Merrimack School District/SAU 26
School Board Meeting
Preliminary Agenda
April 17, 2023
Merrimack Town Hall – Matthew Thornton Room

5:30 p.m. NON-PUBLIC SESSION RSA 91-A:3, II (a) (b) (c) – Merrimack TV Training Classroom

- Staff Welfare
- Student Welfare

PUBLIC MEETING

6:00 p.m.	**1. CALL TO ORDER and PLEDGE OF ALLEGIANCE**	Laurie Rothhaus
	2. SCHOOL BOARD REORGANIZATION	Laurie Rothhaus
	3. COMMITMENT TO BOARD CODE OF ETHICS	Chair
6:15 p.m.	**4. PUBLIC PARTICIPATION**	Chair
	5. RECOGNITIONS	Chair
6:30 p.m.	**6. INFORMATIONAL UPDATES**	Chair
	a. Superintendent Update	
	b. Assistant Superintendent for Curriculum Update	
	c. Assistant Superintendent for Business Update	
	d. School Board Update	
	e. Student Representative Update	
	7. OLD BUSINESS	Chair
6:45 p.m.	**8. NEW BUSINESS**	
	a. Signing of the Merrimack Teachers Association Contract for 2023-2026	Chair
	b. "Get out the Lead Program"	Representative Bill Boyd
	c. Bring Your Own Device (BYOD) Presentation	Jason Pelletier
	d. Demolition Plans for Brentwood and Student Services Buildings	Matt Shevenell
	e. Review and Approval of the Document Entitled "FY2024 General Assurances, Requirements and Definitions for Participation in Federal Programs"	Everett Olsen
	f. Date for June 2023 Goals Meeting	Chair
	g. Summer Meeting Dates	Chair
	h. Other	
7:15 p.m.	**9. POLICIES**	Chair
	a. Approval of Non-Educational Surveys and Questionnaires (ILD)	
7:25 p.m.	**10. APPROVAL OF MINUTES**	Chair
	a. April 3, 2023 Public Minutes	
7:30 p.m.	**11. ACCEPTANCE OF GIFTS AND GRANTS UNDER $5,000**	Matt Shevenell
	a. HealthTrust to Merrimack School District for $3,000	
7:35 p.m.	**12. CONSENT AGENDA**	Amanda Doyle
	a. Educator and Administrator Resignations	
	b. Educator and Administrator Nominations for School Year 2023-2024	
	c. Approval of Literacy Coordinator (formerly LA Coordinator) Job Description	
7:45 p.m.	**13. OTHER**	Chair
	a. Committee Reports	
	b. Correspondence	
	c. Comments	
7:55 p.m.	**14. PUBLIC COMMENTS ON AGENDA ITEMS**	Chair
8:10 p.m.	**15. ADJOURN** to Non-Public Session, if needed	Chair

8:15 p.m. **16. NON-PUBLIC SESSION RSA 91-A:3, II (a) (b) (c)** – Merrimack TV Training Classroom

- Staff Welfare
- Student Welfare

Approved by the
Board on 10/7/02

Merrimack School Board
Code of Ethics

As a member of the Merrimack School Board, I shall promote the best interests of the District by adhering to the following ethical standards, and affix my signature to the same:

Trustworthy in Responsibilities

- I will always remember that my first and greatest concern will be the educational welfare of the students in the Merrimack School District.
- I will be accountable to the public by accurately representing District policies, programs, priorities, and progress.
- I will be responsive to the community by seeking its involvement in District affairs and by communicating its priorities and concerns.
- I will work to ensure prudent and accountable use of District resources and never lose sight of the fiscal responsibility owed to the taxpayers of the District.
- I will make no personal promise or take private action that may compromise my performance or my responsibilities or those of my fellow Board members.
- I will avoid being placed in a position of conflict of interest, and refrain from using my board position for personal or partisan gain.

Honor in Conduct

- I will be honest, fair, just, and impartial in all my decisions and actions.
- I will encourage and respect open dialogue and listen with an open mind while working for consensus.
- I will respect the majority decision as the decision of the Board.

Integrity of Character

- I will consistently uphold all applicable laws, rules, policies, and District procedures.
- I will not disclose information that is confidential by law or that will undermine the District.

Commitment to Service

- I will focus my attention on fulfilling the Board's responsibilities of goal setting, policymaking, and evaluation.
- I will diligently prepare for and attend Board meetings.
- I will avoid personal involvement in activities the Board has delegated to the Superintendent.
- I will inform myself about relevant educational issues.

Signature Name

Date

Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

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

April 3, 2023

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2024

The New Hampshire Department of Education (NHED) has developed the attached "General Assurances, Requirements and Definitions for Participation in Federal Programs" document that must be signed by all agencies and organizations that receive federal funds through the NHED. The federally funded programs which flow money through the NHED require each applicant to file certain assurances. Some of these assurances apply to all programs and are therefore, considered "general assurances."

The submission of general assurances is required in part by:

- Federal regulation 34 CFR §76.301 of the Education Department General Administrative Regulations (EDGAR), which requires a general application for subgrantees/subrecipients for participation in federal programs funded by the U.S. Department of Education that meets the requirements of Section 442 of the General Education Provisions Act (GEPA).
- Applicable federal statutes.
- Applicable regulations of other federal agencies.

The NHED has consolidated the general assurances into one document which also now includes requirements and definitions in an effort to provide more guidance relative to implementation of the underlying assurances. NHED requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHED Commissioner

of Education certify to the Secretary of Education the status of all LEAs. In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy establishes which of these two entities may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

I am requesting that you and the local School Board complete the certifications at the end of the enclosed general assurance document; initial each page in the spaces provided and return it in full to the attention of the Bureau of Federal Compliance. The Bureau of Federal Compliance office will notify the directors of all NHED programs approving federal funds to LEA's when they have received your assurances. The directors of the various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

Compliance with these general assurances will be subject to review by NHED staff during on-site federal compliance monitoring. Annual audits by CPA's in accordance with the Single Audit Act may also include compliance checks.

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHED Bureau of Federal Compliance office no later than **June 30, 2023**.

If you should have any questions regarding these general assurances, please contact Lindsey Labonville, Administrator of the Bureau of Federal Compliance at Lindsey.L.Labonville@doe.nh.gov or at 603-731-4621.

New Hampshire Department of Education

FY2024

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHED) must submit a signed copy of this document to the NHED Bureau of Federal Compliance prior to any formula grant application being deemed to be "substantially approvable" or any discretionary grant receiving "final approval". Once a formula grant is deemed to be in substantially approvable form, the subrecipient may begin to obligate funds which will be reimbursed upon final approval of the application by the NHED (34 CFR 708).

Any funds obligated by the subrecipient prior to the application being in substantially approvable form will not be reimbursable even upon final approval of the application by the NHED.

While there have been no significant changes notable in the last year, this FY2024 general assurances document contains a few minor differences from the FY2023 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated.

Please note that the practice of the School Board authorizing the Superintendent to sign on behalf of the School Board Chair is not acceptable to the NHED in this case and will be considered non-responsive.

Once the document is fully executed, email a copy of the entire document to:

New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov

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

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.

2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.

3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
   (a) Per 2 CFR 200.330 the non-Federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.

4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions '*Federal Awarding Agency*') with regard to the drafting, review and approval of construction plans and specifications.

5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.

6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.

7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.

8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
   (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
   (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C.§§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
   (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;

Initials of Superintendent: _____
Initials of School Board Chair: _____

(d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
(e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
(f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
(g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
(h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
(i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
(j) The requirements of any other nondiscrimination statute(s) which may apply to the application.

9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.

10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.

12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.

13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).

15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.

16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a 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.

17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.

18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).

19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).

20) The subrecipient will comply with the Stevens Amendment.

21) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.

22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."

23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.

24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.

25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.

26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.

27) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2023. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website

28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.

29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).

30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.

31) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.

32) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).

33) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.

34) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is $10,000 or more.

35) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

36) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

37) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

38) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
c) Produce records that identify adequately the source and application of funds for federally funded activities.
d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

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

Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Policy/Procedure Name	**In Accordance With**	**Policy**	**Procedure**
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		

3. Internal Controls

The subrecipient must:

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

4. Allowable Costs

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

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

5. Audits

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

a) In the event that the subrecipient expends $750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
c) If the subrecipient expends less than $750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than $750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511(b-c)).
e) Upon request by the NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to NHED funded programs.
f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHED funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1po1))/account/login.aspx

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

subrecipient directly to:

a) **New Hampshire Department of Education**
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301Or via email to: federalcompliance@doe.nh.gov

b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certifications and Federal Expenditures Worksheet

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

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 180.120, 180.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's *Excluded Parties List System* as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences – for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.
c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200the subrecipient certifies that it will continue to provide a drug-free workplace by:

a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.

b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:

- The dangers of drug abuse in the workplace.
- The recipient's policy of maintaining a drug-free workplace.
- Any available drug counseling, rehabilitation, and employee assistance programs.
- The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.

d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:

- Abide by the terms of the statement.
- Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.

e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U.S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA – Regional Office Building No. 3]
Washington, D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.

- Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
- Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or

other appropriate agency.

g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).*

The statute highlights **six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age**. Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHED program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award, 34 CFR 75.231.

All applicants for new awards must satisfy this provision to receive funding. Those seeking *continuation* awards do not need to submit information beyond the descriptions included in their original applications.

10. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193:13 III.

> RSA 193:13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrating officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

11. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over $100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its

instructions.

c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - **Prohibited Activities.**

I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.

II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

12. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

13. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

14. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

15. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge

of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

a) Reflect an after-the-fact distribution of the actual activity of each employee
b) Account for the total activity for which each employee is compensated
c) Prepared at least monthly and must coincide with one or more pay period
d) Signed and dated by the employee

16. Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
    a. Micro-purchases
    b. Small purchases
2. Formal procurement methods
    a. Sealed bids
    b. Proposals
3. Noncompetitive procurement

18. Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.334, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all ligation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.337 (a) and (c), which states:

> a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHED] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.

d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

19. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

> *When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.*

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.

b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

C. Definitions (2 CFR 200.1)

1) **Audit finding** - A*udit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.

2) **Management decision** -*Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.

3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

6) **Subrecipient** - *Subrecipient* mean an entity, usually buy not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual hat is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District or School Administrative Unit (SAU) does not have a Superintendent, (*See* RSA 194-C:5, II) **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

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Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641:3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____ __, ____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: _____ District or SAU Name:_____

District UEI : _____ UEI(Sam.gov) Expiration: _____

_____	_____	_____
Typed Name of Superintendent or other Qualifying Administrator	Signature	Date

Initials of Superintendent: _____
Initials of School Board Chair: _____

School Board Certification:

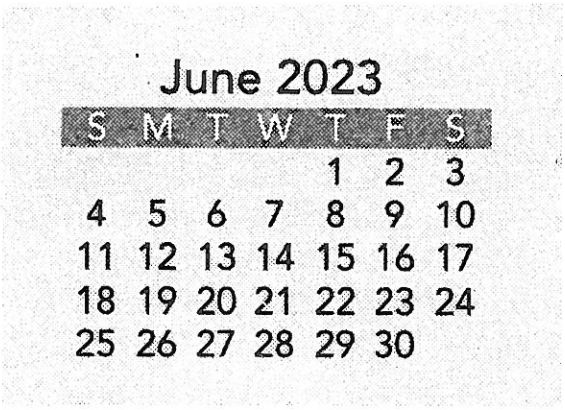
I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a, and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

Typed Name of School Board Chair (on behalf of the School Board)	Signature	Date

Please email a fully executed copy of the entire document to:

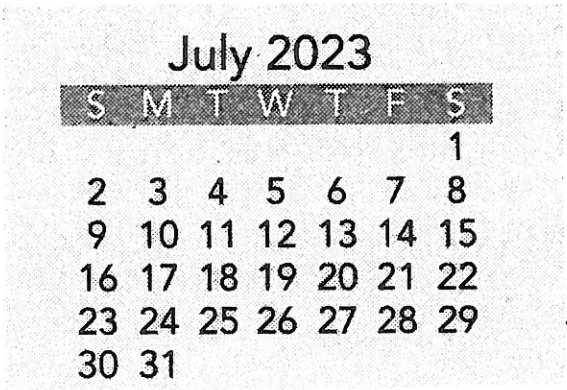
New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov

June Goals Setting Meeting
and
Summer Meeting Dates



June 2023

S	M	T	W	T	F	S
				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	



July 2023

S	M	T	W	T	F	S
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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					



August 2023

S	M	T	W	T	F	S
		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		

4/13/2023

Policy Progress Chart

Policy Progress	1st Reading	2nd Review	3rd Review, if needed	Adoption	Comments
Non-Educational Surveys and Questionnaires (ILD)	4/03/23	4/17/2023	X		Update per Legal
With Attorney for Compliancy Review					
Video Surveillance on School Property (EEAA)	4/03/23	On hold			**Legal is reviewing the bus paragraph.** Introduce with Policy JICL, per Legal.
Home Education Instruction (IHBG)					To attorney on 4/4/23. Update to 2009 policy.
Extended Learning Opportunities (IHBH)					To attorney on 4/4/23. Update to 2007
Next in Line					
Matt's policies					Format. Send to attorney.
Student Use of Information Technology (JICL)	3/20/23	5/1/23 tentative			Jason is doing a major review for 5/2/2023 Update to 2014 policy.
Wellness Policy (JLCF)					Needs updating per NH Nutritional Department
Employee Use of Information Technology (EHAA)	5/1/23 tentative				Jason is doing a major review for 5/2/2023. Update to 2013 policy
School Choice: Access to Public School Programs by Nonpublic, Charter Schools or Home Educated Pupils (RSA 193:1-c) (JJJ)					8/31/22 new law
Procedural Safeguards Non-Discrimination on the Basis of Disability (ACE)					Update per A. Tamposi. Policy is vague.
Teacher Performance and Evaluation (GCO)					Priority Policy
Alternative Learning Plans (IHBI)					Priority Policy

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES

Separate federal and state laws require that written consent be obtained from a parent or guardian (or the student, if the student is an adult or an emancipated minor) before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. It is the purpose of this policy to assist the District in complying with these laws and to only administer non-educational surveys when the applicable requirements are met.

A. General Provisions

For the purpose of this policy, "non-academic survey" shall include surveys, ~~questionnaires,~~ analyses, evaluations ~~which seeks any information in the categories listed above~~ or other documents designed to elicit any information in the categories listed in Section B (below). This policy does not apply to academic surveys, including those which may be developed by students and/or District staff as part of a classroom requirement.

All non-academic surveys conducted for the District must have the prior approval of the Superintendent or his/her designee. Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board, if such a disclosure is consistent with privacy laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA").

No questionnaire or survey requesting ~~sexual~~ information of a sexual nature will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.

B. Applicable Laws

Federal law, the Protection of Pupil Rights Amendment, ~~imposes the~~ requires prior written consent ~~requirement~~ only if the survey, analysis, ~~or~~ evaluation, or its administration is paid for or in any way uses ~~federal~~ funds from the Federal Department of Education and reveals information concerning the following:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems ~~potentially embarrassing to~~ of the student or the student's family;
3. Sexual behavior and/or attitudes;
4. Illegal, anti-social, self-incriminating, and/or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES (continued)

State law, RSA 186:11, IX-d, ~~imposes the~~ requires prior written consent ~~requirement~~ on questionnaires or other ~~documents~~ surveys designed to elicit information about a student's:

1. ~~A student's~~ social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics

C. Parental Notification

~~Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents.~~ Parents/Guardians will be notified at least ten (10) days ~~prior to administration when~~ before a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so. ~~in the administrative office.~~ The school district shall make such surveys or questionnaires available, at the school and on the school or school district's website, for review by a student's parent or legal guardian at least 10 days prior to distribution to students. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey. The District will, at all times, comply with state and federal privacy laws, including but not limited to FERPA, as well as District policies with respect to student privacy.

D. Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention

~~State law~~ The District does not require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. ~~Guidance issued by the Centers for Disease control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of education. As required by both New Hampshire and federal law,~~ The District shall provide parents and guardians with notice at least ten (10) days before the Youth

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES (continued)

Risk Behavior Survey is administered. ~~Parents may inspect the Youth Risk Behavior Survey at the school's administrative office~~; The school district shall make ~~such surveys or questionnaires~~ it available, at the school ~~and~~ or on the school or school district's website for review by ~~a student's~~ parents or legal guardians at least 10 days prior to distribution to students. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior survey shall ~~insure~~ ensure students understand that participation is voluntary and that students who opt-out will not be penalized.

E. Federal Exception

Non-academic surveys which do not require consent and notice under New Hampshire law might otherwise require notice and consent under the federal law. However, the federal requirement exempts the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

a) College or post-secondary education recruitment, or military recruitment;
b) Book clubs, magazines, and programs providing access to low-cost literary products;
c) Curriculum and instructional materials used by schools;
d) Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
e) The sale of products or services to raise funds for school-related or education-related activities; and
f) Student recognition programs.

This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law.

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
RSA 186:11, IX-d
~~2017 CDC YRBS Guidance Manual~~
Appendix ILD-R

1st Reading: March 5, 2018
2nd Review: April 2, 2018
Adoption: April 16, 2018

Policy Revision
1st Reading: April 3, 2023
2nd Review: April 17, 2023
Revised:

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES

Separate federal and state laws require that written consent be obtained from a parent or guardian (or the student, if the student is an adult or an emancipated minor) before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. It is the purpose of this policy to assist the District in complying with these laws and to only administer non-educational surveys when the applicable requirements are met.

A. General Provisions

For the purpose of this policy, "non-academic survey" shall include surveys, ~~questionnaires,~~ analyses, evaluations ~~which seeks any information in the categories listed above~~ or other documents designed to elicit any information in the categories listed in Section B (below). This policy does not apply to academic surveys, including those which may be developed by students and/or District staff as part of a classroom requirement.

All non-academic surveys conducted for the District must have the prior approval of the Superintendent or his/her designee. Surveys conducted for other agencies, organizations or individuals must have the recommendation of the Superintendent and the approval of the School Board as to content and purpose. The results of such approved surveys must be shared with the School Board, if such a disclosure is consistent with privacy laws, including but not limited to the Family Educational Rights and Privacy Act ("FERPA").

No questionnaire or survey requesting ~~sexual~~ information of a sexual nature will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.

B. Applicable Laws

Federal law, the Protection of Pupil Rights Amendment, ~~imposes the~~ requires prior written consent ~~requirement~~ only if the survey, analysis, ~~or~~ evaluation, or its administration is paid for or in any way uses ~~federal~~ funds from the Federal Department of Education and reveals information concerning the following:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental and psychological problems ~~potentially embarrassing to~~ of the student or the student's family;
3. Sexual behavior and/or attitudes;
4. Illegal, anti-social, self-incriminating, and/or demeaning behavior;
5. Critical appraisals of other individuals with whom respondents have close family relationships;
6. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
7. Religious practices, affiliations, or beliefs of the student or the student's parent; or
8. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES (continued)

State law, RSA 186:11, IX-d, ~~imposes the~~ requires prior written consent ~~requirement~~ on questionnaires or other ~~documents~~ surveys designed to elicit information about a student's:

1. ~~A student's~~ social behavior;
2. family life;
3. religion;
4. politics;
5. sexual orientation;
6. sexual activity;
7. drug use;
8. or any other information not related to a student's academics

C. Parental Notification

~~Prior written consent from a parent or legal guardian is required to administer a non-academic survey to a student, unless the student is an adult or an emancipated minor who consents.~~ Parents/Guardians will be notified at least ten (10) days ~~prior to administration when~~ before a school intends to administer a non-academic survey. Included in the notice will be information regarding the purpose of the non-academic survey, how the survey will be administered; how it will be utilized; and the persons or entities that will have access to the results of the completed survey. Parents or guardians wishing to inspect a non-academic survey will be able to do so. ~~in the administrative office.~~ The school district shall make such surveys or questionnaires available, at the school and on the school or school district's website, for review by a student's parent or legal guardian at least 10 days prior to distribution to students. Parents may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents/guardians decline to provide written consent. The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey. The District will, at all times, comply with state and federal privacy laws, including but not limited to FERPA, as well as District policies with respect to student privacy.

D. Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention

~~State law~~ The District does not require prior written consent from a parent or guardian for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. ~~Guidance issued by the Centers for Disease control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate and the survey is not paid for by the United States Department of education. As required by both New Hampshire and federal law,~~ The District shall provide parents and guardians with notice at least ten (10) days before the Youth

NON-EDUCATIONAL SURVEYS AND QUESTIONNAIRES (continued)

Risk Behavior Survey is administered. ~~Parents may inspect the Youth Risk Behavior Survey at the school's administrative office~~; The school district shall make ~~such surveys or questionnaires~~ it available, at the school ~~and~~ or on the school or school district's website for review by ~~a student's~~ parents or legal guardians at least 10 days prior to distribution to students. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the Principal with written notice. District staff administering the Youth Risk Behavior survey shall ~~insure~~ ensure students understand that participation is voluntary and that students who opt-out will not be penalized.

E. Federal Exception

Non-academic surveys which do not require consent and notice under New Hampshire law might otherwise require notice and consent under the federal law. However, the federal requirement exempts the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:

a) College or post-secondary education recruitment, or military recruitment;
b) Book clubs, magazines, and programs providing access to low-cost literary products;
c) Curriculum and instructional materials used by schools;
d) Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
e) The sale of products or services to raise funds for school-related or education-related activities; and
f) Student recognition programs.

This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law.

Legal Reference:

20 U.S.C. § 1232h; 34 CFR Part 98, Protection of Pupil Rights Amendment
RSA 186:11, IX-d
~~2017 CDC YRBS Guidance Manual~~
Appendix ILD-R

1st Reading: March 5, 2018
2nd Review: April 2, 2018
Adoption: April 16, 2018

Policy Revision
1st Reading: April 3, 2023
2nd Review: April 17, 2023
Revised:

Merrimack School Board Meeting
Merrimack School District, SAU #26
Merrimack Town Hall – Matthew Thornton Room
April 3, 2023

Present: Chair Laurie Rothhaus, Vice-Chair Lori Peters, Board Member Naomi Halter, Board Member Jenna Hardy, and Board Member Ken Martin. Also present were Assistant Superintendent for Business Matt Shevenell, Assistant Superintendent of Curriculum, Instruction, and Assessment Amy Doyle, and, Chief Educational Officer Everett (Bill) Olsen.

Not Present:

Ms. Kaitlyn Vadney, Student Representative – Excused

1. CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Rothhaus called the meeting to order at approximately **6:00 p.m.** and led the Pledge of Allegiance.

2. PUBLIC COMMENT

There were none.

3. RECOGNITIONS

a. New Hampshire House Proclamation/Resolution

State Representative Rosemarie Rung, Representative Bill Boyd, Representative Tim McGough, Representative Nancy Murphy, and Senator Shannon Chandley were present to recognize the girls' wrestling team.

Representative Rung said not only did Emily Angelo, a junior at Merrimack High School, win the championship for Merrimack High School, but she was the first champion of girls' wrestling in the state. She also said Avery N. came in third place and pointed out that Leni H., and Khalia U. also wrestled for Merrimack.

Representative Rung presented Emily Angelo with a declaration from the Speaker of the New Hampshire House of Representatives, Sherman A. Packard, Speaker of the House.

Senator Shannon Chandley presented Emily Angelo with a Resolution on behalf of the New

Hampshire Senate in recognition of being the winner of her weight class in the "Meet of Champions," and therefore, becoming the first female wrestling champion in the State of New Hampshire.

b. Gymnastics

Chair Rothhaus and Chief Educational Officer Olsen presented a formal recognition to Mia LeBlanc who was the NHIAA Gymnastics All-Around State Champion and thanked gymnastics coaches Noha Labib, and Aya Mahgoub.

c. Boys' Wrestling

Chair Rothhaus and Chief Educational Officer Olsen presented a formal recognition to Brendan C. - NHIAA Division II Wrestling Championship, and thanked wrestling coaches Bryan Dine, Brett Wilson, Zach Hicks, and Eric Theriault.

d. Swim

Chair Rothhaus and Chief Educational Officer Olsen formally recognized Josey S. – NHIAA Division I 200-Yard Individual Medley Championship, and Sara C. – NHIAA Division I 100-Yard Fly Championship. They thanked coaches, Tim Thompson, and Becki Stevens.

4. INFORMATIONAL UPDATES

a. Superintendent Update

Chief Educational Officer Olsen shared the following positive news from the district:

- Melanie Hedlund and Trevor Knight were offering an in-person Mentor/Mentee program with the elementary school students meeting with the high school students.

- Beth Powers had informed him that the Merrimack High School Activism and Civic Engagement Club was holding a candidates' forum.

- Mike Soucy informed him that the New Hampshire Interscholastic Athletic Association and the New Hampshire Athletic Director's Association Scholar Athlete Award Ceremony was held at the Capital Center for the Arts in Concord and the following seniors received a varsity letter in at least two sports and had at least a B+ or better grade point average:

    - Gaylor S., Trent J., Matthew L., Emily W., Jackson F., Riley S., Lilly M., Maxwell T., Heather H., Tyler S., Kali D., Ramilla H., Nathan B., Amelia P., Tyler B., & Michael M.

- Leah Johnson at the middle school commented that the enthusiasm from staff to work in the summer programs was growing and to date, there were approximately 100 students who would be participating in the summer school program.

- Fern Seiden informed him that they would be recognizing mental health awareness in May with the theme "Mental Health in the Digital Age."

- There would be a community book read of "Screenwise" by Devorah Heitner and the first 30 people who expressed interest would receive a free book.

- Julie DeLuca wished to thank the Parent Council at the Thorntons Ferry Elementary School for having the 3rd and 4th graders participate in a cartoon program with Marek Bennett.

- Chief Educational Officer Olsen noted that it was "National Assistant Principals' Week and thanked all of the Assistant Principals in the district for their hard work and dedication.

- Heather Barker wanted to remind people of the Bright Futures survey that was being conducted. He noted that the link to the survey could be found on the district's website.

- Sara Campbell shared that the prior week the Merrimack School District participated in the Granite State Challenge and defeated Souhegan High School with a score of 520 to 210.

- Rebecca Spotts shared that the College and Career Fair was the following Thursday and would be the largest ever.

- Aimee Piccolo shared that the New Hampshire Scholastic Arts celebrates New Hampshire's creative teens with awards, exhibitions, and scholarships. Twenty-six pieces of art and photographs were accepted into the Juried Art Exhibition at Pinkerton Academy in February. Six of the pieces were awarded New Hampshire Gold Keys. Jordan Z. received a New Hampshire Scholastic Gold Key Award at the state level and was advanced to the National Scholastic Art Competition where he was awarded a National Scholastic Silver Key Award.

- The Merrimack High School Student Council was getting ready for Spring Spirit Week which would end on Friday, April 14th with a pep rally and the last school dance of the year.

b. Assistant Superintendent for Curriculum Update

Assistant Superintendent of Curriculum Doyle reminded people to fill out the 603 Bright Futures survey. She further said that Melissa Fazlic, Director of Human Resources would be attending a job fair at SNHU where they hoped to recruit the next best and brightest people to work for the Merrimack School District.

Assistant Superintendent of Curriculum Doyle said the Merrimack School District was selected for two audits from the Department of Education. She said the first one was in-person for access testing at the James Mastricola Elementary School. Assistant Superintendent of Curriculum Doyle explained that access testing was the testing given to English language learners every year to monitor their progress in acquiring and being able to use English as their primary language. She said the second audit the district was selected for was a desktop audit done remotely. Assistant Superintendent of Curriculum Doyle explained it was for Title I & Title IIA, she added there was quite a bit of paperwork regarding grants.

c. Assistant Superintendent for Business Update

Assistant Superintendent for Business Shevenell noted the voter's guide had been mailed to everyone in the community, he noted it was also published on the website.

Assistant Superintendent for Business Shevenell stated that they received the bids for the James Mastricola Upper Elementary School roof, and they were within the budget of what was placed on the Warrant Article.

d. School Board Update

Chair Rothhaus commented that she had the pleasure of meeting Harley Hall, Director of Graduation Pathways, and Extended Learning Opportunities. She said the district hired the right person for the job and had hit the ground running. Additionally, Chair Rothhaus stated that even though it was only April, the administration had already met most of the goals discussed the previous summer.

Chair Rothhaus added she would be sending the School Board information regarding the Superintendent's evaluation.

e. Student Representative Update

There were no reports to share.

5. OLD BUSINESS

There was no old business to discuss.

6. NEW BUSINESS

a. Summer Programming Offerings

Assistant Superintendent of Curriculum Doyle said the majority of the summer programming would be offered between July 10th and August 11th. She said there would be a robust offering of extended school year programs for those students identified with IEPs (Individual Education Plans) through the Office of Student Services, and that covered all students from kindergarten through grade 12. The programs being offered are as follows:

- Credit recovery and highest tutoring at Merrimack High School.
- 8.5 Program for rising freshmen (focus on students entering the 9th grade from the 8th grade)
- The summer learning program for students in grades kindergarten through grade 4 would be hosted at the Thorntons Ferry School.
- Fern Seiden from the Office of Student Wellness would organize Mindful Moves and Summer Soar Programming.
- Camp Invention would also return.
- Working toward coordinating programming for students in grades 5 through 7.
- Band camp at Merrimack High School.

Assistant Superintendent of Curriculum Doyle said she would keep the School Board up-to-date regarding the summer programming.

b. Competencies Update

Assistant Superintendent of Curriculum Doyle explained that over the past few months, they had been in conversation and collaboration with members of the New Hampshire Learning Initiative to bring some consultation and coaching to the district. She said they would primarily start by focusing on high school. She added they would start with some high-quality professional development in professional learning communities. Assistant Superintendent of Curriculum Doyle commented she was very happy to be working with Brian Stack of Solution Tree.

Assistant Superintendent of Curriculum Doyle stated that they would be working in tandem to bring competency-based learning and assessment to the district. She said they would have a district leadership team, a school leadership team, and a teacher leadership team. She also said there would be a coordinated effort to communicate the plan to the community in terms of what they could expect as they did the work over the next few years.

c. Strategic Plan Update

Chief Educational Officer Olsen stated Assistant Superintendent of Curriculum Doyle and himself had chosen Mark Dolan, Strategic Planning Facilitator of the New Hampshire School Boards Association as the person who would best fit their needs in developing a Strategic Plan. He added the cost of the facilitation to be done by Mr. Dolan was $5,000 and it was the lowest cost of any individual/company that was considered.

Chief Educational Officer Olsen reviewed the 3-year Strategic Plan as summarized below:

- The goal over the next 10 – 12 months was to draft a Strategic Plan that would provide direction and focus in the following areas:
    - Teaching and Learning
    - School Finances and Resources
    - Technology and Infrastructure
    - Facilities and Operations
    - Culture and Climate
    - Student and Staff Wellness
    - School Security

Vice-Cahir Peters noted that the Strategic Plan would include all stakeholders, parents, students, teachers, staff, administration, Board Members, and all members of the community.

MOTION: Chair Rothhaus made a motion to accept the development of a 3-year Strategic Plan prepared by Mark Dolan and accept the financial responsibility of $5,000. Board Member Hardy seconded the motion.

MOTION CARRIED: 5 – 0 – 0.

d. Other

Chief Educational Officer Olsen said that he and Assistant Superintendent for Business Shevenell had put together some notes regarding school safety, especially in light of yet another school incident of violence.

Chief Educational Officer Olsen said over the last year a new crisis management plan had been redrafted. He said they collaborated with Detective Bill Vandersyde of the Merrimack Police Department. He added the police department was providing training to the staff, however, it differed slightly at the elementary level due to the age of the children.

Chief Educational Officer Olsen stated that they would have another simulated evacuation and reunification over the summer.

Chief Educational Officer Olsen reviewed slides pertaining to:

- The Duration of School Violence Events
- Research on School Violence Motives
- School Violence Data
- Behavioral Warning Signs
- Those Involved with School Violence Experienced Home Life Factors

Chief Educational Officer Olsen noted that the information would be available on the website. He also said he would continue the conversation with the police department regarding placing SROs (School Resource Officers) in all of the schools.

Chair Rothhaus suggested that there be a panic button in every main office in addition to having walkie/talkies. She also suggested if a student were to present in a way that was dangerous to other students that they look for alternative placements and that it should be in the form of a policy.

Board Member Hardy said she was grateful that the district has SEL (social and emotional learning) in place.

7. POLICIES

a. Approval of Early Admission to Kindergarten and Grade One (JFAAA)

Chief Educational Officer Olsen pointed out that the following verbiage was added to paragraph three of the proposed policy: "A child must have attained the age of 5 by September 30th to attend kindergarten in the Merrimack School District."

MOTION: Board Member Martin made a motion to approve policy (JFAAA) Approval of Early Admission to Kindergarten and Grade One, as amended. Chair Rothhaus seconded the motion.

MOTION CARRIED: 5 – 0 – 0.

b. Approval of Service Animals (IMGA)

MOTION: Board Member Martin made a motion to approve policy (IMGA) Service Animals. Board Member Halter seconded the motion.

MOTION CARRIED: 5 – 0 – 0.

c. Approval of Animals in the School (IMG)

MOTION: Board Member Martin made a motion to approve policy (IMG) Animals in the School. Board Member Hardy seconded the motion.

MOTION CARRIED: 5 – 0 – 0.

d. First Reading of Non-Educational Surveys and Questionnaires (ILD)

MOTION: Board Member Hardy made a motion to waive the first reading of policy (ILD) Non-Educational Surveys and Questionnaires into the record, and to approve it for a second reading. Board Member Halter seconded the motion.

MOTION CARRIED: 5 – 0 – 0.

e. First Reading of Video Surveillance on School Property (EEAA)

MOTION: Board Member made a motion to waive the first reading of policy (EEAA) Video Surveillance on School Property into the record, and to approve it for a second reading. Board Member Halter seconded the motion.

The microphone was off; Chair Rothhaus could not be heard.

Board Member Halter indicated that only audio recordings were mentioned under the sub-heading of Video and Audio Recordings. Chief Educational Officer Olsen said he would check with legal counsel and the item would be placed on a future agenda.

8. APPROVAL OF MINUTES

a. March 20, 2023

MOTION: Board Member Halter made a motion to approve the minutes from the March 20, 2023, meeting. Board Member Martin seconded the motion.

MOTION CARRIED: 4 – 0 – 1. (Abstained – Vice-Chair Peters)

9. CONSENT AGENDA

a. Job Description for Literacy Coordinator (formerly Language Arts Coordinator)

Assistant Superintendent of Curriculum Doyle stated that the job goal for the Literacy Coordinator in the district (formerly known as the Language Arts Coordinator) was defined as follows: "To provide professional leadership and management for the coordination of curriculum, instruction, assessment, programs, and services related to the literacy-based needs of all students through a multi-tiered system of support." She said the title of Literacy Coordinator was a more appropriate title in the year 2023.

10. OTHER

a. Committee Reports

Board Member Halter said she had attended the Parks & Recreation Committee meeting where they discussed possibly having to relocate the skateboard park when the new SAU building was constructed. She said some considerations included an area that was easy for skateboarders to get to and easy for the police to patrol. She added that possible locations were a field at the middle school or in Wasserman Park.

b. Correspondence

Chair Rothhaus said she received correspondence from a parent with some concerns and she advised them to follow the chain of command.

Vice-Chair Peters said she had multiple emails regarding the violence in Nashville, TN the prior week and said the administration had done a great job at reviewing safety practices/policies that were in place as well as future plans.

Vice-Chair Peters said she also received communication from a parent who wished to speak with her regarding questions and thoughts about Social and Emotional Learning.

c. Comments

Board Member Martin said the high school band and chorus performed at the High School Large Group Festival at Bow High School and the Merrimack Concert Band had received a perfect rating.

Board Member Martin also said the previous weekend he attended the New Hampshire All-State Festival where nineteen Merrimack students represented the town as the top musicians in the state.

Board Member Martin suggested that the best musicians were not recognized as athletes were and would like to see that happen. Chief Educational Officer Olsen replied those recognitions were already on a future agenda.

Board Member Hardy commented that she would like to see representatives from the CTE program attend a School Board meeting and provide a presentation. She also said she would like to know more about dual enrollment offerings.

Chair Rothhaus said the School Board had discussed having principals rotate attending the School Board meeting and asking them to mention student recognitions in each school.

Vice-Chair Peters said the School Board and town election would be held on Tuesday, April 11th from 7:00 a.m. through 7:00 p.m. She said the teacher contract would do amazing things to help the teachers.

11. PUBLIC COMMENTS ON AGENDA ITEMS

Mr. Rick Foote, 129 Indian Rock Road, addressed the Board and said he did not think they should replace the skatepark. He said he felt that some people who used the skatepark left large amounts of trash behind.

12. ADJOURNMENT

MOTION: At approximately 7:36 p.m. Board Member Martin made a motion to adjourn. Board Member Hardy seconded the motion.

MOTION CARRIED: 5 – 0 – 0.

Merrimack School District
Grifts and Grants Acceptance Form

Name of Recipient: Merrimack School District

Name of Donor: Health Trust
25 Triangle Park Drive
Concord, NH 03301

Amount of Gift or Grant: $3,000.00 **Date of Receipt of Gift or Grant:** March 24, 2023

Please answer each of the following questions:

1. **Describe the purpose of gift/grant:**

The gift was received by the Healthcare Cost Containment Committee (HCCC) and will be used for worksite health and safety activities to benefit district employees.

2. **Describe any specific restrictions or requirements attached to gift/grant:**

None.

3. **Describe any recurring costs associated with the gift/grant:**

Designated Health and Safety Coordinators for the District attend a full-day (virtual) Health and Safety training session.

I, **Matthew Shevenell,** do hereby determine that it is in the best interest of the Merrimack School District to accept such gift or grant and hereby request the acceptance of the gift/grant by the Merrimack School Board.

Matt Shevenell 4/5/23
Signature Date
Assistant Superintendent for Business

Published in the _____ on _____
Date

Presented to Merrimack School Board (Public Hearing) _____
Date

Accepted by Merrimack School Board on _____
Date

By a vote of ____-____-____.

All Gifts and Grants to the Merrimack School District are to be accepted in accordance with RSA 198:20b and Warrant Article II of the 1991 Annual Merrimack School District Meeting.

Merrimack School District

Literacy Coordinator

Role Description

TITLE: Literacy Coordinator (formerly Language Arts Coordinator)

REPORTS TO: Building Administration

JOB GOAL:

To provide professional leadership and management for the coordination of curriculum, instruction, assessment, programs, and services related to the literacy-based needs of all students through a multitiered system of support.

QUALIFICATIONS:

- Current certification through the State of New Hampshire
- Certifiable as a Reading Specialist in the State of New Hampshire
- Master's degree in Reading, or related field
- Certificate of Advanced Studies (C.A.G.S.) degree preferred
- Minimum of 5 years teaching experience required
- Strong leadership, organization, and communication skills required

RESPONSIBILITIES:

- Serve as a member of the Building Leadership Team, which includes participation on a variety of committees, teams, Professional Learning Teams, and task forces related to curriculum, instruction, assessment, student learning, and leadership
- Collaborate with district Literacy Coordinators and the Assistant Superintendent to align student learning initiatives and professional development for staff
- Develop, coordinate, and oversee the implementation of literacy curriculum, instruction, and assessment in collaboration with the Assistant Superintendent
- Provide educators with ongoing and updated research and best practices in literacy and maintain a robust collection of resources
- Provide high quality, differentiated, instructional coaching to staff that meets the needs of a diverse student population
- Build and manage the literacy budget lines for the school
- Observe and evaluate staff, as assigned by the building administration, using the district's evaluation model(s)
- Provide short term boosts/interventions to individual or small groups of students

Proposed to School Board: April 3, 2023
Board Approval:

- Oversee the building's multitiered system of academic support for students, including the facilitation of student-focused meetings, supporting the development and implementation of individual Response to Intervention plans, and monitoring of student progress
- Oversee the implementation of benchmark, formative, and summative literacy assessments for student placement and/or to inform tiered instruction
- Collect, analyze, build, and share reports of school-wide assessment data at the building and district levels
- Facilitate and oversee the student placement process, including Kindergarten screening, grade level placement for the following school year, conducting assessments for new students, and organizing Move-Up Day
- Oversee the implementation of all building-wide Title I interventions and services which includes reviewing assessment data to create and maintain lists of identified, selected, and discharged students, as well as waiting lists for services
- Oversee Title I communication with classroom teachers and families, oversee, support, and evaluate Title I staff, including lesson planning for non-certified tutors; and work with the Title I District Coordinator to fulfill the specification of the federal grant
- Provide ongoing literacy professional development to staff, including training in curricular and assessment tools, interventions, resources, digital platforms, and best teaching practices
- Collaborate with the building administration and the school Library Media Specialist to plan literacy-related events and activities such as reading challenges, reading celebrations, and author visits
- Maintain and consistently improve one's own professional competence through attendance and participation in conferences, workshops, coursework, and other in-service activities as required
- Attend and participate in department, school, building, district, student, and parent meetings
- Fulfill assigned job responsibilities and duties as assigned by the Building Administration, including following all district and school policies, procedures, and routines
- Adhere to the Code of Ethics and Code of Conduct for New Hampshire educators and demonstrate high levels of professionalism that are representative of the core values of the Merrimack School District
- Other related duties as assigned by Building Administration

Additional Contracted Days:

The Literacy Coordinator position requires an additional 15 contracted days of employment. The responsibilities for these additional contracted days include, but are not limited to, conducting new student assessments during the summer months, updating assessment data, tools, and resources, revising, and updating curriculum, ordering, and distributing literacy supplies and materials, and planning professional learning opportunities for staff.

TERMS OF EMPLOYMENT: Position is part of the collective bargaining unit of the Merrimack Teachers Association.

Physical Activity Requirements:

KEY
N = not required
R = rarely
O = occasionally
F = frequently
C = constantly

Lift up to 10 lb.	N	R	O	**F**	C
Lift 11 to 25 lb.	N	R	O	**F**	C
Lift 26 to 50 lb.	N	R	**O**	F	C
Lift over 50 lb.	N	R	**O**	F	C
Carry up to 10 lb.	N	R	O	**F**	C
Carry 11 to 25 lb.	N	R	**O**	F	C
Carry 26 to 50 lb.	N	R	**O**	F	C
Carry over 50 lb.	N	R	**O**	F	C
Twisting	N	R	**O**	F	C
Bending	N	R	**O**	F	C
Crawling	N	R	**O**	F	C
Squatting	N	R	**O**	F	C
Kneeling	N	R	**O**	F	C
Crouching	N	R	**O**	F	C
Climbing	N	R	**O**	F	C
Balancing	N	R	**O**	F	C

Work Surface(s)

Reach above shoulder height	N	R	**O**	F	C
Reach at shoulder height	N	R	**O**	F	C
Reach below shoulder height	N	R	**O**	F	C
Push/Pull	N	R	**O**	F	C

Hand Manipulation

Grasping	N	R	O	**F**	C
Handling	N	R	**O**	F	C
Fingering	N	R	**O**	F	C
Torquing	N	R	**O**	F	C

Controls and Equipment:
Use of typical office/classroom equipment.

During a typical day, employee may be required to:

	Consecutive Hours	Total Hours
Sit	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Stand	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**
Walk	1 2 **3** 4 5 6 7 8	1 2 3 4 5 6 7 **8**

Cognitive/Sensory Requirements:

Talking:	Necessary for communicating with others.
Hearing:	Necessary for taking instruction/direction from others.
Sight:	Necessary for doing job effectively
Taste/Smell:	Smelling required to detect odors, such as natural gas, electrical smoke, etc.

Summary of Occupational Exposures:
Exposure to typical building-related hazards and materials.
Exposure to outdoor exposures

MERRIMACK SCHOOL DISTRICT MONTHLY ENROLLMENTS 2022-2023

April 3, 2023

Enrollment On

April 3, 2023	PRE	K	1	2	3	4	Total	5	6	Total	7	8	Total	9	10	11	12	Total	ODP	HSS	TOTALS
MES	44	78	80	69	79	81	**431**														**431**
RFS	53	70	90	72	79	92	**456**														**456**
TFS	44	103	98	96	104	100	**545**														**545**
MUES								246	249	**495**											**495**
MMS											275	270	**545**								**545**
MHS														279	260	276	277	**1092**			**1092**
PR-12 Total																					**3564**
Student Services ODP**																			21		**21**
Home Study (HSS)																				130	**130**
Total	**141**	**251**	**268**	**237**	**262**	**273**	**1432**	**246**	**249**	**495**	**275**	**270**	**545**	**279**	**260**	**276**	**277**	**1092**	**21**	**130**	**3715**

**Out-of-District Placement

MONTHLY ENROLLMENTS 2022-2023

Month	*PRE	K	1	2	3	4	Total	5	6	Total	7	8	Total	9	10	11	12	Total	SSP	HSS	TOTALS
September 12, 2022	129	248	268	239	266	272	1422	248	249	497	277	271	548	278	265	278	303	1124	19	116	3726
October 1, 2022	131	248	265	239	263	272	1418	245	249	494	276	269	545	277	265	279	297	1118	20	115	3710
October 3, 2022	131	248	265	239	263	272	1418	245	249	494	276	269	545	277	265	279	297	1118	20	116	3711
November 7, 2022	132	248	268	237	263	271	1419	246	249	495	277	269	546	277	264	279	294	1114	19	118	3711
December 5, 2022	135	248	269	238	262	271	1423	247	249	496	278	269	547	277	262	278	293	1110	20	119	3715
January 3, 2023	136	249	268	238	262	271	1424	248	249	497	278	271	549	279	261	277	292	1109	20	121	3720
February 6, 2023	137	251	268	237	263	273	1429	247	250	497	278	270	548	279	261	278	286	1104	21	123	3722
March 6, 2023	140	251	268	238	264	273	1434	246	250	495	277	269	545	278	260	278	279	1095	21	127	3717
April 3, 2023	141	251	268	237	262	273	1432	246	249	495	275	270	545	279	260	276	277	1092	21	130	3715

BUS SUSPENSIONS FOR THE MONTH OF MARCH

	MHS	MMS	JMUES	MES	RFS	TFS
Fighting			2			
Vandalism						
Disrespect/Disruption			3	1		1
Unsafe Behavior						
Other						
TOTAL	**0**	**0**	**5**	**1**	**0**	**1**