



Monday, April 8, 2024

AGENDA

Regular Business Meeting
SAU 106 Boardroom

Justin Krieger, Interim Superintendent
Katie Knutsen, Chair
Mark Sherwood, Vice Chair

1. 7:00 PM Call to Order – Chair
2. Roll Call – Minute Taker
3. Pledge of Allegiance
4. Student, Staff, Family Share
5. Student Representative
6. Delegates and Individuals
7. Approval of Minutes
8. Current Business
 - a. Update on the ESSER Return to School Plan – ACTION
 - b. Instructional Hourly Calendar – ACTION
 - c. Policies – ACTION
 - d. School Food Service Pricing Increase – ACTION
 - e. FY25 General Assurances – ACTION
 - f. Facilities Update – INFORMATIONAL
 - g. Ad Hoc Committee Recommendations – ACTION
9. Administrator's Report
10. Personnel Report
11. Committee Reports/Reports of the School Board
12. Other Business
13. Nonpublic Session

DATE	TIME	LOCATION	TYPE OF MEETING
April 10	4:00 PM	SAU Boardroom	Wellness Committee
April 11	7:00 PM	SAU Boardroom	Budget Committee
May 2	5:00 PM	SAU Boardroom	Policy Committee
May 2	7:00 PM	SAU Boardroom	School Board Regular Business Meeting



1-3. Open Meeting

4. Student, Staff, Family Share (Presentation on Mental Health Awareness)

5. Student Representative

6. Delegates and Individuals

7. Approval of Minutes (3 sets: March 21st organizational, regular and non-public meeting minutes)

8. Current Business

a. Update on the ESSER Return to School Plan

Every six months, the Return to School Plan is required to be reviewed and updated to be in compliance with the ESSER grant. Motion to approve the April 4, 2024 Revised Return to School Plan.

b. Instructional Hourly Calendar

Motion to act on the transition from a daily to hourly instructional school year for 2023-2024.

c. Policies

Motion to act on the second read/adoption of policies GCF, GCCBC, JIH, and FAA.

d. School Food Service Pricing Increase

Motion to act on the recommendation to increase meal prices by \$0.10 for School Year 2024-2025.

e. FY25 General Assurances

1. Motion to act on the recommendation for the meeting minutes to reflect the Superintendent has informed the Board of the federal funds the District will be receiving and of the General Assurances, Requirements, and Definitions for participation in the federal programs.
2. Motion to act on authorizing the School Board Chair to sign the FY25 General Assurances on behalf of the Timberlane Regional School Board.

g. Facilities Update

Mr. Krieger to present a facilities update.

h. Ad Hoc Committee Recommendations

Mr. Krieger to recommend appointing two ad hoc committees: Full-time Kindergarten and TLC.

9. Administrators' Report

Mr. Krieger and Mrs. Allaire to present.



10. Personnel Report

- a. Motion to act on the professional resignations of:
 - i. Sherry Bollhorst, Elementary Teacher, Sandown North
 - ii. Anthony DeSousa, Spanish Teacher, TRHS
 - iii. Jacob Wilcox, Science Teacher, TRHS
- b. Motion to act on the renomination list as presented to the School Board on April 8, 2024.
- c. Presentation by Fran DeCinto on recruitment.

11. Committee Reports/Reports of the School Board

12. Other Business

- a. 2024-2025 Board/Superintendent Leadership Team Committees Membership

13. Nonpublic Session – If needed.



Upcoming Agenda Items

Description	Month
SAU Organizational Chart	July/August
Facilities Update	Every other meeting
Renominations (ACTION)	April
Summer Learning Plan (Informational)	April
Enrollment (INFORMATIONAL/ACTION)	Monthly March-August
Self-Evaluation School Board Goals	April
Final Voted Budget	April
NESDEC Spring	April
Policy GCF	May
Year-End Balance	May
Data Governance Plan	May
Tuition Rates	May

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Note: When feasible, TRSB meetings are videotaped. These meeting minutes reflect only a basic summary of the meeting topics, discussion, and action. The Vimeo recording of this meeting can be viewed at: <https://vimeo.com/trsd>
Materials presented at the board meeting may be viewed at: [School Board Meeting Agenda Materials](#)

Timberlane Regional School Board Organizational Meeting Minutes

Organizational Board Meeting
March 21, 2024
7:00 PM

Superintendent's Office
30 Greenough Road
Plaistow, NH

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Brienna Woodworth, Kim McCormick, Katie Knutsen, Mark Sherwood, Kristin Savage (arrived 7:10 pm), Shauna Manthorn, Paul LeCain

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent
Armaan Anthony, Student Representative

Administrators Present

Lucy Canotas, Director of Elementary Education
Kelley Brooks, Director of Special Education
Fran DeCinto, Director of Human Resources

STUDENT, STAFF & FAMILY SHARE

Atkinson Academy principal Steve HARRISES, introduced Kimberly Capel who teaches Computers and Technology. Ms. Capel brought with her students who are in the Girls Who Code Club to talk about what they do in the Club. The girls talked about why they wanted to join the Club and explained the things they are learning and what they have done so far this year. They explained coding is about problem solving, creating, and imagining. They are learning how to code on their own and one of the students is currently working on dancing dinosaur codes.

ELECTION RESULTS

Mr. Krieger reviewed the election results with the Board. He thanked the community for coming out and stated this was a record turnout. They hadn't had that many voters since before 2010.

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ELECTION OF OFFICERS

- a. Chair

MOTION: Mrs. Manthorn motioned to nominate Katie Knutsen for Chair. Seconded by Mrs. Woodworth. Motion passed: 7-1-1 (Sapia opposed; Knutsen abstained)

- b. Vice Chair

MOTION: Mr. Woodworth motioned to nominate Mark Sherwood for Vice Chair. Seconded by Mrs. Woodworth. Motion passed: 8-0-1 (Sherwood abstained)

APPOINTMENTS

- a. District Clerk

Mrs. Knutsen announced this is a vacant position and thanked the previous District Clerk for all her years of dedication.

- b. School Board Recording Secretary

MOTION: Mrs. Savage motioned to reappoint Linda Mahoney as School Board Recording Secretary. Seconded by Mrs. McCormick Motion passed: 9-0-0

- c. School Treasurer

MOTION: Mrs. Savage motioned to reappoint Kathy Beattie as School Treasurer. Seconded by Mrs. Manthorn Motion passed: 9-0-0

- d. Assistant School Treasurer

MOTION: Mrs. Savage motioned to reappoint Debra DeSimone as Assistant School Treasurer. Seconded by Mr. Sapia. Motion passed: 9-0-0

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e. School Counsel

MOTION: Mrs. Savage motioned to reappoint Drummond Woodsum as School Counsel. Seconded by Mr. Sherwood Motion passed: 9-0-0

BONDING

MOTION: Mr. Sapia motioned to bond School Treasurer and Assistant School Treasurer in accordance with RSA 197:22 and Policy DH. Seconded by Mr. Sherwood Motion passed: 9-0-0

DESIGNATE BANKS

MOTION: Mrs. Manthorn motioned to designate TD Bank as the District Bank. Seconded by Mrs. Woodworth Motion passed: 9-0-0

REVIEW AND REAFFIRM POLICIES DFA AND EI AND PROCEDURE BCA-R

MOTION: Mrs. Woodworth motioned to reaffirm policies DFA and EI. Seconded by Mr. Woodworth. Motion passed: 9-0-0

Mrs. Knutsen informed the new School Board members they are required to sign BCA-R which is School Board Member Ethics and Expectations.

DESIGNATING DATES, TIME AND PLACE FOR MONTHLY MEETINGS

Mrs. Knutsen announced per Policy BEA, the Board will meet in the evening on the 1st and 3rd Thursday of each month at the SAU 106 Administration Building. The Board may change the time, date, or the location of regular meetings, and may add or remove meetings as they deem necessary. The 2025 summer schedule will be determined at a later date.

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ADJOURNMENT

MOTION: Mrs. Savage motioned to adjourn the organizational meeting and go into the Regular Business Meeting. Seconded by Mrs. Manthorn Motion passed: 9-0-0

The Organizational Meeting was adjourned at 7:28 PM.

Respectfully submitted by,

Linda Mahoney
Recording Secretary

Approved by the School Board on

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Timberlane Regional School Board Meeting Minutes

**Regular Board Meeting
March 21, 2024
7:30 PM**

**Superintendent's Office
30 Greenough Road
Plaistow, NH**

Call to Order

Board Members Present

Donald Woodworth, Jack Sapia, Brienna Woodworth, Kim McCormick, Katie Knutsen, Mark Sherwood, Kristin Savage, Shauna Manthorn, Paul LeCain

Seated at the Board Table

Justin Krieger, Interim Superintendent
Sandra Allaire, Acting Assistant Superintendent
Armaan Anthony, Student Representative

Administrators Present

Lucy Canotas, Director of Elementary Education
Kelley Brooks, Director of Special Education
Fran DeCinto, Director of Human Resources

APPROVAL OF MINUTES

MOTION: Mrs. Manthorn motioned to accept the public meeting minutes of March 7, 2024 as written. Seconded by Mrs. Woodworth Motion passed: 8-0-1 (LeCain abstained)

MOTION: Mr. Sapia motioned to accept the non-public meeting minutes of March 7, 2024. Seconded by Mrs. Manthorn Motion passed: 8-0-1 (LeCain abstained)

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DELEGATES AND INDIVIDUALS

Marianne Springer from Danville, NH addressed the Board. She had attended the last school board meeting and spoke to the conversation they had regarding the CIP projects that could be completed this year with \$1.8 million they have available. She believes this could have been reserved for the next fiscal year to help ease the tax burden to the taxpayers. She requests they provide more transparency and more communication with the taxpayers. She also requests to have the maximum surplus funds be returned to the towns at the end of this year to help offset taxes. She thanked the Board members for their hard work.

MOTION: Mrs. Woodworth motioned to move the remaining 25 minutes to the end of the meeting. Seconded by Mrs. Manthorn Motion passed: 9-0-0

STUDENT REPRESENTATIVE

Armaan Anthony presented his report highlighting the events and activities throughout the schools in the District. The following are some of the highlights. The YMCA hosted the annual Educator Celebration in Plaistow. Sandown Central held a district wide Preschool and Kindergarten information night. Danville hosted their annual kindergarten information night. At Atkinson Academy, Kindergarten through Second Grade participated in a read-a-thon and raised over \$6,000 for a local charity. Pollard School 5th Graders had a band concert. Spring sports tryouts begin next week. The high school had parent/teacher conferences on March 19th. The Junior SAT's will be held on March 27th. Mental Health Awareness Week will be recognized at the high school April 15th through April 19th.

CURRENT BUSINESS

- a. Board/Superintendent Leadership Team Standing Committee Seats

The Board members received the 23-24 Committee Assignments. Mrs. Knutsen asked the members to email her with their assignment preferences for the next Board meeting.

Mr. Sapia made a suggestion to see if they could possibly streamline some of these committees. He asked the Board about restructuring the committees or change them a little bit in how they interface with each other and do some streamlining.

Mrs. Knutsen said there has been some talk to make sure committees are more streamlined and more transparent. They are currently working on that.

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b. 2023-2024 School Board Goals

Mrs. Knutsen would like to have their new goals set at the first meeting in May. Mrs. Woodworth asked about having a workshop on this. They had one last year and it was very productive. Mrs. Knutsen will email the Board members about possible workshop dates.

POLICIES

1. First Read for Policy GCF, GCCBC, KI, JIH, and DJE

Mrs. Knutsen reviewed the list of policies and their changes/recommendations. GCF – Professional Staff Hiring; GCCBC – Family and Medical Leave; KI – Visitors on School Grounds; JIH – Student Interrogations and Searches; DJE – Bidding Requirements.

Mr. Sapia referred to Policy KI. He mentioned how residents walk the loop on school grounds throughout the day and use the fields all the time.

Mr. Krieger explained the policy provides school administrators with direction on how to approach and engage those people and also a process for how to gain access to school grounds.

Mrs. Savage said the schools are posted notifying those people they are not allowed on school grounds during school hours.

Mrs. Woodworth would like to have the term “school day” more defined.

Mr. LeCain would also like to have something included in the policy that directs school board members to the policy that directly pertains to them.

Mr. Sapia would like to discuss Policy DJE bidding requirements. He said this is one of the mechanisms the School Board can use to control spending. He said that about 80% of the school districts he looked at are around \$20,000. The average amount to get three quotes is roughly \$5,000 and we are at \$50,000. He believes they need to have a tighter rein in what we anticipate, what we approve, and this is a way of tapping on the breaks. He recommends they amend the policy from \$50,000 down to \$20,000 and from \$10,000 down to \$5,000.

Mrs. Savage said the \$50,000 was just recently changed in 21/22 from a lesser amount and there were a lot of good reasons why we went to that amount.

Mr. Krieger mentioned the dates of those policies from other districts go back 10, 15, and in some cases, 20 years. The dollar has changed over that time. Also, most if not all those policies had a clause where the Superintendent had the authority and power to override any of those things. The control in this District is actually more because it is not the Superintendent who has

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the authority in this policy as it is written. The authority is with a Board of nine members and not one individual.

Mr. Sherwood asked Mr. Krieger if he would want the Board to give him that authority to override any of it in the event of time constraints.

Mr. Krieger said there is a level of transparency that a group of people are in charge of versus one individual. He would be comfortable doing it, but he would not recommend going in that direction. He believes it should come from the Board and they should have a presentation and vote on those things. He can always go to the Board and request they waive policy in the event there are time sensitive things or a crisis that needs to be dealt with. That mechanism already exists.

Mr. Sapia believes that in the event of an emergency, the Superintendent should have the authority to make a snap decision and cited a septic failure as an example.

Mrs. Knutsen clarified that anything over \$10,000 requires three quotes and anything over \$50,000 requires three competitive bids. She said there is no language in the policy that addresses the issue of an emergency or if the Superintendent could waive this policy. It would have to come to the Board.

Mr. Krieger suggested if the Board wants to go in that direction and give authority to the Superintendent, then add language in the policy that would make it required to be reported out to the Board at their next meeting.

Mr. Sapia believes there should be language in the policy regarding in the event of an emergency. If they add the Superintendent in the policy, they can indicate he would need to contact the Board Chair.

Mrs. Woodworth asked if expenditures of \$10,000-\$50,000 get reported out to the Board. Mr. Krieger cited several areas where the Board is given this information, for instance, the manifest.

Mr. Krieger agrees with Mr. Sapia's comment about expanding the circle and include the Chair along with the Superintendent.

Mr. Woodworth also suggested including the wording "the Chair or the Chair's designee."

Mrs. Savage suggested Mrs. Manthorn read through the minutes when they discussed raising it to \$50,000 because there were a lot of good points as to why it should be increased.

MOTION: Mrs. Savage motioned to accept Policies GCF, GCCBC, KI, JIH, and DJE for a First Read. Seconded by Mr. Sherwood Motion passed: 9-0-0

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2. Second Read

Policy FAA – Annual Facilities Plan and Policy ECA – Building and Grounds Security was presented as a Second Read. The Board previously waived them as a First Read.

Mr. Sapia suggested getting policies early enough to give them time to be reviewed. Mr. Sherwood agreed but said for the most part, they have had a decent amount of time to review them.

The Board agreed to vote on these policies as a First Read and not as a Second Read.

MOTION: Mr. Sherwood motioned to accept Policy FAA and Policy ECA as a First Read. Seconded by Mrs. Savage. Motion passed: 9-0-0

WAIVE POLICY DJE: BIDDING REQUIREMENTS

Mr. Krieger presented his Executive Summary to the Board requesting they waive Policy DJE specific to the JV Baseball Field. They had Busby Construction conduct a field study due to their familiarity with the area and they tested an area of the field to help determine the reason for the low points. It was determined there are tree stumps buried beneath the field. The Board voted to approve digging up and replacing the field in its March 7th meeting. The estimated cost of the project was \$200,000.

He stated that Policy DJE requires going out to bid on projects costing \$50,000 or more. He is requesting to waive this policy for multiple reasons. The most significant is timing. The first home game is scheduled for April 8th. If they had to go out to bid, the field would not be addressed until after the season leaving the field unplayable during the spring season. Busby Construction is very familiar with the area and has their equipment onsite already for other projects they are working on. Busby Construction has a documented history of winning bids in the District and submits conservative bid numbers when compared to other vendors.

MOTION: Mr. Sapia motioned to waive policy DJE for that. Seconded by Mr. Sherwood Motion passes: 9-0-0

BUDGET TRANSFER REQUEST

Mrs. Brooks presented her Executive Summary requesting a budget transfer. She explained the reason for requesting a transfer of \$200,000 from the High School Tuition account to the Contracted Service account. The reason for the request is due to the cost of contracted service

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providers to fill vacant positions which has exhausted what had been budgeted for the 23/24 school year.

Mrs. Knutsen asked Mrs. Brooks if we have thought about negotiating multi-year contracts to possibly save some money. Mrs. Brooks explained they are all year to year contracts. There are some who we use year after year.

Mr. Krieger would like to investigate the impact of an appropriation of monies from budget cycle to budget cycle for multi-year contracts.

**MOTION: Mrs. Manthorn motioned to approve the budget transfer of \$200,000 from the high school tuition line to the contracted service line. Seconded by Mr. Sapia
Motion passed: 8-0-1 (Mrs. McCormick was not present for the vote.)**

ENROLLMENT UPDATE

Mrs. Allaire referred to Policy IIB Class Size that was approved with some minor changes specifically to class size. There is a committee to bring updates and they are actively working on this.

Mrs. Canotas presented the projected enrollments for 24-25 school year. These projections are based on the current enrollment numbers rolled up to the next grade level and early registration in our Preschool, Pre-Kindergarten, and Kindergarten sessions as of 3/11/24. She monitors this on a weekly basis.

Mrs. Knutsen referred to the enrollment for Grade 5 at Pollard and asked at what point would they be asking for an additional teacher. Mr. Krieger stated they will be coming back in April with staff recommendations.

PERSONNEL REPORT

**MOTION: Mrs. Manthorn motioned to accept the professional nomination of Leah Poulin, School Social Worker at TLC Sandown North. Seconded by Mr. Sherwood
Motion passed: 9-0-0**

MOTION: Mrs. Manthorn motioned to accept the professional resignations of Mark Verry, Math Teacher at TRHS; Melissa Lioz, Math Teacher at TRMS; David Morochnick, Math Teacher at TRHS; and Kate Farley, District Nurse who had previously submitted her retirement notice but is now submitting her resignation due to family circumstances. Seconded by Mr. Woodworth Motion passed: 9-0-0

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MOTION: Mrs. Manthorn motioned to accept the professional retirement request from Lynn Ouellette, Elementary School Teacher at Atkinson Academy. Seconded by Mrs. McCormick. Motion passed: 9-0-0

Mrs. DeCinto indicated the vacancy report will be getting a lot bigger.

Mr. LeCain asked what we are doing for outreach to professionals, colleges, graduates, student practicum. He would like to know what we have done, what we are doing, and what we plan to do. He believes they should have a baseline to go by. Mrs. DeCinto said she will put something together.

ADMINISTRATORS REPORT

Mrs. Allaire stated they had their last Professional Development day last Friday. This day is planned by the Professional Development Committee and they made the decision it will be a day for teachers by teachers. They had 52 teachers present sessions across the day, along with some administrators and Shauna Manthorn also presented.

Mrs. Allaire highlighted the work of the students and the student leadership teams who have been working with the Center for School Climate and Learning with Dr. Bill Preble. The teams put together surveys that went out to students, parents, and staff. They are looking at the data and making determinations. They will set goals based on the data.

Mr. Krieger informed the Board they have a Thought Exchange email that has gone out and posted on all their social media accounts.

Mr. Krieger mentioned that the families who qualify for Free and Reduced lunch have an opportunity in the summer to go up to Franconia, NH and attend Copper Canyon Camp at no cost to the families with students. The information is on the community page and under the individual schools.

Mr. Krieger described the 4-phased process they are using this year for staffing.

He reminded the Board they can access the budget to actual monthly reports on the website and it is posted on monthly basis.

They had budgeted 12.5% for the guaranteed maximum health rate and received the notice from Health Trust it will be 12.5%.

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Mr. Krieger said there is a lot of momentum here with substitutes and our fill rates have eclipsed 80% which is good and they want to try to build off that momentum.

Mr. Krieger informed the Board they have outstanding tuition balances from families in our District and outstanding balances from Food Service. The tuition is for getting into preschool or the kindergarten program. The Food Service deficit is \$80,000 and the Tuition deficit is \$100,000. He wants the Board to consider partnering with a Collection Agency. It is not in our best interest to have our schools reaching out and engaging with these families. This will be discussed further in April.

Mr. Krieger said with regards to facilities, we have had three committees operating (CIP, Construction Committee, Facilities Committee). He will bring back a recommendation to the Board to consider how we will streamline that communication and improve communication between committees if they continue to exist in their current forms and how they are reported out at the Board level.

There are two RFP's that are out. One is for the mowing and grounds work. Bids for that are due on April 30, 2024. The other is for Wayfinder and those bids are due May 7th. It is for signs to help people who come to this campus to help them find where they need to go. The results and recommendations from these RFP's will then come before the Board.

Mr. Krieger spoke on the major renovation work to be done at the high school this summer. EEI has said they will need every waking second in order to be done for the return of students in August. Since the high school will be a construction site, the ESY programming and summer school programming will all be held out of the middle school.

Mr. Krieger recognized our performing musicians who went to a Jazz Festival at UNH. Timberlane came home with 15 awards. Four ensembles performed.

Mr. Krieger is joining Mr. Broad up north, possibly Colebrook, to take a group of students. They are going to run through a couple of experiments he has lined up but mostly it will be to watch the eclipse.

COMMITTEE REPORTS

Mr. Sherwood – The Insurance Committee met on Monday. A lot of the employees were not fully aware of the health benefit portion of it. They decided to see if there are options that still provide the same level of services for the employees at a lower cost. He said the Mrs. DeCinto has done a lot in organizing this. Health Trust and School Care are coming in to re-present. He read to the Third Grade class at Sandown North and it was great.

Mrs. Manthorn – She has received a lot of feedback on policies tonight to bring back to the Committee. Their next meeting is April 4, 2024. She asked if any of the Board members want

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to email or call her with their feedback they can. She wants to be sure to bring back the right feedback. The Committee reviewed 11 policies so there will be more to come as First Reads. Wellness Committee meets on April 10, 2024. She thanked the Professional Development Committee for the opportunity to present. Mrs. Manthorn commented on the outstanding performance by the Jazz group.

Mrs. Knutsen – Safety Committee met and with the weather getting warmer, there will start to be fire drills throughout the District.

Mrs. Savage – Safety Committee met and the Facilities Committee met. She asked Mr. Krieger if the detailed list of projects by Mr. Ingoldsby could go out to the schools. Project Hope was very successful and raised \$18,000.

Mrs. Woodworth – Attended a Strategic Planning Committee meeting today. They have done a Thought Exchange and they have received great feedback. It closes on Tuesday. They are looking for more partnerships throughout the community. She attended the play “How Does Your Garden Grow” and the kids did a great job.

Mrs. McCormick – Curriculum and Assessment met on Monday. They are looking at K-5 Science. They took a first look at a book to go with World Studies. They took a first look at the Health and Intro to Fitness and are trying to streamline them as there are a few redundancies.

Mr. Woodworth – The Curriculum and Assessment met and great work is being done. He attended the Grades 5, 6, and 7 concert and said it was unbelievable the talent they all have.

Mr. Sapia – The Construction Committee met and they had a vendor, NRM Technicians, come in. They put computerized systems in all the walk-ins and he described how that works. The Committee supported going in that direction. The window replacement at the high school may have to be done in two phases this year and next year. They also reviewed potential things for Phase 3.

OTHER BUSINESS

MOTION: Mrs. Woodworth motioned not to submit an RFP on the football field lights that was previously approved on May 7, 2024. Seconded by Mr. Sherwood

Mrs. Woodworth would like to direct the Interim Superintendent to go back to the CIP with those funds for their suggestions. There are more immediate things brought about by administration and one of which is potentially three months from now that should be taken care of. She would like a new list from the CIP to see if they have different suggestions.

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Mr. Sherwood talked about his constituents in Sandown and he sees these lights not as a need, but as a want. He cannot justify spending \$290,000 to replace lights when we still have some other major issues.

Mr. Sapia agrees which is the reason for his earlier suggestion to have a workshop between the Construction Committee and the CIP.

Mrs. Knutsen explained the reasons behind the request for the lights. She said as with anything that is aging, it becomes obsolete and it gets more difficult to get parts. Eventually this will have to get fixed, but she is fine sending it back to the CIP.

Mr. Woodworth said we have a lot of competing needs. That becomes an issue and as soon as you do one, it comes to light what you are missing. He gave the example of getting new track equipment but no storage place for it.

Mrs. Savage agrees with Mr. Woodworth. She had thought the CIP had looked at this and had spent the time on it. Things should come to this Board after the Committee has done the research. Sending this back to the CIP to put a list of priorities together makes the most sense.

Mr. Sherwood's recollection of the discussion with the CIP was they did not overwhelmingly support the lights. They agreed to bring it forward, but it was not one of their recommendations. He doesn't believe now is the time or place because we are having a hard time buying lightbulbs. It was Mr. Ingoldsby who asked the CIP to bring it forward to the Board for consideration because the CIP was undecided.

Mr. Sapia would rather fix the high school walls first and the second floor walls at Atkinson Academy need fixing.

Mr. LeCain said there are other things we need with that money. If he was on the CIP Committee, he would need to understand the estimated annual cost for the lights and understand how we are defining hard to get stuff.

The Board voted on the Motion.

Motion passed: 9-0-0

Mrs. Woodworth would like to charge the Interim Superintendent with bringing forward a proposed draft form to the CIP. She would like to see a more streamlined approach to the proposals they bring to us. She would like it to have signatures from the Budget Committee and the School Board and the projects should be listed with their rankings to see where they fall on the list. She wants the CIP to see this draft and to get input from them to see what they come up with.

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Mr. Sapia read the CIP Mission Statement.

There was no further public business before the Board.

MOTION: Mrs. Manthorn motioned to enter non-public under 91-A:3, Paragraph II (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. Seconded by Mrs. Savage Motion passed: 9-0-0

The Board was polled:

D. Woodworth – yes Knutsen – yes Sherwood – yes McCormick – yes Sapia – yes
B. Woodworth- yes Manthorn – yes Savage – yes LeCain - yes

Motion passed 9-0-0 to enter non-public at 9:19 pm.

The public meeting adjourned at 9:19 pm and will not be returning to public session.

Respectfully submitted,

Linda Mahoney
Recording Secretary

Approved by the School Board on



EXECUTIVE SUMMARY

April 4, 2024

As required per the American Rescue Plan- Elementary and Secondary School Emergency Relief Fund (ARP-ESSER) funding, the 'Plan on the Safe Return to In-Person Instruction and Continuity of Services' needs to be reviewed and updated every 6 months until September 2024. There is only one minor update to reflect the wording and active links in the 'Mitigation Efforts/Safety Protocols' section of the plan as compared to the October 2023 version.

Previous (October 5, 2023)

"TRSD will continue to use the NH DHHS [Isolation and Quarantine Information](#) which is linked to the CDC's guidance."

Proposed (April 4, 2024)

"TRSD will now use the more generic NH DHHS Covid 19 website (<https://www.covid19.nh.gov/>) as the previous websites used results in inactive/ archived websites."

Respectfully submitted,

Mark Pedersen
Director of Secondary Education
Timberlane Regional School District

Timberlane Regional School District 2023-2024

Plan on the Safe Return to In-Person Instruction and Continuity of Services

- Revised April 4, 2024

In response to the recent guidance from the State of New Hampshire Department of Health & Human Services (NH DHHS), the Timberlane Regional School District has revised our ***Plan on the Safe Return to In-Person Instruction & Continuity of Services***.

COVID-19 Data

- Changes in January 2022 at the state level:
 - Schools are NO longer required to report individual COVID cases to the state.
 - Schools are no longer asked to contact trace or inform families if their child is exposed.
 - School comparative data is no longer published at the state level.
- TRSD has published daily data for all of the 2021-2022 school year. Since mid-January 2022, all COVID metrics (community level of transmission- new cases per 100k population, 14-day average, positivity rate, etc.) have been steadily declining.
- In June 2022, TRSD elected to stop publishing the COVID 19 data as reported by school nurses and the state.

Keys to Our Success

- Effective resource allocation, including expanded resources and supports for underperforming students.
- Improved access to valid and reliable data to better identify students' academic needs and potential learning loss.
- Expanded educational services for vulnerable populations.
- Support for our staff, including emphasis on emotional and physical well-being.
- Health and safety measures in place for students and staff.
- Equitable access to support services, including mental health supports.

Facility Access

- School building and office access for parents and others attending student-focused meetings may resume in person as appropriate.
- Access for other visitors, including volunteers, classroom guests, contracted service providers, and vendors, will be based on current conditions and determined on a case-by-case basis

- TRSD will continue to ask visitors to self-screen and adhere to appropriate mitigation strategies in effect at the time.
- Facility use will be permitted as long as organizations receive approval through the facility use permission process.

Mitigation Efforts/Safety Protocols

- All mitigation efforts and protocols will be based on local conditions as well as state and federal guidance.
- TRSD will continue to inform our decisions by recommendations of public health officials.
- TRSD will continue to emphasize handwashing and provide hand-sanitizer in all classrooms and common spaces.
- TRSD will use daily cleaning protocols, supplies and techniques as recommended by CDC and NH DPHS in all indoor spaces.
- TRSD asks that those individuals with signs and symptoms of any communicable disease, including COVID-19, to please stay home.
- TRSD will now use the more generic NH DHHS Covid 19 website (<https://www.covid19.nh.gov/>) as the previous websites used results in inactive/ archived websites.

Mental Health and Well-Being

- TRSD will maintain student emotional health and well-being as a priority. Counseling Team members will meet regularly to identify student and staff needs and supports.
- District and School-based mental health teams will continue to develop practices that focus on emotional, mental, and physical well-being.
- TRSD will focus on formal school community and classroom team building.
- In the 2023-2024 School year, TRSD will partner with Dr. William Prebble and Center of School Climate and Learning to increase student voice, cultivate student leadership and foster the development of SEL skills in students including but not limited to, self agency, intrinsic motivation, self reflection and team-work.

Diagnostic Screening and Testing / Learning Loss

- TRSD will utilize a number of diagnostic screening tools for students preschool through grade 8, to better identify student academic needs in both literacy and math.

- A consistent process has been adopted at the elementary grades (K-5) to identify students with academic needs, target skills necessary for intervention, along with maintaining records of data, and identifying assessments.
- In the 2022-2023 School year, a new structure for increased intervention opportunities was enacted at the middle school level, and continues in 2023-2024.
- TRSD increased opportunities for after-school extra help sessions at the middle and high schools.
- Summer opportunities were carried out to provide and support students, as well as staff, in creating or changing structures for academic growth.
- Late transportation home for after-school programming and extra help sessions will continue at the secondary level.
- TRSD's biggest concerns remain for vulnerable populations, including foster children, special needs, ELL and minority students.

Coordination with State and Local Health Officials

- The district continues to maintain close communications and a collaborative relationship with local and state health officials.
- TRSD administration will continue to work with local and state health officials to ensure fluid communications in regard to COVID metrics as well as federal, state and local guidance/requirements for schools.

Funding

- TRSD will continue to allocate available grant funds to ensure our schools continue to be safe for students and will plan the use of funds accordingly.
- Our priorities to determine allocation of available grant funds will be:
 - The potential learning loss for all students, as well as our at-risk subgroup student populations, as identified by clear, reliable, and valid student data;
 - Updates to the infrastructure of our current school buildings and aging facilities to maintain safe and healthy environments for students and staff; and
 - Increased training for staff to support Social Emotional Learning and increased mental health support for both students and staff.

Communication

- Communication regarding changes to any protocols will be provided via School Messenger, which will include voice, text, email, social media and the District website.

Executive Summary

2024-2025 Hourly Calculations for the Final Day of School

In accordance with RSA 189:24 and Ed 306.18, under New Hampshire state law, a standard school year is one that is maintained for at least 180 days each year, or the equivalent number of hours as required by the rules of the Department of Education (DOE). When calculating a school year by hours, public and private schools are required to maintain a calendar with at least:

- 450 hours of instructional time for half-day kindergarten,
- 945 hours of instructional time for grades 1-6, and
- 990 hours of instructional time for grades 7-12.

When determining hourly calculations, the following rules shall apply:

1. Lunchtime, homeroom periods, passing time, and breaks shall not be counted toward the required amount of instructional time. (Ed 306.18(b))
2. Elementary schools may count up to 30 minutes of recess per day as instructional time for pupils in kindergarten through grade 6. (ED 306.18(b))
3. Advisory periods in middle and high schools shall be counted as instructional time. (Ed 306.18(b))
4. The school year for high school seniors may be reduced by no more than 5 days or 30 hours of instruction, whichever is less, from the number of days or hours of instruction for other high school students. (ED 306.18(c))
5. The instructional school day of an individual student shall not exceed 5.75 hours of instructional time in elementary schools. (ED 306.18(a)(3))
6. The instructional school day of an individual student shall not exceed 6 hours of instructional time in middle and high school. (ED 306.18(a)(3))

The district has had four snow days on:

- January 16, 2024,
- January 29, 2024,
- April 4, 2024, and
- April 5, 2024

With these adjustments to the school calendar, as of June 12, 2024, the Timberlane District will have completed 169 full school days and seven (7) Early Release (ER) Days for a total of 176 instructional days.

The table on the following page includes projected hourly calculations by level, in accordance with the DOE formula for the calculation of school hours per day.

Total Hours per Level (Includes adjustment for Two Snow Days) August 28, 2023 – June 12, 2024							
School Level	Number of Full Days (Aug. 28-June 12)	Hours per day	Total Full Day Hours	Early Release Hours (7 days @4 hours / day)	Total Hours	Minimum Hours Required	Hours Over Minimum Requirement
½ day K	176	2.75	484	0	484	450	34 hours
Elementary-FD K-5	169	5.75	971.75	28	999.75	945	54.75 hours
Middle	169	6	1,014	28	1,042	990	52 hours
High	169	6	1,014	28	1,042	990	52 hours

Respectfully Submitted By:

Sandra Allaire
Acting Assistant Superintendent



TRSD POLICY COMMITTEE'S RECOMMENDATIONS TO THE SCHOOL BOARD

April 8, 2024

Second Read/Adoption

Policy	Changes/Recommendations
GCF – Professional Staff Hiring	No changes since first read. Changes in dates for summer hiring.
GCCBC – Family and Medical Leave	No changes since first read. Removed and added language to provide detail of hours worked for eligible employees.
JIH – Student Interrogations and Searches	No changes since first read. Revision to #7 to detail the Superintendent's authority to direct building admin the use of appropriate tools for student searches.
FAA – Annual Facilities Plan	No changes since first read. New policy with language provided by NHSBA's sample policy.

Timberlane Regional School District	Policy Code: GCF
Adopted: 03-07-85 Revised: 04-04-91, 02-24-05, 11-06-14, 10-04-18 Revised: ~~02-24-05~~ Revised: ~~11-06-14~~ Revised: ~~10-04-18~~	Page 1 of 1

PROFESSIONAL STAFF HIRING

In accordance with RSA 189:39 and Item 1, *Powers and Duties of School Boards, Regulations of the State Board of Education*, the Superintendent is directed to present to the School Board, prior to, April 15, a listing of teacher nominations for re-employment for the coming year. The Board will act to elect teachers from the list of nominations without violating RSA 189:14 (a & b).

In hiring staff at other times during the year, the School Board shall consider and elect only those candidates nominated by the Superintendent of Schools. Should any candidate be rejected by the Board, it is the duty of the Superintendent to make another nomination. Appointments to the staff shall be made at a meeting of the School Board by a majority vote of the Board present and voting.

From June ~~15~~ 1, through September ~~1~~ 30 when the board is not meeting, any three members of the School Board, shall be empowered to act on personnel matters as presented before them during the summer months and to bring recommendations forward to the Board for approval at subsequent Board meetings; and that valid contracts would be issued upon the recommendation of any three members; and that the Chair be authorized to sign them or, in ~~his/her~~ their absence, ~~his/her~~ their designee. The board may also opt, by majority vote, to authorize any one board member to make recommendation in lieu of the three board members provision for hiring professional staff during the summer months while the board is not in session.

Every professional employee must meet the certification requirements of the New Hampshire State Board of Education and have, or qualify for, within ninety (90) days or less, a valid certificate for the position ~~he/she holds~~ they hold. It is the duty of the Superintendent of Schools to ascertain that every professional employee has, and continues to hold, a valid certificate from the State Board of Education. Cancellation of certification by the State Board of Education is sufficient reason for the dismissal of the employee.

Further, it is the policy of the Timberlane Regional School Board to both post and advertise all professional vacancies.

Legal References:

RSA 189:39, How Chosen

RSA 189:14, Liability of District

RSA 189:14(a), Failure to be Renominated or Re-elected

RSA 189:14(b), Review by State Board

Timberlane Regional School District	Policy Code: GCCBC
Adopted: 02-24-05 Revised: 04-20-17, <u>11-18-21</u> ~~Revised: 11-18-21~~ Adopted: 02-17-22	Page 1 of 2

FAMILY AND MEDICAL LEAVE ACT

Consistent with the federal Family and Medical Leave Act the School District recognizes that eligible employees have access to unpaid family and medical leave for up to twelve (12) weeks per year. Family medical leave time will be calculated by the 12 month period measured backward from the date of your leave. The intent of this policy is to summarize the Act as it applies to eligible employees of the School District. An employee should consult the regulations which implement the Act for more specific definitions and criteria for use. It is not the intent of this Policy to provide additional, or different, provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed for at least twelve (12) months, have worked at least 900 hours (average of 17.5 per week for full year employees, and 25.85 for school year employees) during the prior twelve months, ~~and be employed at a worksite where at least 50 employees are employed by the School District within a 75-mile radius of that worksite.~~

Qualifying FMLA events are the birth or adoption of a son or daughter or for foster care; to care for an immediate family member (spouse, child or parent) with a serious health condition; or because of your own serious health condition that incapacitates you from working; or any qualifying exigency arising out of the fact that a spouse, son, daughter, parent is a military member on covered active duty or called to covered active duty status and/or to care for a service member with a serious injury or illness if the employee is the spouse, son, daughter, parent or next of kin of the service member.

The District will require an employee to use accrued paid sick, vacation, personal, or time approved from the sick/disability bank for purposes of family medical leave. FMLA shall occur concurrently with any paid or unpaid leave granted pursuant to any collective bargaining agreement or Board approved policy.

The employee shall notify the District of ~~his/her~~ their request for leave, if foreseeable, at least thirty (30) days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The District will require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, ~~he/she~~ their must be returned to the same or equivalent position of employment. The Superintendent, or ~~his/her~~ their designee, may reassign a teacher a different grade level, building, or other assignment, consistent with the employee's certification.

The District shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

Timberlane Regional School District	Policy Code: GCCBC
Adopted: 02-24-05 Revised: 04-20-17, <u>11-18-21</u> ~~Revised: 11-18-21~~ Adopted: 02-17-22	Page 2 of 2

The user of this policy is also directed to the applicable provisions of any Collective Bargaining Agreements in the district.

Timberlane Regional School District	Policy Code: JIH
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 11-03-16	Page 1 of 2

STUDENT INTERROGATIONS AND SEARCHES

The Superintendent, principal, security personnel of the school or other authorized personnel may detain and search any student or students on the premises of the public schools, or while attending, or while in transit to, any event or function sponsored or authorized by the school under the following conditions:

1. When any authorized person has reasonable suspicion that the student may have on the students' person or property alcohol; dangerous weapons; prohibited electronic devices; controlled dangerous substances as defined by law or stolen property if the property in question is reasonably suspected to have been taken from a student, a school employee, or the school during school activities; or any other items which have been or may reasonably be disruptive of school operations or in violation of student discipline rules and applicable provisions of the student handbook.
2. School lockers and school desks are the property of the school, not the student. Students who use school district lockers, desks, and other storage areas or compartments have no reasonable expectation of privacy from school employees as to the contents of those areas. Lockers, desks, and other storage areas or compartments may be subjected to searches at any time with or without reasonable suspicion. Students are not to use any school area or property to store anything prohibited at school. Students shall not exchange lockers or desks. Students shall not use any lockers or desks other than those assigned to them by the principal or designee. A shared locker or storage area implies shared responsibility.
3. Authorized personnel may conduct a search of the student's person or the student's belongings, as noted above, whenever a student freely and voluntarily consents to such a search. Consent obtained through threats or coercion is not considered to be freely and voluntarily given.
4. Strip searches are forbidden. No clothing except cold weather/outdoor garments and footwear will be requested to be removed before or during a search.
5. Authorized personnel conducting a search shall have authority to detain the student or students and to preserve any contraband seized. Contraband seized during the course of a search will be preserved and held in accordance with applicable administrative rules and procedures.
6. Any searches of students as outlined herein will be conducted by authorized personnel of the same sex as the student being searched. Whenever possible, two authorized persons shall be present during any search of a student or student property.

Timberlane Regional School District	Policy Code: JIH
Adopted: 01-01-83 Reaffirmed: 08-08-91 Revised: 10-05-95 Revised: 02-24-05 Revised: 11-03-16	Page 2 of 2

7. The Superintendent is authorized to ~~arrange for the use of trained canines to aid in the search process~~ direct building administration to use appropriate tools to conduct student searches that promote the safety and wellness of students and staff. This includes, but is not limited to, wands and canines.
8. Items that may be seized during an unauthorized search, in addition to those mentioned in Paragraph 1 above, shall include but not be limited to, any item, object, instrument, or material commonly recognized as unlawful or prohibited by law or by district policy. For example: prescription or non-prescription medicines, switchblade knives, brass knuckles, billy clubs, and pornographic literature are commonly recognizable as unlawful or prohibited items. Such items, or any other items which may pose a threat to a student, the student body, or school personnel shall be seized, identified as to ownership if possible, and held for release to proper authority.

In conducting searches of students and property, school officials should consult with legal counsel and law enforcement authorities to be aware of circumstances when involvement of the police is advisable and/or necessary.

Automobile Searches

Students recognize that parking their automobiles on school property is a privilege and not a right. As part of this privilege, the district may search students' automobiles while parked on school property if the district has reasonable suspicion that a violation of school rules or policy has occurred. Students consent to having their automobiles searched by parking in school parking lots.

Legal References:

NH Constitution, Pt.1, Art.19
 State v. Drake, 139 NH 662 (1995)
 State v. Tinkham, 143 NH 73 (1998)

Appendix JIH-R

Timberlane Regional School District	Policy Code: FAA
Adopted:	Page 1 of 1

Annual Facility Plan

- Drafting and Adoption.** Each year, the School Board shall adopt an updated Facility Plan. The first Facility Plan shall be adopted no later than November 15, 2021, with an updated plan approved by the Board by June 1 of 2023 and each year thereafter.

The Facility Plan shall be developed and drafted by the Superintendent or their designee, and it shall be proposed to the School Board for comment and adoption at least 30 days prior to the adoption deadlines articulated above.

- Contents of Facility Plan.** The Facility Plan shall account for each facility owned by the District and document the use of each such facility. For each then unused facility, the plan shall specify any uses intended within the next two years of the annual plan approval relative to academic purposes, extracurricular activities, administrative functions, and/or sports. Facilities for which no current or intended use is included on the plan shall be referred to in this policy as “Unused Facilities”.
- Annual Report to N.H. Department of Education.** The Superintendent shall submit a report of Unused Facilities to the New Hampshire Department of Education, with the first such report due January 1, 2022 and subsequent reports due July 1 each year thereafter. Pursuant to RSA 194:61, such Unused Facilities are then encumbered by a right of first refusal (“ROFR”) available to every approved charter school operating in New Hampshire. The specifics of the ROFR are described in RSA 194:61, III-VII.

Legal References:

RSA 194:61, Unused District Facilities



EXECUTIVE SUMMARY

April 4, 2024

School Food Service Pricing Increase Request

Annually, School Districts review their school breakfast and lunch pricing. Timberlane has been able to keep its meal pricing reasonable for the families of students in our District.

In order to generate enough revenue to offset the rising Food Service operating costs, District Administration is requesting meal prices to be increased by \$0.10 starting in the 2024-2025 School Year.

A listing of proposed meal prices is below, along with some history of previous pricing.

	<u>Proposed</u>		
	2024-2025	2023-2024	2022-2023
Breakfast			
Elementary School	\$1.60	\$1.50	\$1.50
Middle School	\$1.85	\$1.75	\$1.75
High School	\$1.85	\$1.75	\$1.75
Adult	\$2.35	\$2.25	\$2.25
Lunch			
Elementary School	\$3.20	\$3.10	\$3.00
Middle School	\$3.70	\$3.60	\$3.50
High School	\$3.95	\$3.85	\$3.75
Adult	\$4.35	\$4.25	\$4.00
Milk	\$0.60	\$0.50	\$0.50

Y:\Finance\TRSD\Food Service\TRSD Meal Prices

Respectfully Submitted By:

Maria Watkins, CFO/Business Administrator



EXECUTIVE SUMMARY - FY25 General Assurances

Recommendations:

1. for the minutes to reflect the Superintendent has informed the Board of the federal funds the District will be receiving and of the General Assurances, Requirements, and Definitions for participation in the federal programs.
2. to authorize the School Board Chair to sign the FY25 General Assurances on behalf of the Timberlane Regional School Board.

Background

All agencies and organizations who receive federal funds through the NHED (New Hampshire Education Department) are required to file certain assurances. As such, each LEA (Local Education Agency) is required to submit said assurances in order to be eligible to receive federal funds. In New Hampshire, both the School District and the SAU (School Administrative Unit) are LEAs. Therefore, both the School Board Chair and Superintendent are required to sign the certifications for this annual submission.

Funds

The federal funds Timberlane receives fall into four (4) primary areas. Although the exact dollar amount fluctuates a bit from year to year, the totals provided below are what the District can reasonably forecast.

- Title I-A (\$130,000) - These funds provide supplementary education support to students.
- Title II-A (\$100,00) - These funds provide professional development for staff. Here in Timberlane the focus is on new teachers.
- Title IV-A (\$50,000) - These funds support the overall school experience for students.
- IDEA (\$850,000) - These funds target special education.

General Assurances

The General Assurances comprise three (3) primary sections.

- General Assurances - This section aligns with federal law as it pertains to eligibility and compliance.
- Grant Management Requirements - This section outlines the requirements within the web-based system and practices of the District to submit grant proposals and receive federal funds, including descriptions of controls, audits, and necessary policies.
- Definitions - This section explains precise meanings of titles used throughout the General Assurances document.

Deadline

The General Assurances are required to be submitted to the NHED by June 1st through the Grant Management System.



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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Respectfully Submitted,
Justin Krieger
Interim Superintendent



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

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

March 5, 2024

TO: Superintendents

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2025

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

The submission of general assurances is required in part by:

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

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

In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy determines which type of entity may apply for federal funds. As such, both the Superintendent and the local School Board Chairperson are required to sign the certifications of the attached document.

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

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

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return the document by uploading it to the district GMS homepage no later than **June 1, 2024**.

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

New Hampshire Department of Education

FY2025

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

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

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

While there have been no significant changes notable in the last year, this FY2025 general assurances document contains a few minor differences from the FY2024 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements and deadlines to which you are agreeing.

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

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

Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.

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

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
 - (a) Per 2 CFR 200.330 the non-Federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions 'Federal Awarding Agency') with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;

- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
 - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a 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 comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 22) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 23) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

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

- 24) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 25) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or

report relating to each program will be made readily available to parents and other members of the general public upon request.

- 26) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 27) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 28) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2024. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.
- 29) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 30) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 31) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 32) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 33) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 34) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 35) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 36) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).

- 37) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 38) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 39) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).
- 40) The subrecipient will comply with the Prohibition on Certain Telecommunications and Video Surveillance Equipment requirement per 2 CFR 200.216.
- 41) The subrecipient will comply with the Protection for Whistleblowers per 41 U.S.C. §4712.

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988	ADB	N/A
Procurement Policy & Procedure	2 CFR 200.317-327	DAF	DAF-R
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)	BCB	N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)	DAF-06	DAF-R
District Travel Policy	2 CFR 200.475(b)	DKC	N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)	N/A	N/A
Time and Effort Policy & Procedure	2 CFR 200.430	DAF-09	DAF-R
Records Retention Policy & Procedure	2 CFR 200.334	EHB	EHB-R
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546	GADA	N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)	DAF-01	N/A
Gun Free School Act	Gun Free School Act of 1994	JICI	N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305	DJC / DM	DJC-R
Nonsmoking Policy for Children's Services	ESEA Section 8573	JICH	N/A

3. Internal Controls

The subrecipient must:

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

4. Allowable Costs

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

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

5. Audits

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be

submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyhlr45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyhlr45p1po1))/account/login.aspx)

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

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

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

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2024**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with

obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

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

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

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

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - o The dangers of drug abuse in the workplace.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement.
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

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

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

- f) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.
 - o Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
 - o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.
- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

11. Lobbying

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

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

cooperative agreement.

- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

- I. Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.
- II. Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

12. Subrecipient Monitoring

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

13. More Restrictive Conditions

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

14. Obligations by Subrecipients

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

15. Personnel Costs – Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430 and will be based on payrolls

documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

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

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

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

16. Protected Prayer in Public Elementary and Secondary Schools

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

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317- 2 CFR 200.327 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

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

18. Retention and Access to Records

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

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

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

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

19. The Stevens Amendment

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

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

20. Transfer of Disciplinary Records

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

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

- a) **Disciplinary Records** - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) **193-D:8 Transfer Records; Notice** – All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

C. Definitions (2 CFR 200.1)

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

- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

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

Superintendent or other Qualifying Administrator Certification:

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

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

SAU Number: 106 District or SAU Name: Timberlane Regional School District

District UEI: _____ SAM.gov Expiration Date: _____

Justin Krieger

Typed Name of Superintendent



Signature

Date

School Board Certification:

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

Katie Knutsen
Typed Name of School Board
Chair (on behalf of the School Board)

Signature

Date

Once the document is fully executed, please upload a signed copy of these General assurances to the LEA homepage within GMS for review and approval. General assurances must be uploaded for each district applying for federal funds.



April 4, 2024

Executive Summary

Facilities Update

Projects in progress Update (EEI):

- Danville Boilers:
 - Working on venting of new boiler room
- High School Boilers:
 - Infilling holes in walls with Brick from Chimney removal.
- Middle School LED Controls Upgrade
 - Complete
- LED Lighting Upgrades
 - Complete
- Middle School Roof:
 - Seismic upgrades being done after school hours.
- Middle School HVAC Controls Upgrade:
 - On-going; 200 and 300 are tied in and will continue until complete
- Fire Panels Replacement, DE, PS, HS, MS:
 - PS Fire Panel and peripherals replaced - Complete
 - PS Sprinkler Head replacement - Complete
 - HS and MS Scheduled for Summer
 - DE trying to fit it in this summer
- HS Window Replacement:
 - Single Pane Windows and window systems to be replaced with better insulating products.
 - Front Doors will be included
 - Scheduled to start with 100 wing classrooms this summer, possibly front doors as well
 - The rest will be scheduled for next summer.
- HS Roof:
 - Most of the roof (125,000 sq.ft.) will be re-covered. This will not include any added insulation, which was added in 2007. Just a new backer board and membrane.
- HS HVAC, EREU's to Daiken with dehumidification
 - Duct Cleaning included
- HS HVAC (BAS) Controls and valve replacement/upgrade
 - This will start during the school year and estimated completion in the fall, prior to the heating season.
- MS 100 Area HVAC upgrade.
- Atkinson Academy Belfry Repairs: (Moved from Lease to CIP)
 - Phase I and Phase II to take place summer 2024 as part of CIP
 - Phase III to take place summer 2025 as part of CIP with LCHIPS grant Application
 - LCHPS grant that may pay for 50% of the project, EEI is applying for this grant on our behalf.
- CMU Wall Repairs at Danville
- SAU replace Boiler
- HS Lighting Controls – EEI Scheduled for late summer /fall installation will be done after other HS projects are completed



NH School Administrative Unit 106 | Timberlane Regional School District

30 Greenough Road, Plaistow, NH 03865 Voice: (603) 382-6119 Fax: (603) 382-3334

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Other Projects in progress:

- Track and Field Renovation:
 - New coating is an extensive process, and no one can be on the track during installation
 - This is scheduled for after 2024 graduation
 - Temporary Lines have been added for spring practices
- Tennis Courts:
 - Pad Has been installed
 - Coating Application is very temperature sensitive
 - Due to excessive rain, and workload, this is looking to be a late May application
 - Temporary lines are not an option due to the slip hazards of the bare concrete
 - This has been communicated with AD to find alternative locations for practices/matches
 - AD has secured a summer camp for practices
 - I have asked for their earliest availability to get these completed
 - We are installing LED lighting, in-house, to expand the available usage of these courts.
- Walk In Freezers, Atkinson Academy and Danville elementary:
 - Completed
- Athletic Fields Irrigation Upgrades:
 - Irrigation and moving main line to upper fields is back out for proposals
 - Corbett Irrigation is the selected vendor and will begin this project early April.
- Pond Dredging and Expansion:
 - Busby was the winning Proposal, and they are substantially complete.
- Paving Projects for summer
 - RFP is back
 - Proposals were due 3/7/2024
 - Repave Drop Off Loop SN- will be a shim and topcoat
 - Pave Middle School Side Lot – proposed for this summer
 - Pave Drive behind Danville – Proposed for this summer
 - Add Alternates:
 - Pave AA Drop off area and widen line up for cars
 - Pave and install materials farm
 - Pave road to materials farm
 - Pave entry to Sandown North
 - Pave walkway between High School and SAU Parking Lot, including sidewalks to bleachers
 - Install protective bollards in front of High School Gymnasium
- JV Baseball Field Repair
 - Busby has completed the removal of the stump farm
 - Hole has been filled back in with common fill, sand, and loam.
 - STS is scheduled for SOD installation Monday 4/1/2024
- Varsity Softball Field infield renovation:
 - We will be removing the top layers of infield mix and blending in new mix and edging the lip.
 - We will also be laser grading and raising the infield to allow for quicker play after a rain event.
- MS Outside Learning Area Improvements – Will be completed in-house this summer
 - Received quotes for Sod Installation, and hydroseeding.
 - Looking at building Wall Ball Area
 - Looking into building covered seating area
- Atkinson HVAC (Phase I) replacement (Moved from Lease to CIP; This should be funded completely as it was severely cut due to lack of money in the CIP.)
 - It was recommended that we use Daiken Equipment for all current and future HVAC Equipment



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- district wide
- Does not include the Kindergarten units.
 - Residential units that are 15 years old.
- Re-ducting the "Spider duct" Microtel to get the ducts into the building instead of running them on the roof will be a future project, as well as upgrade to Daiken.
- Nothing will be done this summer.
- HS Dark Room Renovation
 - Counter drawings are back and approved. Awaiting color selection.
 - Asbestos abatement and flooring will start as soon as school is out in the spring
 - Looking into proper ventilation for a chemical room.
- HS Canopy Replacement:
 - Receiving quotes to demolish and remove the concrete canopy without damage to the existing steel supports
 - Receiving quotes for the design of a new canopy to be installed on existing Structure.
- PS Library Carpet Replacement
 - Getting quotes
- MS FCS Cabinet Replacement
 - Finalizing quotes and getting drawing
- DE Classroom Cabinets
 - Finalizing drawings
- AA drain line broken and needs to be replaced for older area of building. Received quote and am trying to schedule around bus drop off.
- SN Fire Alarm is activating alarm when power goes out, this is a programing issue and is being addressed

RFP's / Contracts being prepared:

- Building Automation/HVAC Controls PM and Maintenance Contract ends July 1, 2024
- Paving Projects Proposals: Due 3/19/2024
- Mowing: Due April 30, 2024
 - Would like to discuss this further, If we truly want to help the grounds crew, the mowing RFP should be to address the elementary schools and grass areas outside of athletic fields. Not for athletic fields.
 - Contractors could show up with weed seeds from previous mowing and spread them on our fields.
 - Contractors would not be as flexible as we can be to mow or prepare fields around classes, band practices, and walkthroughs by teams, and still allow us time to line for events.
 - On demand availability to mow on a Saturday before a playoff game. It is in the districts best interest to continue our athletic field maintenance in-house and if the board wants to investigate additional mowing services, that they be kept at nonathletic field locations.
- Painting RFP, For annual painting Cycle, (Multi-year proposal)
- Main Campus Wayfinder Signage and Kiosks – RFP Posted this week, due May 7, 2024.

Possible Unencumbered, End of Year funded Projects:

- Build a Field Storage Building for Track and other equipment storage (To store new jump pads and other equipment) (We will need to rent or purchase storage containers for the new equipment as a temporary solution)
- Build /Design materials Farm Note: This was an add alternate on the Paving RFP to get pricing.
- Pave road/walkway between High School and SAU Parking Lot: This was an add alternate on the paving RFP to get pricing
- Solar projects



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- Facility Condition Assessment
 - Asset Inventory
 - Quotes to upgrade
 - CIP integration
 - CMMS Integration for Preventive Maintenance
 - Would assist in Facilities Masterplan for Strategic Plan

Other Items of Interest:

- Strategic Planning:
 - Have Contracted with Banwell Architects to begin meetings with district administrators to discuss educational space needs.
 - Reviewing all old NEASC and NESDEC reports for items of concerns.
 - Reviewing all prior Strategic Plans to see what items have not been addressed to ensure they are added to the new plan.
 - Reviewing Engineering reports from 2008
 - Reviewing Sandown North Expansion project documents from 2008.
 - Updating CIP lists and what are being planned for the next few years to be included in the Facilities Master Plan
 - Working on the Facility Master Plan.
 - Would like to have a Facility Condition Assessment with budget and asset inventory to include adding PM's to CMMS.
- Work request:
 - There are currently 187 open work requests
 - 224 work requests were completed in the last 30 days
 - 222 event requests completed in the last 30 days
- Staffing Update:
 - One open custodial Position; 2nd Shift Custodian at High School
 - Offer was refused, and we are interviewing more candidates
 - One open HVAC Technician
 - Also continuing to try to recruit Substitute Custodians
 - Starting student summer help recruitment

Respectfully submitted by:

Karl Ingoldsby

Director of Plant Operations



EXECUTIVE SUMMARY - Ad Hoc Committees

Recommendation 1: to establish an advisory committee to the Board specifically focused on studying the impacts of providing full day Kindergarten and providing recommendations for the Board to consider; to appoint a Board member to serve as liaison; to appoint citizens to this advisory committee.

Recommendation 2: to establish an advisory committee to the Board specifically focused on studying the facility and educational programming at The Learning Center at Sandown Central (TLC) and providing recommendations for the Board to consider; to appoint a Board member to serve as liaison; to appoint citizens to this advisory committee.

Background 1 - Full Day Kindergarten

Currently, there are less than 10 New Hampshire school districts that do not offer full day, tuition-free Kindergarten. Timberlane is a member of that group and currently offers two options to families. The first is a tuition-free ½ day program. The second is a tuition-based full day program. It is prudent for Timberlane to explore the feasibility and impact of providing full day, tuition-free Kindergarten programming to all age-eligible students.

Background 2 - TLC

Currently, The Learning Center at Sandown Central provides early childhood education programming to students ages 3, 4, and 5 in addition to serving four (4) Kindergarten classes for the age 5 eligible residents of Sandown. The model has operated for more than 10 years and although it was envisioned to serve all four towns, geography has impacted this vision. Considering the research on the importance of early childhood education, the state of the facility, and resource allocations to support student learning, it is prudent for Timberlane to explore how best to support its youngest learners and the staff and facility that supports them.

Respectfully Submitted,

Justin Krieger
Interim Superintendent



Executive Summary

Recruitment Strategy

One of the first steps in the recruitment process is to have current, accurate job descriptions. In 2023, we developed job descriptions for all positions which provided us with accurate education, and experience requirements as well as defined responsibilities to attract the right candidates for our positions.

Job Fairs:

The district has held job fairs for the last 3 years for all positions. In addition, HR staff attended two college jobs in 2023, Plymouth College and UNH and three college job fairs in 2024, Merrimack College, UNH and Rivier College.

Promotion

We advertise locally for open positions in surrounding towns such as town offices, community centers and libraries as well as social media such as our website, Facebook, Indeed, local Cable TV as well as college boards such as Handshake, Edjobs and SchoolSpring. We have developed a Linked In page specifically for the district where events and vacancies are promoted.

We also requested staff to add a link to their district emails to our vacant positions list.

Partnerships

We have developed partnerships with the following colleges to be included in their job fair announcements and promote district opportunities:

Merrimack College, Andover MA
UNH Durham and Manchester, NH
SNHU, Manchester, NH
St. Anselm, Manchester, NH
Great Bay Community College, Portsmouth NH
Manchester Community College, Manchester, NH
Plymouth State College, Plymouth, NH



Internships:

2023- 2024

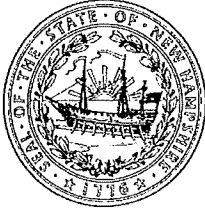
- OT intern from Northshore Community College interning at the high school.
- Student teachers from NHTI in Concord observing English classes at the high school.
- Student teachers from Regis College observing Social Studies classes at the high school.
- School Psychologist Intern from William James College at the high school.
- Social Worker Intern from UNH that will be interning with us this summer.

2022-2023

- Two interns from UNH with our PE/Health Department at the high school
- Interns from University of AZ with our English Department at the high school

Respectfully,

Fran DeCinto
HR Director



State of New Hampshire

GENERAL COURT

CONCORD

MEMORANDUM

DATE: November 30, 2023

TO: Honorable Sherman Packard, Speaker of the House
Honorable Jeb Bradley, President of the Senate
Honorable Paul C. Smith, House Clerk
Honorable Tammy L. Wright, Senate Clerk
Honorable Chris Sununu, Governor
Michael York, State Librarian

FROM: Senator Ruth Ward, Chairwoman

SUBJECT: Final Reports of the Committee to Study New Hampshire
Teacher Shortages and Recruitment Incentives.
SB 236, Chapter 150:1, Laws of 2022

Pursuant to SB 236, Chapter 150:1, Laws of 2022, please find enclosed the majority and minority final reports of the Committee to Study New Hampshire Teacher Shortages and Recruitment Incentives.

Should you have any questions or comments regarding these reports, please do not hesitate to contact me.

I would like to thank those members of the committee who were instrumental in this study. I would also like to acknowledge all those who testified before the committee and assisted the committee in our study.

Sincerely,

A handwritten signature in cursive script that reads "Ruth Ward".

Senator Ruth Ward, Chairwoman

SB 236
Chapter 150:1, Laws of 2022

An Act establishing a committee to study New Hampshire teacher shortages and recruitment incentives, and relative to defining secondary school grades for teacher loan forgiveness programs.

MAJORITY FINAL REPORT

The above-named Joint Legislative Study Committee selected to study issues relative the teacher shortage in New Hampshire, and how to increase incentives in recruitment to solve the shortage, having duly met offers the following final report:

FINDINGS

1. The teacher shortage is real and is motivated by several factors. Top concerns are stress/burnout, student behavior and discipline, school culture, and low salaries. In 2022, the number of teachers was lower than in 2010, but the continued to increase into 2023. The overall number of educators renewing their credentials remains (over the last three years) at the highest level seen in 13 years.
2. There are more credentialed endorsements in the NH Department of Education Bureau of Credentialing Database than there are currently practicing/employed teachers, meaning that some individual teachers have

more than one endorsement while others are not using theirs. Key teaching positions remain open across the state. The issue of number of endorsements versus number of educators is often confused. When the NH Department of Education speaks of renewal or licensing numbers, they are almost always referring to individuals and not the endorsements they hold. Many educators hold multiple endorsements which is why NHED speak speaks of individuals and not endorsements.

- A NHDOE teacher shortage survey was submitted to district administrators; however, the response rate of 59%. NHDOE stated that legal counsel has been notified regarding the low return rate, as there is a statutory requirement to report various pieces of information.
3. New Hampshire's educator pipeline and enrollment in educator preparation programs is significantly decreasing over time. The number of individuals graduating with a degree in teaching from the University System of NH has gone down. The decline of Educator Preparation Program students in higher education is a national issue. Issues around the overall cost of a program, unpaid student internship requirements, and starting wages of graduates versus other professions are widely viewed as primary drivers of this decline.

Table 1: NH Higher Education Educator Preparation Program Graduates

academic year	2013- 2014	2014- 2015	2015- 2016	2016- 2017	2017- 2018	2018- 2019	2019- 2020	2020- 2021	2021-2022**
Hellenic American University	0	0	0	0	0				
Colby Sawyer College	2	0	0	0	0				
Dartmouth College	1	0	0	0	0				
New Hampshire Institute of Art	9	4	1	1	3	0			
Antioch University of New England	33	35	36	41	19	19	8	10	10
Franklin Pierce College	41	19	24	20	39	21	33	17	16
UNH-Manchester (formerly GSC) 7/2023	106	104	90	55	84	67	50	55	82
Keene State College	170	169	115	108	96	98	79	62	60
New England College	9	16	4	10	11	3	15	18	19
NHTI, Concord's Community College	14	12	7	12	20	8	14	22	9
Plymouth State College	183	134	124	119	97	130	103	85	84
Rivier University	54	60	40	46	31	39	50	32	38
Saint Anselm College	24	46	37	29	30	26	42	29	32
Southern New Hampshire University	126	138	112	115	109	76	73	86	74
University of New Hampshire	178	166	136	143	91	142	102	106	89
Upper Valley Educators Institute	33	17	20	20	13	12	11	17	17
Subtotal IHE EPP completers	983	920	746	719	643	641	580	539	530
Total Program Completers (Title II)*	983	1013	821	770	703	732	692	651	679
Total # Programs (Title II)**	163	174	177	176	176	199	185	176	179
Total Enrollment (Title II)	2767	2616	2686	2008	2097	2397	2767	2757	2176

*A program completer is defined as a person who has met all the requirements of a state-approved teacher preparation program. Program completers include all those who are documented as having met such requirements. Documentation may take the form of a degree, institutional certificate, program credential, transcript or other written proof of having met the program's requirements. In applying this definition, the fact that an individual has or has not been recommended to the state for an initial credential may not be used as a criterion for determining who is a program completer. Data from Title II.

**preliminary counts- not finalized in TII yet.

- The decline in enrollments has led to a decline in programs as a number of programs have exited. These exits are due to not enough students. As those programs decline in popularity and enrollments, universities are divesting. Four years ago, the state had 400 educators on alternative pathways. Currently, the state has 1,200.

There has been a marked increase in alternative pathway educators who come off interim authorization with support of folks within school districts. Support of alternative pathways to certification is one solution to the teacher shortage issue.

5. The committee heard multiple issues that contribute to students not wanting to become teachers including:
 - Personal safety and student discipline. Teachers do not come out of teacher preparation institutions with the necessary de-escalation and safety care training to properly deal with troubling, encountered situations. "New teachers are shocked by problems in the classroom."
 - A decrease in parental involvement and support.
6. Career and Technical Education (CTE) Centers remain a viable way to enter the profession of education through Careers in Education Programs, but awareness of this solution needs more public attention as well as the development of grow your own programs.
7. Through testimony, the committee heard that the student teaching experience is a costly financial expense for teacher candidates. Although the student teacher is often required to obtain housing off campus for the semester, the student's semester tuition bill remains the same as those remaining on campus and who have access to and utilize campus amenities and services. Some student teachers must quit their jobs and go unpaid and incur debt for the opportunity to teach. There are issues with folks not being able to get paid while receiving

college credit.

8. The starting salary of a new teacher in NH is \$40,478, much less than \$56,727 per year, the average cost of living in the state.
9. School districts compete for qualified teachers, with a large discrepancy between salaries offered in various parts of the state. NH also competes with surrounding states for educators. Property wealthy communities offer higher salaries/compensation packages while smaller, rural, and property poor communities cannot afford to compete and lose dedicated, high-quality educators to other cities, towns, and states. There can also be differences within the same SAU depending on the structure of the SAU.
10. Concerns were raised about the lack of affordable housing in the state, with many beginning teachers unable to take jobs due to this housing shortage and the overall cost to live in NH.
11. The climate and culture of our public schools has been impacted by the overall political climate of our state. Classroom teachers are feeling and reporting stress and concerns for consequence as a result of legislation proposed and passed in our state house. Teachers leaving the profession most often cite the climate and culture as the biggest factor in their departure from education and NH altogether.
12. School leadership and the schoolwide culture fostered by school principals and the opportunities for personal

growth, greatly affect teacher job satisfaction. New Hampshire's average tenure for a principal is lower than the national average.

13. The New Hampshire School Administrators Association (NHSAA) was asked to gather retention and recruitment data specifically for the position of School Superintendents in New Hampshire. The following data was gathered from 2017 to 2022:

- 30 SAUs have had superintendent stability since FY17.
 - There were 17 new superintendents in FY18, 13 new superintendents in FY19, 20 in FY20, 21 in FY21, and 30 in FY22.
 - There are currently 6 vacancies to start the FY23 school year.
 - 13 SAUs have had more than one superintendent in 5 years.
- Although the superintendent shortage and accompanying issue of high turnover are not responsibilities of this committee, these concerns make a significant difference regarding leadership and climate within school districts.

14. Teachers expressed concerns over the shift in community and public opinion regarding the state's public schools. Increased politicization of their job has discouraged many teachers away from and into the profession.

15. The NH State Board of Education standards continue to be high but the volume of applicants for teaching positions has somewhat decreased. The number of educators seeking licensure through an alternative

pathway has more than quadrupled over the last 6 years.

16. The necessary criminal background checks required for teachers needs legislative attention. A check is required upon entering a teaching education program, in the first year. The check is good for three years. Upon the student teaching experience as a 'senior' another background check will be required, as well as further checks required for licensure and employment. Each check is at a cost of \$150, which for students becomes unaffordable and results in another reason for students to select another career path.
17. Reciprocity of credentials is, in fact, quite high however it is not automatic. To maintain NH's high standards, we often have requirements above other states' requirements, especially in areas such as testing.

RECOMMENDATIONS

1. Investing in proven recruitment and retention strategies at the state level should be pursued. Barriers to entering and remaining in the within the teacher workforce need to be well understood with corresponding solutions.
 - The Legislature will continue targeted incentives to assist local school districts with teacher pay. However, the most recent budget increases state aid to local school districts by more than \$169 million over two years, targeted education aid to towns with greatest

need, and increased per-pupil state aid to education by more than 31% over the next decade. Districts should be encouraged to use this increase in state education assistance to attract and retain teachers in the classroom, rather than on administrative costs.

- Invest in robust teacher mentoring programs and opportunities for professional learning.
- Consideration should be given to paid student teacher or internship experiences.
- Legislation should be considered correcting the need for so many initial background checks.

2. Establishing a rural and underserved area educator incentive program for higher education and making an appropriation therefore for districts to experiment with recruitment strategies addressing:

- Recruitment into the fields where historical shortages persist, i.e., sciences, math, and special education.
- Improving diminishing student outcomes in comparatively low performing areas.
- Offer a state reimbursement salary bonus program or loan replacement program for beginning teachers who have graduated from in-state colleges and universities and entered a teacher position in either: a.) a documented teacher shortage area, or b.) a rural district or a high poverty rate district where student achievement is underperforming state averages.

3. Legislation should be introduced to increase reciprocity

for New Hampshire's credentials and revise the standards for endorsements. The State Board of Education is statutorily obliged with setting educator standards for licensure.

- A committee should explore inter-state reciprocity, particularly from states that directly neighbor NH to eliminate barriers to certification in NH and attract talent that pursued teaching degrees in other states.
4. Rural and underperforming districts cannot compete with wealthier districts. Legislation should be introduced to increase education funding for smaller communities to expand their capacity to retain educators and to develop robust "grow your own" programs.
 5. Legislation should be introduced to increase support and public awareness of programs at career and technical education centers to increase the number of individuals entering the profession through the Careers in Education Programs offered directly to high school students. A career pathway could be designed that begins at a local CTE Center and transitions directly into the University System of NH.
 - To meet the needs and demands of a skilled workforce, career technical education programming needs to attract instructors who are not trained as traditional teachers. Compensation structure for CTE teachers should not necessarily be based upon experience acquired in the traditional institution setting. A different pay system

having a salary customized for non-baccalaureate CTE teachers is needed.

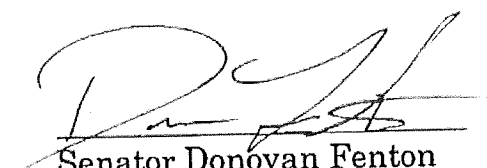
- Based upon the testimony heard during the committee, it is recommended that the state develop legislation implementing a unique salary grid for this group of skilled instructors with axes in respect to industry tenure and industry credentials (not degrees). Competency based assessment (CBA) would need to be negotiated. The committee recommends this issue to the Career Technical Education Advisory Council for further study, followed by recommendations.

6. The committee heard testimony that fear in the teaching of controversial topics and critical thinking skills due to the passage of HB2 in 2021, has placed an unhealthy pall over teaching, and consequently influencing attrition and retention of teachers. In reviewing this legislation, the law does not restrict or prohibit discussing, as part of a larger course of academic instruction, the historical existence of ideas and subjects. In response to testimony and to better assist instructional staff in addressing controversial topics and critical thinking skills, it is recommended that professional development and post-secondary teacher preparation institutions, offer instructional support on how to address controversial topics while encouraging critical thinking skills with pupils.
7. Continue communication and working with the NHSAA and the NH School Board Association (NHSBA) to address the issue of educator retention and shortages.

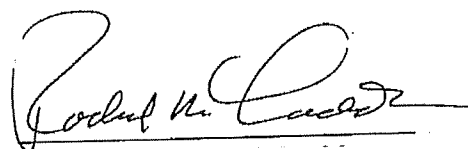
8. The pension system is a tool to combat teachers leaving the profession. The NH Retirement System should review its benefits and consider making it more competitive with neighboring states.
9. The NH Department of Education should promote state and federal resources to mental health support for teachers.
10. Develop and support “grow your own” teacher preparation programs that start the process of becoming an educator with high school students.

Respectfully submitted,

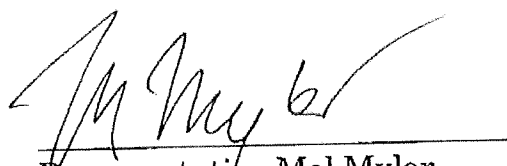
Senator Ruth Ward
CHAIR
District 8



Senator Donovan Fenton
District 10



Representative Rick Ladd
Grafton District 17



Representative Mel Myler
Merrimack District 19

Representative Oliver Ford
Rockingham District 3

Job Postings

JobId	Category	Position Type	Additional Title	Location	Date Posted	Closing Date	Date Available	For Fiscal Year	Time To Fill	AppCount
Elementary School Teaching										
4847	Elementary School Teaching	Primary - Grades 1, 2, 3	Elementary Classroom Teacher - Grade 3 cc14	Atkinson Academy	3/29/2024	Open until filled	8/21/2024	2024-2025	10	8
4787	Elementary School Teaching	Intermediate - Grades 4, 5 Teacher	Elementary Classroom Teacher - Grade 5 cc70	Pollard School	12/1/2023	Open until filled	as soon as possible	2023-2024	129	13
High School Teaching										
4846	High School Teaching	World Language - Spanish	Anticipated High School Spanish Teacher cc52	Timberlane Regional High School	3/29/2024	Open until filled	8/21/2024	2024-2025	10	1
4845	High School Teaching	Mathematics	High School Mathematics Teacher cc1011	Timberlane Regional High School	3/29/2024	Open until filled	8/21/2024	2024-2025	10	2
4796	High School Teaching	Mathematics	High School Mathematics Teacher cc474	Timberlane Regional High School	1/23/2024		8/15/2024	2024-2025	76	12
Middle School Teaching										
4848	Middle School Teaching	Mathematics	Middle School Math Enrichment Teacher cc22	Timberlane Regional Middle School	3/29/2024	Open until filled	8/21/2024	2024-2025	10	5
4775	Middle School Teaching	Foreign Language - Spanish	Middle School Spanish Teacher cc2566	Timberlane Regional Middle School	10/17/2023	Open until filled	as soon as possible	2023-2024	174	8
4793	Middle School Teaching	Family/Consumer Science	Tech Ed/Family and Consumer Science Teacher	Timberlane Regional Middle School	1/19/2024	Open until filled	8/14/2024	2024-2025	80	8
Special Education										
4344	Special Education	Psychologist	School Psychologist - Part Time .6 Position cc	Timberlane Regional School District	5/19/2022	open until filled	as soon as possible	2023-2024	690	6
4850	Special Education	Psychologist	School Psychologist cc 1422	Atkinson Academy	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4800	Special Education	Psychologist	School Psychologist cc1708	Timberlane Regional High School	1/26/2024	Open until filled	8/15/2024	2024-2025	73	0
4849	Special Education	Psychologist	School Psychologist cc22145	Sandown North	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4852	Special Education	Speech and Language Pathologist	Spech Language Pathologist cc2242	Sandown North	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4604	Special Education	Special Education Teacher	Special Education Teacher cc 1032	Timberlane Regional High School	4/19/2023	Open until filled	8/22/2023	2023-2024	355	7
4756	Special Education	Special Education Teacher	Special Education Teacher cc1060	Pollard School	8/22/2023	Open until filled	as soon as possible	2023-2024	230	6
4644	Special Education	Special Education Teacher	Special Education Teacher cc1105	Danville Elementary	9/19/2023	Open until filled	as soon as possible	2023-2024	202	12
4798	Special Education	Special Education Teacher	Special Education Teacher cc1249	Timberlane Regional High School	1/26/2024	Open until filled	8/15/2024	2024-2025	73	1
4794	Special Education	Special Education Teacher	Special Education Teacher/Case Manager cc9	Sandown North	1/19/2024	Open until filled	8/15/2024	2024-2025	80	3
4856	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 1316	Timberlane Regional School District	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4851	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 212	Pollard School	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4855	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc 747	Pollard School	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4853	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc2218	Timberlane Regional High School	3/29/2024	Open until filled	8/21/2024	2024-2025	10	0
4673	Special Education	Speech and Language Pathologist	Speech Language Pathologist cc885	Sandown North	6/12/2023			2023-2024	301	1
Student Services										
4799	Student Services	School Nurse	Floating School Nurse cc2396	Pollard School	1/26/2024	Open until filled	4/5/2024	2023-2024	73	6
4660	Student Services	School Social Worker	School Social Worker cc830	Timberlane Regional School District	5/31/2023	Open until filled	8/22/2023	2023-2024	313	14

Timberlane Regional School Board Committee Assignments 2024-25

Budget Committee

Katie Knutsen*

Policy Committee

Shauna Manthorn*
Jack Sapia
Donald Woodworth

Safety Committee

Katie Knutsen*
Kristin Savage
Mark Sherwood (alternate)

CIP Committee

Jack Sapia
Brie Woodworth*

Negotiations

Katie Knutsen*
Mark Sherwood

Curriculum & Assessment Committee

Kim McCormick*
Paul LeCain
Don Woodworth

Facilities Committee

Paul LeCain*
Mark Sherwood

Strategic Planning Committee

Kim McCormick
Brie Woodworth*

Wellness Committee

Shauna Manthorn*
Kim McCormick

*Co-chair with an Administrator