Student Records and Access - FERPA**

It is the policy of the School Board that all school district personnel will follow the procedures outlined herein as they pertain to the maintenance of student records. Furthermore, it is the policy of the School Board that all school district personnel will follow the provisions of the Family Educational Rights Privacy Act (FERPA) and its corresponding regulations.

"Education Record". For the purposes of this policy and in accordance with FERPA, the term "educational record" is defined as all records, files, documents and other material containing information directly related to a student; and maintained by the school district; or by such other agents as may be acting for the school district. Such records include, but are not limited to, completed forms, printed documents, handwriting, videotape, audiotape, electronic or computer files, film, print, microfilm and/or microfiche. Educational records do not include records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto which are in the sole possession of the maker thereof and which are not accessible or revealed to any other person except a substitute.

"Directory Information". (Note red strikethrough are Superintendent's recommendations to the School Board). For the purposes of this policy, and in accordance with the provisions of FERPA and New Hampshire RSA 189:1-e, the term "directory information" means:

1. Students' name(s), ~~address(es), telephone number(s),~~ and date(s) of enrollment;
- ~~2. Parents'/guardians' name(s) and address(es);~~
- ~~3.~~2. Students grade levels, enrollment status and dates of attendance;
- ~~4.~~3. ~~Student photographs; (Recommend this is done through an annual parent/guardian release form)~~
- ~~5.~~4. Students participation in recognized school activities and sports;
- ~~6.~~5. Weight and height of members of athletic teams;
- ~~7. Post high school plans; and~~
- ~~8.~~6. Students' diplomas, certificates, awards and honors received.

Except for elements of a student's directory information which the student's parents or an eligible student has notified the District not to disclose, the District may release or disclose student directory information without prior consent of the student's parents/eligible students. Within the first three weeks of each school year, the District will provide notice to parents/eligible students of their rights under FERPA and that the District may publish directory information without their prior consent. Parents/eligible students will be given until three weeks after the first day of school to notify the District in writing of any or all directory information items that they refuse to permit the District to release or disclose. Notice from a parent/eligible student that any or all directory information shall not be released will only be valid for that school year and must be re-issued each school year.

"Personally Identifiable Information". "Personally identifiable information" is defined as data or information which makes the individual who is the subject of a record known, including a student's name; the student's or student's family's address; the name of the student's parent or other family members; a personal identifier such as a student's Social Security number; the student's date of birth, place of birth, or mother's maiden name. "Personally identifiable information" also includes other information that, alone or in combination, is linked or linkable to a specific student, that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the

student with a reasonable certainty or other information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates.

E. Annual Notification/Rights of Parents and Eligible Students. Within the first three weeks of each school year, the District will publish notice to parents and eligible students of their rights under State law, Federal law, and this policy. The District will send a notice listing these rights home with each student. The notice will include:

1. The rights of parents or eligible students to inspect and review the student's education records;
2. The intent of the District to limit the disclosure of information in a student's record, except: (a) by the prior written consent of the parent or eligible student; (b) as directory information; or (c) under certain, limited circumstance, as permitted by law;
3. The right of a student's parents or an eligible student to seek to correct parts of the student's educational records which he/she believes to be inaccurate, misleading, or in violation of student rights; this includes a hearing to present evidence that the records should be changed if the District decides not to alter them according to the parent's or eligible student's request;
4. The right of any person to file a complaint with the United States Department of Education if the District violates FERPA; and
5. The procedure that a student's parents or an eligible student should follow to obtain copies of this policy.

Procedure to Inspect Education Records.

Parents or eligible students may inspect and review that student's education records. In some circumstances, it may be more convenient for the record custodian to provide copies of records.

Since a student's records may be maintained in several locations, the school Principal may offer to collect copies of records or the records themselves from locations other than a student's school, so that they may be inspected at one site. If parents and eligible students wish to inspect records where they are maintained, school Principals will determine if a review at that site is reasonable.

Although not specifically required, in order that a request is handled in a timely manner, parents/eligible students should consider submitting their request in writing to the school Principal, identifying as precisely as possible the record or records that he/she wishes to inspect. The Principal will contact the parents or the eligible student to discuss how access is best arranged for their inspection or review of the records (copies, records brought to a single site, etc.).

The Principal will make the needed arrangements as soon as possible and notify the parent or eligible student of the time and place where the records may be inspected. This procedure must be completed within fourteen (14) days that the request for access is first made. Note: the fourteen (14) day limit is required under New Hampshire RSA 189:66, IV, in contrast to the forty-five (45) day period otherwise allowed under FERPA.

If for any valid reason such as the parent's working hours, distance between record location sites or the parent or student's health, a parent or eligible student cannot personally inspect and review a student's education records, the Principal may arrange for the parent or eligible student to obtain copies of the records.

When records contain information about students other than a parent's child or the eligible student, the parent or eligible student may not inspect and review the records of the other students. If such records do contain the names of other students, the Principal will seek consultation with the Superintendent and/or the District's attorney to determine how best to proceed. Where practicable, it may be necessary to

prepare a copy of the record which has all personally identifiable information on other students redacted, with the parent or eligible student being allowed to review or receive only a copy of the redacted record. Both the original and redacted copy should be retained by the District.

Procedures To Seek To Correction of Education Records.

Parents of students or eligible students have a right to seek to change any part of the student's records which they believe is inaccurate, misleading or in violation of student rights. FERPA and its regulations use both "correct/ion" and "amend". For the purposes of this policy, the two words (in all of their respective forms) shall mean the same thing unless the context suggests otherwise. To establish an orderly process to review and correct (amend) the education records for a requester, following processes are established.

1. First-level decision. When a parent or eligible student finds an item in the student's education records that he/she believes is inaccurate, misleading or in violation of student rights, he/she should submit a written request asking the Principal to correct it. If the records are incorrect because of clear error and it is a simple matter to make the change, the Principal should make the correction. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Principal believes that the record should not be changed, he/she shall:

- a. Provide the requester a copy of the questioned records at no cost;
 - b. Ask the parent/eligible student to initiate a written appeal of the denial of the request for the change, which will be forwarded to the Superintendent;
 - c. Forward the written appeal to the Superintendent; and
 - d. Inform the parents/eligible student that the appeal has been forwarded to the Superintendent for a decision.
2. Second-level decision. If the parent/eligible student wishes to challenge the Principal's decision to not change the student record, he/she may appeal the matter to the Superintendent. The parent/eligible student shall submit a written request to the Principal asking that the matter be appealed to the Superintendent. The Principal will forward the appeal to the Superintendent.

The Superintendent shall, within ten (10) business days after receiving the appeal:

- a. Review the request;
- b. Discuss the request with other school officials;
- c. Make a decision whether or not to make the requested correction to the educational record;
- d. Schedule a meeting with the parents/eligible student if the Superintendent believes such a meeting would be necessary; and
- e. Notify the parents/eligible student of the Superintendent's decision on their request to correct the student's educational record.

If the Superintendent determines the records should be corrected, he/she will make the change and notify the parents/eligible student in writing that the change has been made. The letter stating the change has been made will include an invitation for the parent/eligible student to inspect and review the records to verify that the records have been corrected and the correction is satisfactory. If the records are changed to the parent's/eligible student's satisfaction, both parties shall sign a document/form stating the date the records were changed and that the parent/eligible student is satisfied with the correction.

If the Superintendent determines the records will not be corrected, he/she will notify the parents/eligible student in writing of his/her decision. Such letter will also notify the parents/eligible student of their right to an appeal hearing before the School Board.

3. Third-level decision. If the parents or eligible student are not satisfied with the Superintendent's decision, they may submit a written request for a hearing before the School Board. The parents/eligible student shall submit the request for a hearing with the Superintendent within ten (10) business days of the date of the Superintendent's written decision in level-two. The Superintendent will inform the School Board of the request for a hearing and will work with the School Board to schedule a hearing within forty-five (45) days of receipt of the request. Once the meeting is scheduled, the Superintendent will inform the parents/eligible student in writing of the date, time and place of the hearing.

The hearing will be held in non-public session consistent with the provisions of RSA 91-A:3, unless the parent/eligible student requests that the hearing be held in public session. The School Board will give the parent/eligible student a full and fair opportunity to present evidence relevant to the issues raised under their request. The parents/eligible students may be assisted or represented by one or more individuals of their own choice, including an attorney.

The School Board will issue its final decision in writing within thirty (30) days of the hearing, and will notify the parents/eligible student thereof via certified mail, return receipt requested. The School Board will base its decision solely on the evidence presented at the hearing. The School Board's written decision will include a summary of the evidence and the reasons for its decision.

If the School Board determines that the student record should be corrected, it will direct the Superintendent to do so as soon as possible. The Superintendent will then contact the parents/eligible student for a meeting so they can review and inspect the records to verify that they have been corrected. At this meeting, both parties shall sign a document/form stating the date the records were corrected and that the parent/eligible student is satisfied with the correction.

The School Board's decision will be final.

4. Parent/Eligible Student Explanation to be Included in Record. Notwithstanding the resolution of any request to correct a student's record(s), in accordance with section (a)(2) of FERPA, a parent or eligible student may insert into that student's educational record a written explanation respecting the content of the record.

Disclosure of Student Records and Student Information.

In addition to directory information, the District may disclose student records and student information without consent to the following parties on the condition that the recipient agrees not to permit any other party to have access to the released information without the written consent of the parents of the student, and under the conditions specified.

1. To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1)). "Legitimate education interest" refers to school officials, employees, contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, who need to know information in a student's education record in order to perform their responsibilities and duties
2. To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is

for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))

3. To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency (SEA) in the parent or eligible student's State. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
4. In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))
5. To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
6. To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
7. To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
8. To parents of an eligible student if the student is a dependent for IRS tax purposes. (§ 99.31(a)(8))
9. To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
10. To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
11. Information the school has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
12. To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
13. To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

Maintenance of Student Records and Data.

The Building Principal is responsible for record maintenance, access and destruction of all student records. All school district personnel having access to records shall place great emphasis upon privacy rights of students and parents.

All entries into student records must be dated and signed by the person access such records.

The Principal will ensure that all records are maintained in accordance with applicable retention schedules as may be established by law.

Disclosures Made from Education Records.

The District will maintain an accurate record of all requests for it to disclose information from, or to permit access to, a student's education records and of the information it discloses and persons to whom it permits access, with some exceptions listed below. This record is kept with, but is not a part of, each student's cumulative school records. It is available only to the record custodian, the eligible student, the parent(s) of the student or to federal, state or local officials for the purpose of auditing or enforcing federally supported educational programs.

The record includes:

1. The name of the person who or agency which made the request;
2. The interest which the person or agency has in the information;
3. The date on which the person or agency made the request;
4. Whether the request was granted and, if it was, the date access was permitted or the disclosure was made; and
5. In the event of a health and safety emergency, the articulable and significant threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and the parties to whom the agency or institution disclosed the information.

The District will maintain this record as long as it maintains the student's education record. The records do not include requests for access or information relative to access which has been granted to parent(s) of the student or to an eligible student; requests for access or access granted to officials of the District who have a legitimate educational interest in the student; requests for, or disclosures of, information contained in the student's education records if the request is accompanied by the prior written consent of a parent/eligible student or if the disclosure is authorized by such prior consent or for requests for, or disclosures of, directory information designated for that student.

The records of a request for the correction of an educational record, including any appeal of a denial of that request, if the educational record is ultimately corrected shall not be treated as part of the educational record of the student and shall be preserved separately.

Legal References:

RSA 91-A:5,III, Exemptions, Pupil Records

RSA 189:1-e, Directory Information

RSA 189:66, IV, Data Inventory and Policies Publication

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

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

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