



Thursday, April 21, 2022

# AGENDA

Regular Business Meeting – **7:00 PM**  
SAU 106 Boardroom

Christopher K. Kellan, Superintendent  
Steven Finnegan, Chair  
Kristin Savage, Vice Chair

1. **7:00 PM Call to Order – Chair**
2. **Roll Call – Clerk**
3. **Pledge of Allegiance**
4. **Approval of Minutes**
5. **Delegates and Individuals**
6. **Student Representative**
7. **Current Business**
  - a. **7:15 PM** School Reopening Plan Update - INFORMATIONAL
  - b. **7:20 PM** CHaD Fundraiser Donation - INFORMATIONAL
  - c. **7:25 PM** Policies: First Read – ACTION
  - d. **7:30 PM** Fiscal Year 2023 General Assurances - ACTION
  - e. **7:35 PM** Digital Community Bulletin Board - INFORMATIONAL
  - f. **7:40 PM** Enrollment Update – INFORMATIONAL
  - g. **7:45 PM** State Building Aid – INFORMATIONAL
  - h. **7:50 PM** School Board Goals – INFORMATIONAL
  - i. **7:55 PM** Timberlane Football Booster Club Donation – ACTION
  - j. **8:00 PM** Staples Donation - ACTION
8. **8:05 PM Administrator’s Report**
9. **8:10 PM Personnel Report**
10. **8:20 PM Committee Reports/Reports of the School Board**
11. **Correspondence Folder**
12. **Vendor and Payroll Registers**
13. **8:30 PM Other Business**
14. **Nonpublic Session**
15. **Future Dates**

DATE	MEETING TYPE	LOCATION	TIME
May 5	Regular Meeting	SAU Boardroom	7:00PM
May 19	Regular Meeting	SAU Boardroom	7:00PM
June 2	Regular Meeting	SAU Boardroom	7:00PM
June 16	Regular Meeting	SAU Boardroom	7:00PM



## BUSINESS MEETING AGENDA

### 1-3. OPEN MEETING

4. **APPROVAL OF MINUTES** (2 sets of public meeting minutes 4/7/22 and 4/14/22; 3 sets of nonpublic minutes)

### 5. DELEGATES AND INDIVIDUALS

6. **STUDENT REP (Introduction of Kaylie Sheffield)**

### 7. CURRENT BUSINESS

a. **School Reopening Plan - INFORMATIONAL**

*Presentation of School Reopening Plan.*

b. **CHaD Fundraiser - INFORMATIONAL**

*Presentation of Atkinson Academy's donation to Children's Hospital at Dartmouth.*

c. **Policies: First Read - ACTION**

*Act on first read of Policies BGF and GCF.*

d. **Fiscal Year 2023 General Assurances - ACTION**

*Requirement by NHDOE to act on General Assurances, Requirements and Definitions for Participation in Federal Programs.*

e. **Digital Community Bulletin Board - INFORMATIONAL**

*Presentation of the District's new digital community bulletin board.*

f. **Enrollment Update - INFORMATIONAL**

*Presentation of the District's enrollment report and updates.*

g. **State Building Aid - INFORMATIONAL**

*Discussion of State Building Aid.*

h. **School Board Goals 2022-23 - INFORMATIONAL**

*Discuss the framework for creating goals for the School Board.*

i. **Timberlane Football Booster Club - ACTION**

*The Timberlane Football Booster Club is seeking approval and acceptance of a \$4600 donation (to be paid in two installments - \$2300 in 2022/\$2300 in 2023) to the football program for the purchase of a new sideline communication system.*

j. **Staples Donation - ACTION**

*Act on the Donation Agreement with Staples Connect.*

### 8. ADMINISTRATOR'S REPORT

*Christopher K. Kellan to present.*

### 9. PERSONNEL REPORT

10. **COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD** – Board members to submit requests to serve on district committees for Chair consideration at the next board meeting.

11. **CORRESPONDENCE** – All correspondence now forwarded to board members as it comes in.

12. **VENDOR AND PAYROLL REGISTERS** – please be sure to review and sign electronically vendor and payroll registers.

13. **OTHER BUSINESS** – Board members to provide agenda items for future meeting consideration.

14. **NONPUBLIC SESSION** – If needed.

15. **FUTURE DATES** – As indicated.

# DRAFT - NOT YET APPROVED

*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://livestream.com/trsd/trsb/videos/230451961?fbclid=IwAR0IPXg3RQc546WLy5Mf8FJDVVbBz7OJSiBYoqibCN87luZDldl7q-EdYw>

*Materials presented at the board meeting may be viewed at:*

[03 17 22 School Board Meeting - All Documents \(timberlane.net\)](#)

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Regular Business Meeting**  
**April 7, 2022**  
**7:03 PM**

SAU 106 Boardroom  
30 Greenough Rd.  
Plaistow, NH 03865

### **Call to Order:**

Chair Steven Finnegan called the April 7, 2022 meeting of the Timberlane Regional School Board to order at 7:03PM (roll call and Pledge of Allegiance completed at organizational meeting).

### **Board Members Present**

Michael Boucher, Kimberly Farah (arrived at 7:05PM), Steven Finnegan, Barbara Kiszka, Katie Knutsen, Kim McCormick and Mark Sherwood, Kristin Savage (Amy Gentile absent)

### **Seated at the Board Table**

Mr. Christopher Kellan, Superintendent of Schools  
Kaylie Sheffield, Student Representative to the TRSD School Board

### **00:01:25 APPROVAL OF MINUTES**

**MOTION: Mrs. Kiszka motioned to accept the TRSB organizational meeting minutes of March 17 2022; seconded by Mrs. Knutsen. The motion passed 6-0-1. Absent member abstained.**

### **00:01:59**

**MOTION: Mrs. Kiszka motioned to accept the TRSB regular meeting minutes of March 17 2022; seconded by Ms. Knutsen. The motion passed 6-0-1. Absent member abstained.**

**00:03:07** Steven Finnegan mentioned there are 2 sets of non-public minutes to approve. On February 17, 2022 non-public minutes, Kim Farah requested this be held to discuss in non-public for necessary revisions to page 1, paragraph 1, sentence 1 as it is unclear.

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## **00:04:39 DELEGATES & INDIVIDUALS**

**No speakers tonight**

## **00:04:47 STUDENT REPRESENTATIVE**

**Kaylie Sheffield, Student Representative, provided a biweekly report on the student activities.**

### **Timberlane Music Department**

On Saturday, March 12th the High School Jazz Band and Jazz Combo participated in the Clark Terry Jazz Festival at the University of New Hampshire. These students had a great time performing for professional jazz musician adjudicators and having opportunities to listen to other high school jazz bands, as well as a professional evening concert. The Jazz Band received an Outstanding Performance Award – one of only two given – as well as the Outstanding Rhythm Section award and the Outstanding Trombone Section award. Timberlane is very proud of the hard work and dedication of our Jazz Musicians! On Saturday, March 26th, 48 elementary and middle school string musicians participated in this year's Stringfest at Merrimack Valley Middle School in Goffstown. They spent the day rehearsing music with students from schools across the state and put on an evening performance. Timberlane was the most represented school at the festival. Lastly, as many are aware, March was Music in Our Schools month. 974 Timberlane musicians performed in the PAC at ten evening concerts in celebration of music and what it means to them. These were culminating performances that represented countless hours of preparation, practice, and rehearsal. The music department would like to say a huge congratulations to all of our Timberlane musicians and educators on an extremely successful Month-long celebration!

### **Danville Elementary**

Trimester 2 report cards were released to families on Monday, March 21st. Danville's staff are also excited for a team from Nature's Classroom to work with our 4th and 5th grade students during the day on April 6th, and the beginning instrumental students will have their concert that same evening.

### **TLC at Sandown Central**

On Monday, March 21st, staff and students at Sandown Central celebrated World Down Syndrome by "Rocking their Socks"! Kindergarten teacher, Mrs. Mandy DeCew spoke with the students about what Down Syndrome is and what it isn't. The students learned that people born with Down Syndrome have a triplication of chromosome 21 instead of the regular 2. Because socks look a lot like chromosomes, people all over the world wear them on March 21 of each year to raise awareness of Down Syndrome. Mrs. DeCew had help from two very special students who did an amazing job of leading all of us in a whole school body break! They were also happy to invite those student's families in for the presentation. Together, students learned that we are more alike than different! On April 5th, TLC wore blue in honor of World Autism Awareness Day (which is held each year on April 2nd). On Wednesday, April 6 we celebrated our amazing para educators on ParaEducator Appreciation Day! They were

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treated to pizza, salads and all kinds of goodies by those of us who count on them every day!

## **Sandown North**

Mrs. Paladino's class has started exchanging letters with their Big Buddies at the high school! This annual activity rotates through the elementary schools and helps encourage writing and teaches/reinforces letter writing. This spring the third graders will get to meet their buddies at the high school for a day of outdoor activities! In Innovations, fifth graders have been hard at work designing arcade games made from cardboard. They have been following the steps in the engineering design process and have had to troubleshoot problems that arose throughout the project. They will soon debut their games for the rest of the school to try! Sandown North has also spent the past several weeks collecting socks. Kid Governor and Pollard school 5th grader Charlotte Cotti reached out to the elementary schools asking for sock donations to be donated to a local homeless shelter. The school community was pleased to participate and is appreciative of Governor Cotti's hard work!

## **TRHS**

Spring sports are up and running this week. Most teams wrapped up tryouts and announced teams last week and are gearing up for some scrimmages and competition. Practices are going well and the athletic department would like to say thank you to all the coaches, trainers, and athletes who have ensured a smooth start to the spring season. The student council is hard at work planning a number of events including the annual "Egg my House: fundraiser, senior prom, and Big Buddy Little Buddy. Last weekend, the junior class hosted their semi-formal dance for the first time since 2019. This event went very well and students had a lot of fun. Special thanks to the sophomore and junior class executive council, advisors Ms. Bird, Mr. Horgan, Ms. Libby, and a handful of parents that donated for making this event possible.

## **CURRENT BUSINESS**

**00:08:58**

### **a. Strategic Plan Update - review of 2018-2023 Strategic Plan**

This was brought for informational purposes only. The current Strategic Plan is set to expire in 2023. Upon discussion, it was agreed to start creating the Strategic Planning Committee in the summer instead of waiting till the fall. For this current plan, Kim Farah stated with Board money, a consultant was hired and the constituents were polled to draw information for the plan. Barbara Kiszka stated she believed a designer was hired to design new additions to facilities for the current plan. As this was brought up in the CIP Committee, Kim Farah agreed to discuss this during that committee meeting as she did not have a recollection of this.

Chair Finnegan referenced that the last page of the document lays out the mission, vision, goals and beliefs of this Strategic Plan and feels it would be good to reference the current Strategic Plan when they start creating the upcoming Strategic Plan to see what has been achieved and what needs to be worked on.

Michael Boucher asked if a date could be set to assess all the goals in the current Strategic Plan.

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Superintendent Kellan reminded that this plan runs through the 2022-2023 school year and Barbara Kiszka mentions due to COVID, some goals may be delayed or not met as of yet. After discussion, Kim Farah suggests the first couple meetings of the new Strategic Planning Committee should be to review the current plan for what has been completed and what still needs to be worked on. Kim Farah mentions that prior to this current plan, there was no plan in place. She also suggests polling the parents and voters to see where they feel the district needs to improve. Kim Farah would like to see more on academic goals with specific benchmarks to meet in the new strategic plan. Chair Finnegan suggests meeting prior to the summer for the Strategic Planning Committee to get a head start on the new plan.

Barbara Kiszka reminds that there is a current survey for the community currently running, the Bright Futures Survey that could be a preview into what the next survey could be like. Superintendent Kellan states that data would be used along with any other data gathered. Chair Finnegan believes this will set the vision for the next 5 years where they want to take the district.

**00:15:26**

## **b. TRSB Committee Assignments - review TRSB Committee assignments**

Kim Farah advised the Delegates to New Hampshire School Board Association meeting needs to be added. Barbara Kiszka advised the meeting has been changed from January to October. She will confirm the date and send it to Chair Finnegan.

Mark Sherwood asks if the Facilities Committee was previously on this. Steven Finnegan confirmed it was a committee and that it was discussed to move it into the Capital Improvement Project (CIP) Committee due to the overlap between the two committees. Kim Farah answered Mark Sherwood's follow-up question explaining that the CIP Committee strictly looks at capital improvement to the district buildings in excess of \$10,000. The work for this committee is supposed to be conducted between April-May through September-October, actually August as the CIP feeds into the budget so it should be done prior to the budget season. The Facilities Committee looks at the overall facilities issues within the district. After input from Maria Watkins and Karl Ingoldsby advising the Facilities Committee does not meet frequently any longer, it was discussed if the Facilities Committee should be removed. This would have to go back to Policy to remove the committee. After Karl Ingoldsby advises he sees a benefit in an active Facilities Committee between himself and one or two Board members, Kristin Savage volunteers and suggests that they meet after the Safety Committee meetings potentially.

Michael Boucher volunteers as the alternative for the Budget Committee. Superintendent Kellan states, looking at the Board Superintendent Leadership Team, that this policy should be brought to the Policy Committee as the Energy Committee is not listed as well as the Personnel Committee, which is more so negotiating rather than advisory committees.

Barbara Kiszka asks if a motion to accept these Committee assignments as listed is needed. Kim Farah states typically it is just by consensus, not by a formal vote.

**00:25:22**

## **c. Revised School Board Calendar**

It is discussed to keep a meeting in July, move it to July 14th and if it is not needed, it can be canceled.

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March 9, 2023 is added in lieu of the initial date that is during school vacation.

**00:32:20**

**d. School Board Training - Policy BIB: training opportunities for TRSB. Review upcoming School Board trainings that are available through NHSBA.**

Chair Finnegan strongly suggests all board members attend these trainings. Superintendent Kellan states it is currently available via webinars however they are willing, in the future, to offer in-person training to all Board Members.

**00:33:40**

**e. School Board Goals Setting Process – Review Policy BA: Evaluation of Board Operational Procedures**

To see how they did with the current goals, they briefly went through and discussed how each goal was met, ongoing or needed refocus.

Mark Sherwood asked for an update on the Music Director position at TRMS that was discussed in a previous meeting. Superintendent Kellan stated this could be discussed during the non-public portion of the meeting.

Chair Finnegan asks that based on what the Board just reviewed, if all Board Members think about what Board goals they would like and to please send to him so he can have a first draft to discuss during the first May meeting.

**00:51:07**

**f. Summer Hiring Process - Act on Policy GCF: Professional Staff Hiring**

Kim Farah asks if the list of non-renominations has been provided as the Board needs to vote on this before April 15th. **Dana O’Gara, Director of Human Resources** states she can run the report and have it to the Board prior to the end of the current meeting so there is not a need to have a special meeting prior to the April 15th deadline.

Kim Farah suggests that this go back to Policy eventually to revise. She also suggests that the Policy Committee look at the New Hampshire School Board policy as most districts are probably utilizing electronic signatures now.

**00:56:20**

**g. Bright Future Survey – District survey sent to families, school staff and the community**

Superintendent Kellan discusses the current Bright Future Survey that has been sent out to all student’s households, one for each student. He asks that everyone, including community members with no students enrolled in Timberlane schools, complete the survey that only takes only 15-20 minutes. It will give a lot of information on the schools but also a great comparison to the state. After a discussion on

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the wording referencing IEP students, it is suggested to resend it with everyone to advise it is for all students, not just IEP students. The survey ends on April 29th.

**00:59:45**

**h. Recognition of Former School Board Member – Recognition of Shawn O’Neil’s School Board service and his donation to the Engineering Department**

In lieu of receiving a monetary gift for his service to the Board, Shawn O’Neal requested the district do a budget transfer and it be donated to the Engineering Program.

**01:00:56**

**i. Staples Donation – Act on the Donation Agreement with Staples Connect**

Staples in Plaistow brought a donation agreement to Superintendent Kellan which would provide supplies to students in need. After a discussion, and an agreement to have the lawyer briefly review the document, the Board agreed to vote on the contingency that the lawyer advised it was sound.

**Motion: Kristin Savage motions to accept the Staples donation if approved by the district’s attorney; seconded by Kim Farah. Motion passed 8-0-0.**

**01:06:33**

**j. Safe Work Procedures – Review the Safe Work Procedures**

Karl Ingoldsby, Director of Plant Operations synthesized the lengthy procedure down for the Board. Angelo Fantasia and Jess Soucy provided the Athletic Safety Policy to Karl after Kristin Savage requested this be collected into one central policy.

As with past positions, Karl would collect all safety procedures, put them on the websites and into safety manuals that were distributed to each custodian, in addition to training on each. He feels this is a necessity so people know there are safe procedures in place. Maria Watkins informed the Board that the Department of Labor has been performing unannounced audits of the SAU departments which is another reason that all schools need Safety Procedures in place.

Kim Farah asks if they have a MSDS (Materials Safety Data Sheets) binder and Karl states that we have a SDS (Safety Data Sheets) because the standard changed about 5 years ago. The SDS is for all chemicals being used by the district such as custodians, kitchens, scientists, etc. Some Karl could not find when he came, so he created them and these are all in binders for all schools.

**01:11:01**

**k. 2023 Fiscal Final Voted Budget – Review the Fiscal Final Voted Budget for 2023**

Kim Farah asks what was the health trust rate projected to be in the budget and what did it come in at. Maria Watkins stated the final numbers have not come out yet. In response to Kim Farah’s follow-up

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question about when that typically is finalized, Maria states it is typically the first week of May.

Kim Farah asks when the Food Service and Bus Service contracts up. The Bus Service contract is good through the 2022-2023 school year. The Board took action last year on this and extended it.

The Food Service contract was up last week and is being worked on. The FRP for Food Services is out and responses are due from the interested food service companies by April 25, 2022. Maria Watkins will bring it to the Board once finalized for a vote.

Kim Farah asks if on the YTD budget, there are issues on the utility lines due to the steep increases or are we locked in. Karl Ingoldsby advises we are locked in at 6.8 kilowatts, however we are getting hit with the delivery charges so it may be over budget. Kim Farah asks if the Board can see a YTD budget at some time and is advised it is posted on the website. Maria states that the budget report she runs each month for the Board is on the Voted Budget not the budget with reallocations which is the more accurate budget. In the past, the Board would vote on reallocation of the voted budget before bringing it to the Budget Committee the next year. Kim Farah suggests that they do this so the budget is more in line with what is accurate. The timeframe for this is only 20 days which would not work for the full year as things come up throughout the year. Maria and Lisa talk about how they are working to take this data and put the finances into the correct buckets to help with the following year's budgets. After discussion, the Board would like the reallocation budget presented quarterly to compare the voted budget.

Kristin Savage suggests this should be put to a Board vote and asks Barbara Kiszka to write this down to bring it to the Board. Maria Watkins states she would like to eventually move to district-wide purchasing for supplies and mentions that Kelly Salovitch, SAU Receptionist, just went into the New Hampshire Contract bids and found water bubblers for the whole district which will save approximately \$400 per year.

**01:29:29**

## **I. Budget Transfer – Act on Requested Budget Transfer – Policy DBJ**

This budget transfer request is for the district-wide wireless upgrade that was approved in the October special meeting. Bids have been received and now they need to be implemented. Kim Farah asks if both the transfers from 4600 to 1100 are EPB lines. Maria confirms they are as they are part of the bucket.

**Motion: Kim Farah motions to approve the budget transfers in the amounts and account specified in the budget transfer request by the CFO dated April 7, 2022; seconded by Barbara Kiszka. Motion passed 8-0-0.**

**01:30:44**

## **m. MS-22R DRA Reviewed Appropriations – Review 2022 MS-22-R DRA Revised/Reviewed Appropriations**

Maria Watkins points to the last page where it states no DRA adjustments made or no adjustment notes available.

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**01:31:08**

**n. SAU55 Final Payment to SAU106 – SAU106 has received final payment from SAU55**

We are officially done with the final payment from SAU55 to SAU106. Total paid to SAU106: \$202,509 in 2 payments. 1/18/2022 payment: \$198,519; 4/4/2022 payment: \$3,990.

**01:31:58 ADMINISTRATOR'S REPORT**

Superintendent Kellan reminds that It is hiring season and they are looking to fill a number of vacancies with some key administrative positions they are looking to fill as well. Mark Sherwood raises the question about a turnover concern and how are we capturing in a formal way, if we are, some of the reasons for the departures if they want to voluntarily disclose the reason behind their leaving. Superintendent Kellan confirms HR does exit interviews for leaving personnel, however some do not take advantage of this. He goes on to reference retention of personnel by continuing to build the culture and morale across the district in a variety of ways. Some things that will help with this is being able to settle the collective bargaining agreements with the TTA & Administrators Union.

**01:34:36 PERSONNEL REPORT**

**Professional Resignation**

1. Bobbi Matuszak, Nurse, TRHS
2. Dave Russell, Math Teacher, TRHS
3. Michael Connor, Special Education Coordinator, TRHS
4. Douglas Blay, Principal, Pollard School

**Motion: Kristin Savage motions to accept the 4 resignations as stated; second by Katie Knutsen.  
Motion passed 8-0-0.**

**01:35:51 COMMITTEE REPORTS/REPORTS OF THE SCHOOL BOARD**

**Barbara Kiszka**

1. Energy Committee did not meet
2. Curriculum Committee
  - Kelly Brooks gave them a Special Education update and they noticed there was a disparity in the number of identified students across the schools. This is something we noticed previously so Kelly will be going to each of the schools and they are trying to normalize the criteria so that they will be better aligned which should result in less discrepancies after she gets through with that normalization process.
  - We are continuing to work on the Special Education audit which will help with reallocating our resources.
  - They reviewed a new English book proposal. It is in our policy to review any new books introduced to the curriculum to confirm it does not have any objectionable content
3. A Professional Development day was held for teachers in March. In addition to the state-wide

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professional development, there were several teachers lead in their subject matter experts fields. It was a great moral booster. Superintendent Kellan stated he participated in the Suicide Prevention training which was presented by a number of Timberlane's behavioral staff. Tim Lena, Kelly Binette and Shana McTague. The way they presented the material was outstanding and very effective.

**Kim Farah** - no updates

**Steven Finnegan** - Policy Committee met before tonight's board meeting and it was decided they will be meeting twice this month to catch up and have changed the schedule and time, still once per month but for 2 hour to get as many policies through to the Board for read. They are meeting again this month and will have policies to bring to the Board for the next meeting on April 21st.

**Kristin Savage**

1. Safety Committee
  - We are moving forward with the wifi expanders from Verizon for the schools to help with dead spots.
  - Continuing to look at all the schools for which ones still need additional cameras. Homeland Security gave input as well so we are working on those to fill in gaps and get those up to speed.
  - Next meeting, most likely they will be discussing a proposed schedule and budget and coming back to the Board to talk about how we will move forward and what makes the most sense as far as doing it. Do we start with one school or do multiple schools to help with labor costs.
2. Reports of the School Board
  - This Saturday is the Run of the Savages at Pollard which all proceeds are donated to the Jimmy Fund at Dana Farber Cancer Institute. There are 244 registered. Registration starts at 9am and the 5K begins at 10am.

## **01:43:32 CORRESPONDENCE**

Kim McCormick hands Chair Finnegan a letter provided to her. It will be read privately and scanned in.

## **VENDOR AND PAYROLL REGISTERS**

Please be sure to review and electronically sign vendor and payroll registers that will be going to each board member's emails.

## **01:44:39 CONTINUATION OF CURRENT BUSINESS**

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

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RSA 189:14 (a & b). Dana O’Gara, HR Director furnishes reports for the Board to review. Kim Farah suggests moving into non-public to discuss the reports.

## OTHER BUSINESS

A special meeting will be held Thursday, April 14, 2022. The next regular meeting will be held Thursday, April 21, 2022.

Steven Finnegan requests that they enter into a non-public under 91-A:3, Paragraph II (a) and (c).

01:45:50

**Motion: Kim Farah motions to enter non-public under 91-A:3, Paragraph II (a) The dismissal, promotion of compensation or disciplining of any public employee; and (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person; seconded by Kristin Savage. Motion passed 8-0-0.**

### The Board was polled:

Boucher -Yes Farah - Yes Finnegan - Yes Kiszka - Yes  
Knutsen - Yes McCormick - Yes Sherwood - Yes Savage - Yes

The motion carried an 8-0-0 to enter non-public at 8:50 PM.

**Motion: Kim Farah motioned to exit the non-public session meeting; seconded by Barbara Kiszka. The motion passed 8-0-0.**

### The Board was polled:

Boucher -Yes Farah - Yes Finnegan - Yes Kiszka - Yes  
Knutsen - Yes McCormick - Yes Sherwood - Yes Savage - Yes

**The motion carried 8-0-0 and the Board entered public session at 9:51 PM.**

As there was no further business, this concluded the public portion of the meeting.

Respectfully submitted,

Cori Zeuli  
Recording Secretary

Approved by the Board on \_\_\_\_\_.

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<https://livestream.com/trsd/trsb/videos/229407988?fbclid=IwAR0lPXg3RQc546WLty5Mf8FJDVVBbz7OJSiBYoqibCN87luZDldl7q-EdYw>

*Materials presented at the board meeting may be viewed at:*

[2021-22 - All Documents \(timberlane.net\)](https://www.timberlane.net/2021-22-All-Documents)

## TIMBERLANE REGIONAL SCHOOL BOARD MEETING MINUTES

**Special Business Meeting**  
**April 14, 2022**  
**6:35 PM**

SAU 106 Boardroom  
30 Greenough Road  
Plaistow, NH

### **Call to Order:**

Chairman Steven Finnegan called the April 14, 2022 Special Business Meeting of the Timberlane Regional School Board to order at 6:35PM, took roll call and then led the assembly in the Pledge of Allegiance.

### **Board Members Present**

Michael Boucher, Katie Knutsen, Steven Finnegan, Amy Gentile, Mark Sherwood, and Kim McCormick.

### **Seated at the Board Table**

Mr. Christopher Kellan, Superintendent of Schools

### **Personnel Report (00:02:00)**

Chairman Steven Finnegan requested a motion to approve the renomination of teachers and administrators. Mr. Finnegan indicated the renomination list was emailed to the School Board members prior to the meeting for review as well.

**Mark Sherwood motioned to accept the renomination of teachers and administrators; seconded by Katie Knutsen. The motion passed 6-0-0.**

With no other business before the board, Chairman Finnegan adjourned the meeting at 6:38 PM.

Respectfully submitted,

Kelly Salovitch

Approved by the Board on



## EXECUTIVE SUMMARY

April 21, 2022

The following executive summary proposes some updates to the return to school plan last approved on February 18, 2022. Since that time, COVID-19 metrics continue to fluctuate, with NH DHHS Rockingham County's level going from 'Substantial' to 'Minimal' back to 'Substantial', and CDC Rockingham County's level has recently moved from 'Low' to 'Medium'. The NH DHHS metric is based on the rate of new cases per 100K population and positivity rate, and is no longer supported to be used to be making masking decisions. Whereas, the CDC metric looks at rate of new cases and hospitalization data, which provides a better look at how the virus is affecting communities. During the March 16, 2022 Education and Childcare Partner call, NH DHHS clarified/ updated some recommended infection prevention measures. The list of recommendations for schools include: Vaccinations, increase ventilation, hand hygiene, excluding those with signs and symptoms using the isolation and quarantine guidance for those not up to date on vaccinations, and consider asymptomatic screening testing. Considering that there is no explicit reference to preventing access to buildings TRSD administration looked at those components of the return to school plan to update. Additionally, it is predicted that the rate of community transmission will continue to fluctuate seasonally and as variants evolve, yet it is hopeful that Rockingham County will continue to remain in 'Low' and 'Medium' levels by CDC standards, therefore, TRSD administration is looking to make the following changes to our re-opening plan. For each of the two points below, the original text has been struck, and the new verbiage is added in italicized text.

~~-School building and office access for parents and others attending student-focused meetings may be determined on a case-by-case basis~~ *resume in person as appropriate.*

~~-Restrictions on facility use may remain in place for outside organizations and rental requests.~~ *Facility use will be permitted as long as organizations receive approval through the facility use permission process.*

See attached PDF of the full version of the Return to School Plan with the above edits included.

**Timberlane Regional School District 2021-2022**  
**Plan on the Safe Return to In-Person Instruction and Continuity of Services**

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.

**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 to school buildings for other visitors, including volunteers, classroom guests, contracted service providers, and vendors, will resume to pre-pandemic practices.

- 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 strive for 3 foot distancing between people in all indoor spaces.
- TRSD will use daily cleaning protocols, supplies and techniques as recommended by CDC and NH DPHS in all indoor spaces.
- TRSD will continue to use an “at home screening tool & process.”
- TRSD will continue to use our “nurse’s form” to inform nurses about sick and absent students and staff. The district will continue to require individuals to inform the school nurse regarding any and all absences due to illness.
- TRSD asks that those individuals with signs and symptoms of any communicable disease, including COVID-19, to please stay home.
- TRSD will continue to use the NH DHHS [Isolation and Quarantine Guidelines](#) as published in January 2022.

### **Facemask Usage**

- Masks are not required outdoors (recess, outdoor classrooms, etc.).
- TRSD will switch to “Mask Optional” starting on Monday, February 21, 2022.
- Individuals will need to continue to wear facemasks as determined by the [Isolation and Quarantine Guidelines](#).
- Individuals may be required to wear masks in the school health office.
- If a large cluster or outbreak is suspected based on weekly aggregate reporting, or if a school/child care official is concerned about uncontrolled transmission within a facility,

the school or child care program can contact NH DHHS to report the situation and seek advice on mitigating further spread of COVID-19.

- We will continue to follow the federal mandate on all public conveyances.
- TRSD staff will not be responsible to enforce the masking choice of families.

### **Vaccinations**

- Although students ages 5-18 are eligible for vaccination, we do not currently have data on percentages of vaccinated students.
- TRSD will continue to adhere to guidance provided by health and medical professionals as to the need for mitigation strategies for those students age 4 and under who cannot yet receive the vaccine.

### **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.

### **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.
- A new structure for increased intervention opportunities has been enacted at the middle school level.
- TRSD increased opportunities for after-school extra help sessions at the middle and high schools.
- Summer opportunities are being planned 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**

- Throughout the 2021-2022 school year, the district has maintained 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.

 **Dartmouth-Hitchcock Health** GIFT RECEIPT

Atkinson Academy Activity Fund  
17 Academy Avenue  
Atkinson, NH 03811

<u>Gift Date</u>	<u>Area of Support</u>	<u>Gift Amount</u>	<u>Tax Deductible Amount</u>
3/28/2022	Pediatric Research and Patient Care Fund	\$10,195.80	\$10,195.80

Thank you for your generous donation. Dartmouth-Hitchcock Health fundraises on behalf of Mary Hitchcock Memorial Hospital, Children's Hospital at Dartmouth(CHaD), Norris Cotton Cancer Center, and Friends of the Norris Cotton Cancer Center.

No goods or services were received for this donation. Your gift is tax deductible to the fullest extent allowed by law. Please keep this tax receipt for your records. Dartmouth-Hitchcock Health, a 501 (c) (3) recognized charity by the IRS (EIN#26-4812335)

***Please call Aaron Rothberg with any questions (603) 646-5315***  
OFFICE OF DEVELOPMENT AND ALUMNI RELATIONS  
DARTMOUTH-HITCHCOCK/GEISEL SCHOOL OF MEDICINE AT DARTMOUTH  
ONE MEDICAL CENTER DRIVE \* HB 7070 \* LEBANON, NH 03756-0001

REID# 192486 Gift ID# 682535

<p><b>Timberlane Regional School Board</b></p>	<p><b>Policy Code: BGF</b></p>
<p><b>Adopted: 09-20-01</b>  <b>Revised: 03-17-16</b>  <b>Revised: 06-01-17</b>  <b>Revised:</b></p>	<p><b>Page 1 of 1</b></p>

## WAIVING, SUSPENDING AND REVOKING POLICIES

### Waiving a Policy

The Board may waive a policy only when all the following conditions are met:

- the proposed policy to be waived has been publicly announced to the School Board at least one week prior to the Board's vote;
- the waiver is for a one-time action by the Board or administration;
- the vote is held at a properly noticed meeting; and
- a majority of Board members present agree.

In cases of emergency meetings, or justifiable situations where inadequate prior notice was given the Board, a majority vote by all Board members present is required to waive a policy.

### Suspending a Policy

Policies may also be suspended by the Board but only when all the following conditions are met:

- the proposed policy to be suspended has been publicly announced to the School Board at least one week prior to the Board's vote;
- the proposed suspension stipulates a specific time period for the suspension, after which the policy comes back into force;
- the policy is not suspended for more than one academic year; **and**
- the policy and intention to suspend shall be included in the Board's agenda packet; **and**.
- ~~• a two-thirds majority vote of the entire Board membership in favor at a properly noticed, regular meeting in which written notice of the policy to be suspended was included on the agenda.~~

### Revoking a Policy

Policies may be revoked when all the following conditions have been met:

- a majority vote of the Policy Committee to recommend revocation at least two weeks prior to a Board vote;
- the Policy Committee takes into consideration any associated policies and procedures that may need to be rescinded or amended; **and**
- inclusion on the Board's agenda of the policy and intention to revoke; **and**
- **a majority vote of the entire Board membership in favor at a properly noticed, regular meeting in which written notice of the policy to be suspended was included on the agenda.**

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

## **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, through September 1 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 absence, his/her 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. 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*



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

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

April 4, 2022

TO: Superintendents

FROM: Lindsey Labonville, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2023

The New Hampshire Department of Education (NHDOE) 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 NHDOE. The federally funded programs which flow money through the NHDOE 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 NHDOE 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. NHDOE requests an annual submission for all of your Local Education Agencies (LEA's). This will simplify the collection of assurances and facilitate the requirement that the NHDOE Commissioner

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

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

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

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHDOE Bureau of Federal Compliance office no later than **June 30, 2022**.

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](mailto:Lindsey.L.Labonville@doe.nh.gov) or at 603-271-3837.

# New Hampshire Department of Education

**FY2023**

## **GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS**

Subrecipients of any Federal grant funds provided through the New Hampshire Department of Education (NHDOE) must submit a signed copy of this document to the NHDOE 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 NHDOE (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 NHDOE.**

While there have been no significant changes notable in the last year, this FY2023 general assurances document contains a few minor differences from the FY2022 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 NHDOE in this case and will be considered non-responsive.

**Once the document is fully executed, you may either email or mail a copy of the entire document to:**

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

Should you have any questions please contact Lindsey Labonville at 603-271-3837, or Jessica Lescarbeau at 603-271-3808.

# 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 NHDOE, 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.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions ‘*Federal Awarding Agency*’) with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
  - (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;

- (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
  - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
  - 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
  - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
  - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
  - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
  - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
  - 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program,

and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.

- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will submit such reports to the NHDOE and to U.S. governmental agencies as may reasonably be required to enable the NHDOE and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

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

- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational

research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.

- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification form to the NHDOE not later than December 31, 2022. The worksheet will be provided to each subrecipient by the NHDOE.
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 31) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 36) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 37) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of

historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).

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

## B. Explanation of Grants Management Requirements

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

### 1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

### 2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy/Procedure	2 CFR 200.317-327		
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy/Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A

<b>Policy/Procedure Name</b>	<b>In Accordance With</b>	<b>Policy</b>	<b>Procedure</b>
Subrecipient Monitoring Policy/Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy/Procedure	2 CFR 200.431		
Records Retention Policy/Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		

### 3. Internal Controls

The subrecipient must:

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

### 4. Allowable Costs

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

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

### 5. Audits

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

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHDOE. 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 NHDOE Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHDOE template provided by the BFC for audit findings related to NHDOE 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 NHDOE funded programs. The BFC will review the subrecipient’s submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

**6. Reports to be Submitted**

Audits/Management Decisions

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

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

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

- a) **New Hampshire Department of Education  
Bureau of Federal Compliance**

25 Hall Street  
Concord, NH 03301

Or via email to: [federalcompliance@doe.nh.gov](mailto: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 NHDOE pursuant to this agreement shall be submitted in a timely manner.

#### Single Audit Certification

A fully executed and accurate Single-Audit Certification form shall be submitted to the NHDOE no later than **December 31, 2022**. A copy of the form will be provided to each subrecipient by the NHDOE.

### **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 NHDOE 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.

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

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

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

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

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

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

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

The LEA assures that it shall report to the NHDOE 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 NHDOE 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 NHDOE. In the event the NHDOE determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHDOE 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 NHDOE.

**14. Obligations by Subrecipients**

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

**15. Personnel Costs – Time Distribution**

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

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

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal

project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

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

## **16. Protected Prayer in Public Elementary and Secondary Schools**

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

## **17. Purchasing/Procurement**

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

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

## **18. Retention and Access to Records**

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

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

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

## 19. The Stevens Amendment

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

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

## 20. Transfer of Disciplinary Records

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

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

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

## C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more

funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
  
- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

**CERTIFICATION**

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

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**Superintendent or other Qualifying Administrator Certification:**

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

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

SAU Number: \_\_\_\_\_ District or SAU Name: \_\_\_\_\_

\_\_\_\_\_  
Typed Name of Superintendent  
or other Qualifying Administrator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**School Board Certification:**

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

\_\_\_\_\_  
Typed Name of School Board  
Chair (on behalf of the School Board)

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please email or mail a copy of the entire document to:

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



April 21st, 2022

# EXECUTIVE SUMMARY

**INFORMATIONAL UPDATE**

## Elementary Enrollment projections 22-23

## GRADES 2-5

The purpose of this summary is to update the board on enrollment projections and anticipated staffing levels. Registration has been open since February 1st and all Parent Information nights for Preschool, Pre-Kindergarten, and Kindergarten have been held. All registration is tracked on a weekly basis, daily for Preschool - Kindergarten.

Based on current status (as of April 20th, 2022), the charts following outline expected enrollment and staffing levels for the 2022-2023 school year in all classrooms. As per policy, we will present updated 'final' numbers to the school board in June, based on the data we have as school closes for the 21-22 school year.

### Atkinson Academy

	projected student #s [current (21-22) enrolled in grade prior + current new registrants]	# of staff anticipated	class size anticipated	maximum class size
Grade 2	63	3	21/21/21	23
Grade 3	65	3	21/22/22	23
Grade 4	59	3	19/20/20	26
Grade 5	49	2	24/25	26

### Danville School

	projected student #s [current (21-22) enrolled in grade prior + current new registrants]	# of staff anticipated	class size anticipated	maximum class size
Grade 2	43	2	21/22	23
Grade 3	51	3	17/17/17	23
Grade 4	42	2	21/21	26
Grade 5	43	2	21/22	26



# 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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## Pollard School

	projected student #s [current (21-22) enrolled in grade prior + current new registrants]	# of staff anticipated	class size anticipated	maximum class size
Grade 2	68	3	22/23/23	23
Grade 3	72	4	18/18/18/18	23
Grade 4	72	3	24/24/24	26
Grade 5	78	4	19/19/20/20	26

## Sandown North

	projected student #s [current (21-22) enrolled in grade prior + current new registrants]	# of staff anticipated	class size anticipated	maximum class size
Grade 2	72	4	18/18/18/18	23
Grade 3	63	3	21/21/21	23
Grade 4	59	3	20/20/19	26
Grade 5	66	3	22/22/22	26

All increases in staff at a grade balance out with decreases in staff at a grade, and thus the above require no positions to be added at this point.

Respectfully submitted,  
Lucy Canotas, Director of Elementary Education



April 21st, 2022

# EXECUTIVE SUMMARY

**INFORMATIONAL UPDATE**

## Elementary Enrollment projections 22-23 GRADES Preschool - 1

### Atkinson Academy

	projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.	# of staff	maximum class size
Pre-K	29	1 AM only	17
Half day K	8 AM / 0 PM	1 AM / 1 PM	20
Full day K	35	2	20
Grade 1	55	3	20
requests	5 additional students of grade 1 age are requesting Kindergarten placements		

TRSD proposes adding a section of PM Pre-Kindergarten and removing the PM Kindergarten session, numbers reflected below.

	projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.	# of staff	class size anticipated
Pre-K	29	1 AM / 1 PM	15/14
Half day K	8	1 AM	8
Full day K	35	2	18/17
Grade 1	55	3	18/18/19
requests	5 additional students of grade 1 age are requesting Kindergarten placements		



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## Pollard School

	<b>projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.</b>	<b># of staff</b>	<b>maximum class size</b>
<b>Pre-K</b>	24	1 AM only	17
<b>Half day K</b>	13 AM / 0 PM	1 AM / 1 PM	20
<b>Full day K</b>	51	3	20
<b>Grade 1</b>	90	5	20
<b>requests</b>	2 additional students of grade 1 age are requesting Kindergarten placements		

TRSD proposes adding a section of PM Pre-Kindergarten and removing the PM Kindergarten session, numbers reflected below.

	<b>projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.</b>	<b># of staff</b>	<b>class size anticipated</b>
<b>Pre-K</b>	24	1 AM / 1 PM	12/12*
<b>Half day K</b>	13	1 AM	13
<b>Full day K</b>	51	3	17/17/17
<b>Grade 1</b>	90	5	18/18/18/18/18
<b>requests</b>	2 additional students of grade 1 age are requesting Kindergarten placements		

\*This class size may shift as we are required to maintain ratios of more typical peers in each session than special education students. Depending on the interest in sessions by parents, the numbers may not be equal AM to PM.



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## Danville School

	projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.	# of staff	class size anticipated	maximum class size
Pre-K	17	1 AM	17	17
Half day K	14	1 AM	14	20
Full day K	26	2	13/13	20
Grade 1	42	3	14/14/14	20
requests	1 additional student of grade 1 age are requesting Kindergarten placements			

## The Learning Center at Sandown Central/Sandown North (grade 1)

	projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.	# of staff	Tues/Thurs. class size anticipated	Wed/Fri. class size anticipated
Preschool	46 total (9 undecided placements) 12 maximum class size	2 total teachers	11/10 AM 3 PM	10 AM 3 PM

	projected student #s based on registrations. Grade 1 enrollment reflects current K numbers plus new registrations.	# of staff	class size anticipated	maximum class size
Pre-K	26	2 AM / 2 PM	10/9 AM, 7 PM	17
Half day K	16	1 AM / 1 PM	12 AM, 4 PM	20
Full day K	42	3	14/14/14	20
Grade 1	73	4	18/18/18/19	20

Respectfully submitted,  
Lucy Canotas, Director of Elementary Education



Bureau of School Safety and Facility Management  
 101 Pleasant Street, Concord, NH 03301-3852  
 Telephone: (603) 271-3037

## School Building Aid Process For construction between July 1, 2023 and June 30, 2025



Timeline Example	Actions
1 – 2 years prior	School determines need based on problems identified, appropriates planning money, appoints building committee, hires a design team, evaluates existing conditions, considers alternatives with 20-yr life cycle, creates a conceptual design, appropriates money for design & planning, and applies for building aid.
By Jan 1, 2022	School submits a Letter of Intent to apply for building aid
By Jul 1, 2022	School submits a application, including preliminary drawings, enrolment projections, & condition evaluation form July through December: DOE contacts the school and schedules a site visit to verify ranking.
By Dec 1, 2022	DOE presents their ranking decision to the School Building Authority. School Building Authority verifies DOE’s ranking School Building Authority submits ranking to the State Board of Education.
By Jan 15, 2023	State Board publishes ranked list. If funding approved in State budget, it will be offered in the order of the published list and per RSA 198:15.
Mar/Apr 2023	District votes on project, secures local funding needed
Jan - Jun 2023	DOE approves project and issues an intent to fund letter.
By Jul 1, 2023	State budget approved for next biennium: July 1, 2023 – June 30, 2025
Jul 1, 2023 - Jun 30, 2025	DOE grants 80% of the State Building Aid award based upon published ranked list and final DOE approval. Payment contingent upon successful town vote, signed contract with contractor, and availability of building aid. School breaks ground after final approval.
Throughout Project	Owners Project Manager (OPM) manages project from start to finish
Upon Completion	School submits a request for final payment to DOE. Upon verification, DOE disperses final building aid award (20% less any items deemed ineligible).

Download forms at: <https://www.education.nh.gov/who-we-are/division-educator-and-analytic-resources/school-safety-and-facility-management-bureau>

Questions? Contact Amy C. Clark, administrator of the School Safety and Facility Management Bureau: [amy.c.clark@doe.nh.gov](mailto:amy.c.clark@doe.nh.gov) or (603) 271-2037

Last revised January 11, 2022

# TIMBERLANE REGIONAL SCHOOL BOARD GOALS FOR 2021-22

## ACADEMICS /ADMINISTRATION

1. Implement organizational structure for new SAU incorporating current Timberlane staff.
2. The board will continue to support the SLT and instructional staff in the pursuit of academic excellence by timely approval of curriculum changes, supporting recommendations for educational tools and support of resources including those needed for remote learning.
3. Advance the work of the district focused on providing students with career pathways, extended learning opportunities, vocational experiences, dual enrollment, and non-traditional courses.
4. Identify needs for PreK-12 resulting from remote learning and support district personnel in addressing those needs.
5. Identify needs for PreK-12 STEAM opportunities to be expanded in the district prior to budget development.
6. Review data on preparedness for college, workplace, and career, and on success post college gathered via survey for TRSD line of STEAM resources and materials available in classrooms with an explanation of utilization by staff.
7. Develop job descriptions for all positions and organizational charts for each department/section etc.
8. Identify a comparison group of New Hampshire School districts and use the individual district and aggregate data as metrics to gauge TRSD's student academic achievement and academic growth patterns.
9. Support curriculum work done K-5 to align instruction, assessment, and reporting and to build consistency between elementary buildings.
10. Identify opportunities and pathways for staff to receive professional development aligned with their professional goals and individual choice.
11. Advance the work within the district to organize and implement an evaluation system for administrators.

## FINANCIAL

1. Review impact of COVID-19 pandemic on 2020-2021 budget year including possible encumbrances that must be made prior to the end of the budget year no later than June 1, 2021.
2. Evaluate the current budget and look at how to best allocate funds to address any concerns/gaps identified in above academic goal.
3. Audit for TRSD to be free of significant deficiencies and material weaknesses, and to the Board no later than February 2022.

## FACILITIES

1. Remove modular classes from behind PAC, convert to storage containers, and increase parking.
2. Develop a comprehensive Preventative Maintenance Schedule for district equipment.
3. The Superintendent's Leadership Team, CIP Committee, and the School Board shall collaboratively prioritize projects through a predefined process based on safety, educational need, and life cycle.
4. Develop a 5-year Facilities Plan with a spend rate of \$2 million per year for facilities improvements.
5. Create a proposal for solar engineering on district buildings.

## BUDGET – FIRST BOARD MEETING IN OCTOBER

1. Receive first draft of CFO's proposed/recommended Operating Budget for FY 21-22 with an executive summary for

# TIMBERLANE REGIONAL SCHOOL BOARD GOALS FOR 2021-22

any major budget drivers by October 1, 2021.

2. Receive first draft of CFO's proposed Default Budget for FY 21-22 and be provided explanations of justifications for any increases or decreases by line item as is required by statute.

## **CULTURE CLIMATE – JANUARY 1, 2022**

1. Work with superintendent to incorporate aspects of the strategic plan related to culture and climate into district schools.
2. Evaluate the prior implementation of the No Bullying initiative and determine if it should be reinstated.
3. Continue to ensure timely and clear communication to communities regarding district decisions and situations.
4. Support a consistent initiative for collegial feedback and inter building collaboration throughout the district.

Adopted by the School Board on May 20, 2021  
Dr. Kimberly Farah, Chair  
Kristin Savage, Vice Chair  
Timberlane Regional School Board



## EXECUTIVE SUMMARY

April 21, 2022

### FOOTBALL BOOSTERS DONATION

The Timberlane Football Booster Club is seeking approval and acceptance of a \$4600 donation (to be paid in two installments - \$2300 in 2022/\$2300 in 2023) to the football program for the purchase of a new sideline communication system. This donation will allow the TRHS athletics department to purchase and receive an updated system in the summer of 2022, and pay for it over two years as part of the company's incentive program. The current sideline communication system is a 9 year old discontinued model which continues to be difficult to maintain and keep reliable. This new system, 'ProCom X12-XLE 6 Coach System', has all communication components that are needed by our coaching staff to support student athletes on game day. After thorough research, Athletic Director Fantasia and TRHS football coaching staff recommend this system and fully support this donation.

Respectfully submitted,

Mark Pedersen

Angelo Fantasia

Head Coach Kevin Fitzgerald

**DONATION AGREEMENT**

This agreement (the "Agreement"), dated as of \_\_\_\_\_ (the "Effective Date") sets forth the terms and conditions pertaining to a promotional program (the "Promotion") to be conducted by Staples the Office Superstore, LLC (collectively, "Company") for the beneficiary listed below, with offices at \_\_\_\_\_,

\_\_\_\_\_, ("Beneficiary"). For good and valuable consideration (the receipt and sufficiency of which are hereby acknowledged), the parties agree as follows:

1. Between \_\_\_\_\_ and \_\_\_\_\_, customers who visit the Company's store located at \_\_\_\_\_, will have the opportunity to purchase a \_\_\_\_\_ ("Kit") that will be donated to Beneficiary, while supplies of kits last ("Promotion"). Company will collect and deliver customers' donations to Beneficiary. It is anticipated that each Kit will be sold for \$5, plus tax, but the price is subject to change, in Company's discretion. Each Kit will contain \_\_\_\_\_.

2. Unless otherwise agreed to by the parties, within sixty (60) days of the last day of the Promotion (or every sixty (60) days if the Promotion exceeds sixty (60) days), Company will provide Beneficiary with (a) the Kits purchased by Consumers during the Promotion, or the applicable sixty (60) day period, and (b) upon written request, an accounting of purchased Kits for the same period. Upon receipt of the Kits from Company, Beneficiary shall sign a form provided by Company acknowledging receipt of the Kits. The Kits will be used by Beneficiary for its charitable purposes.

3. For at least three (3) years following the termination of this Agreement, or such longer period as required by applicable law, Company shall (a) maintain accurate and current books and records of all activities conducted pursuant to this Agreement, including, without limitation, maintaining in its possession a true and correct copy of this Agreement, (b) keeping such books and records available for inspection, examination and copying by Beneficiary and applicable governmental authorities, and (c) upon written request, providing copies of such books and records to Beneficiary.

4. The Promotion will be subject to all applicable laws, including, but not limited to, for a Promotion taking place in one of these states: Georgia Statutes, Title 43, Chapter 17, New Jersey Statutes 45:17A-29, and New Hampshire Statutes, Chapter 7. Each party shall be responsible for complying, at its own expense, with all requirements imposed by law or regulation on each of them individually as a result of their respective roles in the Promotion, including but not limited to any obligation to register, obtain permits or licenses, post bonds, make filings or take other actions under state law as a charity or commercial co-venturer. Without limiting the foregoing, Beneficiary represents, warrants, and agrees that it has complied (and that it will comply at all times during the Promotion) with all applicable laws and requirements of governmental agencies (including, without limitation, the charitable solicitation laws of the applicable state) in connection with this Agreement and the Promotion.

5. Beneficiary hereby grants to Company a limited license to use its name, trademark and logo, and any other materials supplied by Beneficiary to Company (collectively, the "Beneficiary Property") for promotional and marketing purposes associated with the Promotion in any and all media. Beneficiary represents and warrants that it has the power and authority to license the Beneficiary Property on the terms and conditions of this Agreement and that the exercise of the rights granted herein will not violate the rights of any third party. All uses of the Beneficiary Property shall be subject to Beneficiary's prior written approval (such approval not to be unreasonably withheld or delayed). This grant of authority shall extend throughout the term of this Agreement and through the conclusion of all Promotion. Company's rights under the license granted hereunder shall be limited to the use of the Beneficiary Property in connection with promotional materials in any medium, including but not limited to scripts, print, point-of-sale, product hang-tags, flyers, billboards, store catalogs, Internet and/or television, film, radio, social media web pages, direct mail and web site materials (hereinafter collectively "Promotional Materials") used to promote the Promotion.

6. If Beneficiary wishes to use Company's trademarks (including its logos, word marks and/or service marks) in connection with advertising and marketing for the Promotion or otherwise, Beneficiary shall obtain Company's prior written approval in each instance.

7. For Promotions taking place in the state of New York, Beneficiary shall have the one-time right to terminate this Agreement without cost or penalty for any reason within fifteen (15) days of Beneficiary's filing

this Agreement with the applicable state Attorneys General. In the event Beneficiary cancels this Agreement pursuant to this Section 7 hereof, a duplicate of such notice of cancellation shall be sent to the Charities Bureau of the New York Attorney General at Charities Bureau, Office of the Attorney General, Department of Law - The Capitol, 2nd Floor, Albany, NY 12224-0341 and to the Charities Bureau of any other state where notice of cancellation is required to be filed.

8. Company shall defend, indemnify and hold harmless Beneficiary and its affiliates, and their respective successors, licensees, assigns, agents, officers, directors, and employees, from and against any and all demands, claims, suits, judgments, damages, costs or other liability (including, without limitation, all reasonable legal fees) arising out of any alleged or actual breach of any of Company's representations, warranties or agreements contained in this Agreement or any use, in a manner approved by Company, of Company's trademarks. Beneficiary shall defend, indemnify and hold harmless Company, and its parent, affiliates, and subsidiaries, and their respective successors, licensees, assigns, agents, officers, directors, and employees, from and against any and all demands, claims, suits, judgments, damages, costs or other liability (including, without limitation, all reasonable legal fees) arising out of any alleged or actual breach of any of Beneficiary's representations, warranties or agreements contained in this Agreement or any use, in a manner approved by Beneficiary, of Beneficiary Property. The provisions of this paragraph shall survive termination or expiration of this Agreement.

9. This Agreement sets forth the entire agreement between the parties and supersedes any prior understandings or oral and/or written agreements, with respect to the subject hereof. This Agreement shall be governed by the laws of the Commonwealth of Massachusetts, applicable to contracts executed and to be fully performed therein. Facsimile or electronic signatures (including, without limitation, signature pages delivered electronically in a PDF or other electronic format) will be deemed originals. This Agreement may be executed in counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.

By signature of their duly authorized representatives, the parties have executed this Agreement as of the Effective Date. Beneficiary agrees that any of its authorized representatives listed below may be listed as a representative of Beneficiary on applicable state registration forms.

**NAME OF BENEFICIARY:** \_\_\_\_\_

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

**STAPLES THE OFFICE SUPERSTORE, LLC**

By: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Title: \_\_\_\_\_



# TIMBERLANE REGIONAL SCHOOL BOARD MEETING DATES FOR 2022-23

*Christopher K. Kellan, Superintendent*

*Steven Finnegan, Chair*

*Kristin Savage, Vice Chair*

<b>JULY</b> 14	<b>AUGUST</b> 18	<b>SEPTEMBER</b> 1 15	<b>OCTOBER</b> 6 20
<b>NOVEMBER</b> 3 17	<b>DECEMBER</b> 1 15	<b>JANUARY</b> 5 19	<b>FEBRUARY</b> 2 16
<b>MARCH</b> 9 16	<b>APRIL</b> 6 20	<b>MAY</b> 4 18	<b>JUNE</b> 1 15

Meetings will convene at 7:00 PM at the  
SAU 106 Boardroom, 30 Greenough Road, Plaistow, NH  
(unless otherwise indicated in individual meeting postings).

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The Timberlane Regional School Board reserves the right to amend these dates, location, or times as necessary. Log on to [www.timberlane.net](http://www.timberlane.net) for more information.

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