



**DOVER SCHOOL
DISTRICT**

DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #4
Meeting Location:	McConnell Center, Room 306
Meeting Date:	Monday, April 11, 2022
Meeting Time:	7:00 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM**
- F. APPROVAL OF MINUTES**
 - 1. Regular Meeting #3, March 14, 2022
- G. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Emma Collins -Teacher - Woodman Park School - Resignation
 - b. Kathryn Fontaine - Teacher - Dover High School - Resignation
 - c. Paula Glynn - Assistant Superintendent – SAU - Retirement
 - d. Bianca Pietro - Teacher - Dover High School - Resignation
 - e. Christy Prosser - Technology Director - SAU - Resignation
 - f. Karli Shill - Behavior Specialist - Woodman Park School - Resignation
 - g. Karen White - Administrative Assistant - Dover Middle School - Resignation
 - 3. **Leaves of Absence:** None
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. DEOP Nomination
 - b. DPA Nomination
 - c. Non-Union Nomination
 - d. Coaching Nominations
 - 6. **Extended Travel (Student Trips):** None
 - 7. **Donations:** None
- H. STUDENT REPORT:**
- I. POLICY – CHANGES – PROPOSALS:**
 - 1. BBBC – School Board Member Resignation – First Reading
 - 2. BBBE – School Board Vacancies and Term Fulfillment – First Reading
- J. POLICY ADOPTION:** None
- K. RESOLUTIONS:** None
- L. OLD BUSINESS:** None
- M. NEW BUSINESS:**
 - 1. New Hampshire Fair Funding Project Presentation
 - 2. Fiscal Year 2023 General Assurances
 - 3. Fiscal Year 2022 Year End Project List
 - 4. Condition of Accounts



DOVER SCHOOL BOARD – AGENDA

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- N. SUBMISSION AND PAYMENT OF BILLS**
- O. SUPERINTENDENT’S REPORT**
- P. COMMITTEE REPORTS**
- Q. SCHOOL BOARD MATTERS OF INTEREST**
- R. ADJOURNMENT**

Citizens, residents of the City of Dover, property owners in the City of Dover, and/or designated representatives of recognized civic organizations or businesses located in the City of Dover and/or residents of sending school districts, are invited to all public meetings and shall be given an opportunity to speak. Time shall be set aside for citizen statements, Citizen’s Forum, at all public meetings, unless a vote to the contrary is taken by the School Board.

Citizens shall identify themselves by name and address for the record; address comments to the presiding officer and the Board as a body and not individual members.

Citizen’s Forum will ensure citizens have the opportunity to speak to all other items on a meeting agenda and/or matters pertaining to the business of the School Board. At workshop meetings and special sessions, Citizens’ Forum will be restricted to items on the meeting agenda. Statements shall be limited to five (5) minutes unless otherwise extended by the chairperson, with the approval of the School Board.

All citizens are permitted to place items on the agenda through written application to the Superintendent at least one week prior to the meeting date. Citizen items will require a formal motion and a second by seated members to bring the item to the floor for debate.

From: Emma Collins <e.collins@dover.k12.nh.us>
Sent: Wednesday, March 30, 2022 11:32 AM
To: Patrick Boodey <p.boodey@dover.k12.nh.us>
Subject: Resignation Letter to Public and the Board

Dear Dover families and friends,

It is with great sadness to inform you all that I will not be returning to Woodman Park School next year. I have made this very difficult decision to move back home to Massachusetts to be closer to family and friends. Woodman Park School has truly felt like a home away from home these past 4 years, and I am very grateful for that.

A special thank you to my colleagues and friends at Woodman Park School. I have all of you to thank for helping me grow, from starting out as an intern, to a teacher with 3 years of experience. You all have helped me learn and grow, not only as a teacher, but as a person, and I will be forever grateful. Another special thank you to Dover colleagues and families thank you for all your support, kindness, and patience during my wonderful journey here in Dover! How lucky I am to have something that makes goodbye so hard! But this is not goodbye, it is see you next time!

I wish you all the very best in your future endeavors! As I tell my students, be kind and never forget just how truly awesome you are!

Thank you for all that you do,

Emma Collins

March 16th, 2022

Dear Dr. Harbron:

I hope this letter finds you well. Finally, with fewer Covid-19 protocols, coupled with the hope Spring often brings, I wish the Dover School District a happy, healthy and strong end to the 2021-2022 academic year.

I took my first teaching job at Dover High School, with Patrick Boodey as our A.C. for the Social Studies Department in 2001. Needless to write, Dover High School was quite different back then. Those early years were among my very best. The camaraderie, unique personalities of colleagues and spirited students, created the very best “teacher stories” to date, and the relationships fostered, were, and are, some of my dearest.

When I had my first child, Ava, who is now a 15-year-old freshman at York High School, after a two-year leave of absence, I was granted the opportunity to teach part-time. This made it possible for me to bring Ava to school, and to be the person to pick her up every day. Those precious afternoons together, are ones I wouldn’t change for all the full-time paychecks in the world. I have always been grateful to those at Dover for supporting my nontraditional position.

Our son, Abe, was born this past July, and I was lucky enough to stay home with him this academic year. With 15 years between children, and almost 20 years at Dover High School, knowing all too well how fast time moves on, I would like to stay home with our son again next year. With that, and a twinge of sadness, I am offering my resignation from Dover High School. I truly wish everyone I have worked with, and the District as a whole, all the very best.

Sincerely,

Kathryn K. Fontaine

March 14, 2022

Dear Dr. Harbron,

After much reflection, I have decided to retire from the Dover School District effective June 30, 2022. I am thankful for my 30 years in Dover. I have established many wonderful relationships with students and staff which have greatly enriched my life.

I wish Dover much success in the future.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Paula Glynn', with a long horizontal flourish extending to the right.

Paula Glynn

March 15, 2022

To Superintendent and SAU 11,

Thank you for allowing me a leave of absence for the year 2021-2022. Although a very hard decision, I am writing to inform you that I will not be returning to Dover School District (High School) next year 2022-2023. Thank you for understanding and I wish the best for all at the schools during this time.

Kindly,
Bianca (she/her)

Bianca Pietro, B.S., M.Ed

*Private Voice Instructor, Curtain Call Performing Arts Academy
Dance Instructor, Musical Arts Academy of Music & Dance
Youth Education Director, Garrison Players Arts Center*

"Unless someone like you cares a whole awful lot, Nothing is going to get better. It's not." - Dr. Seuss's 'The Lorax'

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Thank you,

Bianca Pietro

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March 30, 2022

Dr. Harbron and Dover School Board Members,

Please accept this letter as notice of my resignation as Director of Technology for the Dover School District effective April 22, 2022. It has been a pleasure to serve Dover Schools, staff and students through the opening of the new Dover High School/CTC Center, the redesign of the district's technology, infrastructure / network consolidation, district software alignment and the 1:1 initiative for staff and students since 2018, through a pandemic, and to a return to brick and mortar learning as our schools reopened from remote and hybrid learning.

Just like opportunity brought me to New Hampshire, a new opportunity has been offered which brings all of my work as a career educator, photojournalist and humanitarian together. I am excited to take this next step in my professional career and am excited to return to the international stage. I have been fortunate to have had the opportunity to build an amazing technology team for Dover schools, their skills, teamwork and commitment to success, helps me make this decision easier knowing Dover is in an excellent position with an extraordinary team in the Technology Department.

Thank you for the opportunity to serve Dover, I have made connections and friendships these past few years that will last a lifetime.

My best to the future success of Dover Schools.

Sincerely,

A handwritten signature in black ink, appearing to read 'Angela C Prosser', with a long horizontal line extending to the right.

Angela C Prosser

March 28, 2022

Dear Patrick,

It is with mixed emotions that I hereby submit my resignation. I will complete my contract requirements for the 2021-2022 school year and will work until the last day of school, yet to be confirmed by the Dover School District. For the remainder of the school year, I will maintain my commitment to the success of the students and staff at Woodman Park Elementary school. In July, I will begin a new role as a full-time Board-Certified Behavior Analyst and Clinical Director of a local behavior consulting organization.

While I am excited for this opportunity, I cannot help but feel a certain sadness to leave the Woodman Park community. This school has challenged me and taught me lessons that I will carry for the rest of my career.

Best Regards,

Karli Shill

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: April 11, 2022

MEMORANDUM: Nomination and Election of Administrative Assistants (DEOP)

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Henck, Karen	Admin Assistant	Dover Middle School	Karen White	\$16.94 / hr.	C1, Step 6

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: April 11, 2022

MEMORANDUM: Nomination and Election of Paraprofessionals

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Boulanger, Samantha	Paraprofessional	Dover High School	Andrew Bahail	\$17.24	C3, Step 1
Solomon, Jennifer	Paraprofessional	Garrison School	Diana Edgecomb	\$18.99/hr	C2, Step 7

**OFFICE OF THE SUPERINTENDENT
DOVER PUBLIC SCHOOLS
DOVER, NEW HAMPSHIRE**

TO: **DOVER SCHOOL BOARD**

DATE: April 11, 2022

MEMORANDUM: Nomination and Election of Non-Union Employees

In accordance with Chapter 189, Section 39 of the New Hampshire School laws of 1963, I hereby nominate the following persons for the designated positions for the 2021-2022 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Hamel, Kimberley	Payroll/Benefits	SAU	Robin Lafleur	\$57,500	N/A

Recommendations

To: Dr. William Harbron
 From: Peter Wotton
 Re: Coaching Recommendations
 Date: March 21, 2022
 Cc: Peter Driscoll, Robin Lafleur

I would like to recommend that the following individuals be nominated for the following Coaching positions at DHS and DMS for the 2022 Spring Sports Season.

<u><i>Position</i></u>	<u><i>Name</i></u>	<u><i>Stipend</i></u>	<u><i>Replaces</i></u>
Varsity Baseball	Scott Dubben	\$4312.50	John Carver
JV Baseball	Joseph Marasca	\$2775	Mike Williams
Reserves Baseball	Brendan Dimon	\$2250	
Varsity Softball	Melvin Torres	\$4312.50	Chris Caswell
JV Softball	John Thompson	\$2775	Joseph Marasca
Reserves Softball	Jeff Sanborn	\$2250	
Boys Var Lacrosse	Liam Murphy	\$3075	
Boys JV Lacrosse	Neal Stacy	\$2025	
Girls Var. Lacrosse	Dana Gray	\$3075	
Girls JV Lacrosse	Don Wason	\$2025	
Boys Tennis	Brian Beck	\$2512.50	
Girls Tennis	Sue Vitko	\$2512.50	Dan Casey
DHS G Head Track	Nick Piatti	\$4312.50	
DHS B Head Track	Christen Wilhelm	\$4312.50	
DHS B/G Ass't Track	Sara Rodriguez	\$2550	
DHS Boys Volleyball	Katie Lynch	\$800 (out of coach contingency)	
DMS Head Track	Laura Towle	\$2550	
DMS Asst Track	Kaylee Towle	\$1612.50	

**** = already nominated and approved by Dover School Board at prior meeting**

Please contact me with questions or concerns.

DOVER SCHOOL DISTRICT	POLICY CODE: BBBC
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 1 OF 2

FIRST READING

SCHOOL BOARD MEMBER RESIGNATION

~~The School Board believes that any citizen who files for and seeks election to the School Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected of all School Board members and that the citizen's intent to serve reflects his or her intention to serve a full term of office.~~

~~However, if for reasons of health, change in domicile, or any other compelling reason a member does decide to terminate service, the School Board requests earliest possible notification of intent to resign so that the School Board may plan appropriately for this exigency.~~

~~Vacancies to the School Committee shall be filled in accord with Article IV, C4-5, of the Charter of the City of Dover, as it may be from time to time amended.~~

Any citizen who files for and seeks election to the Board should do so with full knowledge of and appreciation for the investment in time, effort, and dedication expected for Board Members and that the citizen's intent is to serve a full term of office.

However, if, for reasons of health, change in domicile, or any other compelling reason a Board member or other officer does decide to terminate service, the Board requests earliest possible notification of intent to resign so that the Board may plan appropriately for filling the vacancy per Board policy BBBC (relative to filling vacancies).

- A. Tender of Resignation. Ideally, a board member intending to resign will provide a written letter of resignation to the School Board Secretary, c/o the Superintendent, with a copy to the School Board Chair (or Vice Chair if the Chair is the one submitting the resignation). Alternatively, a board member may submit a letter of resignation at a meeting of the Board. In the event that a board member tenders a resignation orally, outside of a public meeting, the Board member will be requested to confirm the resignation in writing and submit the same as stated above.**
- B. Board Acknowledgement. Whether submitted in writing or not, the Board shall address the tendered resignation either at the meeting at which the tender is received or at the next public meeting of the Board. There is no need for the Board to formally "approve" the resignation, as a Board may not compel a member to serve a full term by way of a negative vote on a motion to "accept". However, the Board, through the Chair or presiding officer, should acknowledge the tendered resignation at the meeting and assure that the same is reflected in the minutes. Pursuant to RSA 91-A minutes of the meeting shall also include a copy of the resignation if submitted in writing.**

DOVER SCHOOL DISTRICT	POLICY CODE: BBBC
DATE OF ADOPTION: OCTOBER 10, 2005	PAGE 2 OF 2

- C. Effective Date. The letter/statement of resignation should indicate when the resignation will be effective. If the tendered resignation does not state a date, then the letter shall be deemed to express an intent that the resignation takes immediate effect. Also, pursuant to RSA 652:12, some vacancies (e.g., moving out of the district, conviction of a felony while in office, etc.) arise by operation of law upon a specific occurrence, and therefore are effective upon the occasion of that occurrence.
- D. Withdrawal of a Resignation. A tendered resignation, whether made in writing or orally, may not be withdrawn after the Board's acknowledgement without the consent of a majority of remaining Board members upon vote taken in a public meeting prior to a successor being appointed.
- E. Filling of Vacancy Upon Resignation. Board member vacancies shall be filled in accordance with Board policy BBBE and applicable law.

District Policy History:

Adopted October 10, 2005

DOVER SCHOOL DISTRICT	POLICY CODE: BBBE
DATE OF ADOPTION:	PAGE 1 OF 2

FIRST READING – NEW POLICY

SCHOOL BOARD VACANCIES AND TERM FULFILLMENT

A. Definition and Occurrence of a Vacancy. A vacancy on the School Board or other District office is defined in RSA 652:12, and occurs when subsequent to election but prior to the expiration of that person's term, the office holder/office holder elect, either:

- i. Resigns (see Board policy BBBC for resignation process);
- ii. Dies;
- iii. Ceases to have domicile in the district or town from which they were elected;
- iv. Is determined by a court to be mentally incompetent;
- v. Is/has been removed for just cause.

Although a formal resignation best serves the district when possible, many of the reasons cause a vacancy to occur by operation of law (e.g., death or relocation). In circumstances that are unclear (e.g., relocation out of district), the Superintendent and/or Board Chair should consult with counsel.

A temporary absence does not constitute a vacancy.

B. Authority to Fill Vacancy. The Board shall fill a vacancy occurring (1) on the board, (2) in any position generally appointed by the Board, or (3) in any other elected district office with the exception of moderator and budget committee member. If the remaining members refuse or are unable to agree upon a replacement, or in the event there are no remaining school board members, then the Select Board may make the appointment. See RSA 671:33 and RSA 197:26.

C. Duration of Appointment. For positions normally elected by the voters, a person appointed to fill a vacancy will serve only until the next election, at which point the voters will vote for a replacement to serve for the remainder of the original holder's term. For non-elected positions (i.e., those ordinarily appointed by the board), the person appointed to fill the vacancy will serve until the expiration of the original holder's term. See RSA 671:33.

D. Vacancy Arising During Filing Period. Other than a seat that is already open (for election or re-election) as of the beginning of the filing period, a vacancy which occurs between the beginning of the filing period and the district election shall be filled by appointment. See RSA 671:33, V.

E. Process to Fill Vacancies by the Board. The Board will generally employ the following process when there is a vacancy on the Board, or in other office for which the Board has authority to fill the vacancy. Except as required by RSA 91-A:2 and 3, the Board reserves the right to waive, supplement or otherwise amend any part of the process.

DOVER SCHOOL DISTRICT	POLICY CODE: BBBE
DATE OF ADOPTION:	PAGE 2 OF 2

Discussion by the Board of the process to be used to fill a vacancy, and the appointment process itself, including candidate interviews, shall occur in public session during a duly noticed meeting. The only possible exception could be a limited discussion regarding a potential candidate wherein that part of the discussion is likely to adversely affect the reputation of a person other than a board member. See RSA 91-A:3, II(c).

Once the Board has confirmed or acknowledged the vacancy, the Board will advertise/post notice of the vacancy on the District web-site and in such other manner as the Board deems appropriate. Among other things, the notice shall invite interested persons to submit a letter of interest to the Board Chair, with a copy to the Superintendent. All such letters shall be included in the public meeting materials for the meeting at which the appointment is to be considered.

Interviews of candidates for vacant positions will take place in a meeting open to the public.

After motion and second, vote shall occur by voice or hand in public session (secret ballots are not allowed under RSA 91-A:2, II).

District Policy History:

Adopted



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 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

Policy/Procedure Name	In Accordance With	Policy	Procedure
Subrecipient Monitoring Policy/Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy/Procedure	2 CFR 200.431		
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:

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

4. Allowable Costs

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

- in payment of obligations incurred during the approved project period;
- in conformance with the approved project;
- in compliance with all applicable statutes and regulatory provisions;
- costs that are allocable to a particular cost objective;
- spent only for reasonable and necessary costs of the program; and
- 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\(mqamohbpjf0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyh1r45p1po1))/account/login.aspx)

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

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

25 Hall Street
Concord, NH 03301

Or via email to: federalcompliance@doe.nh.gov

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

Any other reports, management decision letters, or other information required to be submitted to the 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:
 - The dangers of drug abuse in the workplace.
 - The recipient's policy of maintaining a drug-free workplace.
 - Any available drug counseling, rehabilitation, and employee assistance programs.
 - The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - Abide by the terms of the statement.
 - Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

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

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

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

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

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

Program staff within the 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 Administrative officer to modify the expulsion requirement on a case by case basis. RSA 193:13, IV.

The LEA assures that it shall report to the 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.

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**

DOVER SCHOOL DISTRICT
Condition of Accounts - April 11, 2022

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 22,638,769	\$ 14,751,199	\$ 7,887,570	\$ 8,023,352	\$ (135,782)
1200	SPECIAL EDUCATION PROGRAMS	\$ 15,109,962	\$ 9,858,426	\$ 5,251,536	\$ 4,682,381	\$ 569,155
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 2,563,623	\$ 1,251,174	\$ 1,312,448	\$ 670,468	\$ 641,980
1400	OTHER EDUCATIONAL PROGRAMS	\$ 739,826	\$ 559,776	\$ 180,050	\$ 168,594	\$ 11,456
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 225,968	\$ 168,238	\$ 57,730	\$ 37,581	\$ 20,149
2100	SUPPORT SERVICES - Students	\$ 4,929,348	\$ 2,930,074	\$ 1,999,274	\$ 1,654,518	\$ 344,757
2200	SUPPORT SERVICES - Instructional Staff	\$ 1,635,780	\$ 881,378	\$ 754,402	\$ 402,067	\$ 352,335
2300	SUPPORT SERVICES - General Admin.	\$ 1,555,713	\$ 1,061,118	\$ 494,595	\$ 351,026	\$ 143,569
2400	SUPPORT SERVICES - School Admin.	\$ 3,119,035	\$ 2,271,318	\$ 847,717	\$ 767,541	\$ 80,176
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,125,976	\$ 3,602,946	\$ 1,523,030	\$ 1,416,179	\$ 106,851
2700	SUPPORT SERVICES - Student Transportation	\$ 3,374,362	\$ 2,388,405	\$ 985,957	\$ 1,513,479	\$ (527,522)
2800	SUPPORT SERVICES - Centralized Services	\$ 1,388,748	\$ 945,425	\$ 443,322	\$ 379,163	\$ 64,159
2900	SUPPORT SERVICES - Other	\$ 24,342	\$ 15,780	\$ 8,562	\$ 16,579	\$ (8,017)
5200	FUND TRANSFERS OUT	\$ 814,573	\$ 800,000	\$ 14,573	\$ -	\$ 14,573
47190	SCHOOL DEBT - Principal & Interest	\$ 6,439,335	\$ 1,986,725	\$ 4,452,610	\$ 4,406,900	\$ 45,710
TOTAL GENERAL FUND EXPENDITURES:		\$ 69,685,360	\$ 43,471,982	\$ 26,213,378	\$ 24,489,829	\$ 1,723,549
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,650,000	\$ 1,285,954	\$ 364,046	\$ 317,492	\$ 46,553
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 9,359,787	\$ 3,396,934	\$ 5,962,853	\$ 979,659	\$ 4,983,194
Summarized Condition of District Expenditures:		\$ 80,695,147	\$ 48,154,870	\$ 32,540,277	\$ 25,786,981	\$ 6,753,296

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 4,515	\$ (4,515)	\$ -	\$ (4,515)
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ 5,000	\$ -	\$ 5,000	\$ -	\$ 5,000
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ 1,500	\$ -	\$ 1,500	\$ -	\$ 1,500
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 40,417	\$ 46,382	\$ (5,965)	\$ -	\$ (5,965)
01321.3390	TUITION - BARRINGTON	\$ 2,596,147	\$ 2,245,067	\$ 351,080	\$ 753,247	\$ (402,167)
01321.3390	TUITION - NOTTINGHAM	\$ 1,881,216	\$ 1,108,596	\$ 772,620	\$ 517,358	\$ 255,262
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 10,000	\$ 7,800	\$ 2,200	\$ -	\$ 2,200
01321.3390	TUITION - BELLAMY ACADEMY	\$ 81,690	\$ 80,439	\$ 1,251	\$ -	\$ 1,251
01322.3390	TUITION - SPED AIDES	\$ 275,000	\$ 218,340	\$ 56,660	\$ 60,421	\$ (3,761)
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 115,000	\$ 65,686	\$ 49,314	\$ -	\$ 49,314
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 35,000	\$ 20,921	\$ 14,079	\$ -	\$ 14,079
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 14,931	\$ 15,069	\$ -	\$ 15,069
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 73,687	\$ 30,313	\$ -	\$ 30,313
01990.3599	OTHER LOCAL REVENUE DW	\$ 38,000	\$ -	\$ 38,000	\$ -	\$ 38,000
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 10,750,684	\$ 7,525,479	\$ 3,225,205	\$ 3,225,205	\$ -
03210.3700	SCHOOL BUILDING AID	\$ 389,462	\$ 194,731	\$ 194,731	\$ -	\$ 194,731
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,075,000	\$ 1,251,338	\$ (176,338)	\$ -	\$ (176,338)
03241.3700	CTE TUITION AID	\$ 364,552	\$ 478,839	\$ (114,287)	\$ -	\$ (114,287)
03242.3700	CTE TRANSPORTATION AID	\$ 2,500	\$ 4,373	\$ (1,873)	\$ -	\$ (1,873)
03290.3700	OTHER RESTRICTED STATE AID	\$ -	\$ 40,200	\$ (40,200)	\$ -	\$ (40,200)
04210.3599	INDIRECT COST ALLOCATION	\$ 85,000	\$ 54,736	\$ 30,264	\$ -	\$ 30,264
04220.3599	ABE ALLOCATION	\$ 45,918	\$ 17,830	\$ 28,088	\$ -	\$ 28,088
04310.3311	IMPACT AID	\$ 6,000	\$ -	\$ 6,000	\$ -	\$ 6,000
04580.3311	MEDICAID DISTRIBUTION	\$ 250,000	\$ 84,718	\$ 165,282	\$ -	\$ 165,282
05251.3918	FUND TRANSFERS IN	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 18,182,086	\$ 13,538,608	\$ 4,643,478	\$ 4,556,231	\$ 87,248
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,650,000	\$ 1,430,800	\$ 219,200	\$ -	\$ 219,200
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 9,282,672	\$ 1,886,141	\$ 7,396,531	\$ -	\$ 7,396,531
Summarized Condition of District Revenue:		\$ 29,114,758	\$ 16,855,548	\$ 12,259,210	\$ 4,556,231	\$ 7,702,979

	Budget	Actual + Enc		
General Fund Supporting Revenue Total:	\$ 18,182,086	\$ 18,094,838	2,998,314.35	\$ 753,247
State Wide Property Tax:	\$ 7,093,652	\$ 7,093,652	1,625,953.51	\$ 517,358
Local Property Tax:	\$ 44,412,854	\$ 44,412,854	278,760.83	\$ 60,421
TOTAL GF Revenue:	\$ 69,688,592	\$ 69,601,344		
TOTAL GF Expenditure:	\$ (69,685,360)	\$ (67,961,811)		
Ending GF Fund Balance:	\$ 3,232	\$ 1,639,533		
TOTAL FS Revenue:	\$ 1,650,000	\$ 1,430,800		
TOTAL FS Expenditures:	\$ (1,650,000)	\$ (1,603,447)		
Ending FS Fund Balance:	\$ -	\$ (172,647)		
TOTAL Other SR Fund Revenue:	\$ 9,282,672	\$ 1,886,141		
TOTAL Other SR Fund Expenditures:	\$ (9,359,787)	\$ (4,376,593)		
Ending Grant Fund Balance:	\$ (77,115)	\$ (2,490,452)		



DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, April 11, 2022

SUPERINTENDENT REPORT

The Superintendent's Board Report purpose is to: (1) inform the Board on my position and recommendations pertaining to Board meeting agenda items; (2) inform the Board of significant issues as they relate to the Board; and (3) inform the Board of informational items pertaining to the Dover School District.

BOARD AGENDA ITEMS

G. CONSENT AGENDA

Resignations/Retirements – I recommend approving the resignations and retirements as listed.

Leaves of Absence – None

Nominations – None

Extended Trips – None

Donations – None

I. POLICY – CHANGES – PROPOSALS:

1. **BBBC – School Board Resignation** – First Reading – The policy outlines the process that will be followed if a board member resigns their position. Action needed by the Board is to provide feedback on any changes that need to be made in the policy.
2. **BBBE – School Board Vacancies and Term of Fulfillment** – New Policy First Reading – The policy outlines the process for filling a vacant seat on the board and the term of fulfillment. Action needed by the Board is to provide feedback on any changes that need to be made in the policy.

J. POLICY ADOPTION: None

K. RESOLUTIONS: None

L. OLD BUSINESS: None

M. NEW BUSINESS:

1. **New Hampshire Fair Funding Project Presentation** - Michelle Clancy and Maggie Fogarty will provide an overview to the Board on the New Hampshire Fair Funding Project.
2. **Fiscal Year 2023 General Assurances** – The Board is presented with the Fiscal Year 2023 General Assurances Document. To participate in federal grant programs such as Title I, Title II, Title III, and Title IV, the Board needs to adopt the Fiscal Year 2023 General Assurances. The review and adoption of the assurances are done on an annual cycle.

3. **Fiscal Year 2022 Year End Project List** – Michael Limanni, Business Administrator, has identified projects that can be funded by the Fiscal Year 2022 revenues. Mr. Limanni will review the list with the Board pertaining to the rational and costing of the projects. Projects are also identified that result in cost savings for future budget years. Action by the Board is to review and to act on the recommended projects.
4. **Condition of Accounts** - Michael Limanni, Business Administrator will review the Condition of Accounts.

N. SUBMISSION AND PAYMENT OF BILLS

O. SUPERINTENDENT'S REPORT

The following is for the month of March 2022:

▪ Weekly Review for Monday, February 28 through Friday, March 4

Students have completed 115 instructional days.

The Board held the fifth FY23 Budget Workshop with the focus of identifying the priorities of the new positions that were included in the FY23 budget. The following is the priority of personnel identified by the Board:

POSITION	COST	VOTES	RANKING
DMS Behavior Specialist	\$91,693	16	1
SAU Special Education Teacher	\$96,361	16	1
SAU IT Specialist	\$88,011	15	2
DHS Library Assistant	\$21,889	11	3
DHS Social Studies Teacher - .66 FTE to 1.0 FTE	\$51,340	10	4
DMS 4 Noon/Lunch Supervisors	\$15,471	9	5
SAU Float Nurse	\$96,361	8	6
DMS Fifth Grade Teacher	\$91,634	8	6
CTE positions - From part-time to full time: A. Building Construction B. Sports Medicine C. Clinical Instructor – salary increase	A. \$52,386 B. \$37,153 C. \$48,496 TOTAL: \$138,035	4	7

On Thursday, March 3 the district had its first two-hour delay of school for the season. Dover Public Works has been an excellent partner to work with relating to road conditions. The contact starts with Public Works between 4 a.m. and 4:30 a.m. At the time of the call, additional time was needed to treat the secondary roads and to address sidewalks. These are the areas that busses may have trouble.

Other significant meetings this week included:

- Weekly Leadership Team Meeting
- COVID-19 Command Team Meeting – To begin to review and to adjust COVID-19 protocols
- Weekly SAU Cabinet Meeting
- Weekly Board Chair and Vice Chair Meeting
- Weekly update meetings
- Monthly update meetings
- Dover Mental Health Alliance Meeting
- Meeting with Chief Breault and Kaitlin Jones, the new police department social worker

- Meeting with Ellen Hume-Howard and Jon Vander Els of the New Hampshire Learning Initiative
- Art Grant meeting with Ken Mendis, Sylvia Foster, Peter Driscoll, and Kate Freear
- Third session of DTU negotiations

▪ **Weekly Review for Monday, March 7 through Friday, March 11:**

Students have completed 120 instructional days.

This week all grade levels at Dover Middle School are having lunch in the cafeteria. Seventh and eighth grades initiated the process the week of February 28 and fifth and sixth grade were added the week of March 7. To accommodate spacing, half the grade level has recess while half the grade level has lunch. I have had the opportunity to observe, and to date, it has worked.

Negotiations continue with DTU. The fourth session was held on Thursday, March 10. The fifth session is scheduled for Friday, March 18.

On Tuesday, a meeting was held with representatives of the City of Dover Arts Council to start discussing and planning for the use of the Dover High School Theatre for professional public performances. It was a productive session. The notes from the meeting are attached for your review.

The Band Task Force has completed their charge. A draft of the report is attached for your review. The final report has been distributed to the task force members for feedback before the document is finalized.

Mike Gillis and I are working on a series of videos to demonstrate the initiatives and work that are being done in the Dover Schools. The first video was one on PLC/Collaborative Team with Jon Vander Els of the New Hampshire Learning Initiative. On Friday, March 11, we are doing a video with the Dover High School Student Mental Health Task Force.

Other meetings this week:

- ✓ Monthly meeting with Lisa Dillingham, DTU President
- ✓ NH DOE Commissioner update meeting
- ✓ School Board Executive Session
- ✓ Weekly Leadership Team and SAU Cabinet meetings
- ✓ Weekly update meetings with Paula Glynn and Christine Boston
- ✓ Update meeting with Ted Hall of Great Schools Partnership
- ✓ Board Chair meeting
- ✓ Southeasters Superintendents Meeting at Winnacunnet High School
- ✓ Peter Driscoll monthly conference
- ✓ Instructional coach meeting

▪ **Weekly Review for Monday, March 14 through Friday, March 18:**

At the March 14 Regular Board meeting the Board adopted a revised PAPE that changed the guidelines for the following:

- **Field Trips:** Field trips will return to pre-pandemic protocols and policies, except for additional planning for students who develop symptoms while on a field trip of great distance. A symptomatic student will be advised to wear a mask and will be secluded from others, as much as practical. This mitigation process will be in the field trip permission form.

- **Visitors and Volunteers in the Schools:** Visitors and volunteers are allowed back into the schools following pre-pandemic protocols and policies. The district's volunteer policy, IJOC – School Volunteers, can be [found here](#). When a volunteer has been approved by the school's principal, the volunteer must schedule a time to have their fingerprints taken by emailing Evonne Kill-Kish at e.kill-kish@dover.k12.nh.us.
- **Banquets, Concessions, and Other Food Related Items:** These events will return to pre-pandemic operations. Appropriate health practices need to be in place to protect all participants.
- **School Assemblies:** School assemblies will be permitted following pre-pandemic protocols.

The Equity Planning Task Force held their first meeting on Tuesday, March 15. Ted Hall is facilitating the group. Members of the task force include: Patrick Boodey, WPS Principal; Lori Casey, Garrison parent; Maggie Fogarty, Board member; Greta Hemphill, DHS DREAM; Mo Nunez, Great Schools Partnership consultant; Joyce Patterson, DHS parent; Kate Schulten, DMS teacher; Tom Waldron, DHS Dean; and Gabby Patterson, DHS DREAM. The group is charged with developing an equity plan for the district.

Jon Vander Els facilitated the March 16th All Leadership Team Meeting and will continue to facilitate the remaining meetings. The focus will be on training the leadership team on the Competency Based Handbook that has been in development the past two years. This will serve as the foundation for the continual implementation of competency-based learning.

The Equity Vision Keepers held their monthly meeting on March 17. The primary focus of the meeting was to provide an update on the development of the district's equity plan, examine a case study on community development, and to debrief on the case study. Nine people participated in the monthly meeting.

Friday, March 18 was a professional development day. The agenda for educators included the following:

- ✓ Avoid, Deny, Defend Training
- ✓ Mosa Mack Training – 5-8 science
- ✓ Bridges Intervention Training – K-5 special education teachers
- ✓ Formative Assessment – NHLI – 9 -12 teachers
- ✓ Bridges Training – K-2 teachers
- ✓ Bridges Training – 3-5 teachers
- ✓ Report Card Discussion – K-8 teachers
- ✓ Inquiry – Afternoon – All

The agenda for paraeducators:

- ✓ ACE's training
- ✓ Avoid, Deny, Defend Training
- ✓ Para Educator Consult Time or Statewide assessment training I
- ✓ Medicaid billing and entry

Other meetings this week included:

- ✓ Weekly update meetings with Paula Glynn, Christine Boston, Michael Limanni and Christy Prosser
- ✓ Weekly Leadership Team Meeting and SAU Cabinet Meeting
- ✓ Weekly Board Chair and Vice Chair Meeting
- ✓ DMHA Task Force Meeting
- ✓ Read-A-Thon with Team Adams
- ✓ Arts in Action Meeting
- ✓ YMCA Strafford County Advisory Board Meeting
- ✓ DTU Negotiations

▪ **Weekly Review for Monday, March 21 through Friday, March 25:**

Students have completed 134 instructional days. The following are the highlights of the week:

Worked with Mike Gillis and Tom Waldron to create the video of the Dover High School D.R.E.A.M. group. The students did outstanding work in developing the message for the video. Mike Gillis and I continue to schedule future video projects.

Working throughout the week with Michael Limanni to develop the FY23 budget presentation to the City Council on Wednesday, March 30.

Meeting with David Ruff, executive director of Great Schools Partnership to review their work with the Dover School District.

This week I had an executive coaching session with Tamara Konrade of INspired Leadership.

Meetings this week have included:

- ✓ Weekly Leadership Team meeting
- ✓ Weekly Board Chair and Vice Chair meeting
- ✓ Weekly update meetings with Paula Glynn, Christy Prosser, Michael Limanni, and Christine Boston
- ✓ Monthly conferences with Peter Wotton
- ✓ NH DOE Department Update meeting

Attended the Dover Middle School Art Show Opening Gala at Woodman Museum at the Thomas Hindle Gallery. The student artwork was outstanding, and the use of the Thomas Hindle Gallery added a professional touch to the event.

▪ **Weekly Review for Monday, March 28 through Friday, April 1:**

Students have completed 139 instructional days.

Most of the week was dedicated to the FY23 Dover School District Budget presentation to the City Council on March 30, 2022. I express my gratitude to those who were able to attend the Workshop. Your support was greatly appreciated by Michael Limanni and me. Work still needs to be done as we prepare for the public hearing on Wednesday, April 13 at 7:00 p.m.

Other items for this week included:

- ✓ Monthly conferences with Patty Driscoll and Robin Lyndes
- ✓ Weekly update meetings with Paula Glynn, Christy Prosser, Christine Boston, and Michael Limanni
- ✓ Meeting with Jon Vander Els (New Hampshire Learning Initiative) to prepare for the April All Leadership Team meeting
- ✓ Weekly meetings with the Leadership Team, SAU Cabinet, and Board Chair and Vice Chair
- ✓ Meeting with Jennifer Perez to review district policies
- ✓ Strafford Learning Center Board Meeting
- ✓ SCPHN Health Advisory Council

- **Sympathy:** On April 6, the District was informed of the unexpected death of Elaine Langer, Garrison School Reading Intervention Teacher. Elaine was a dedicated learner with a deep devotion to her students. The district extends our deepest sympathy to her husband Ralph and to the Langer family.

- **Nonrenewal and Reduction in Force:** Nonrenewal of contract notifications will be distributed on Wednesday, April 13. Due to not knowing the amount of funding that will be approved by the Dover City Council, Reduction in Force (RIF) notices will be distributed. Once the funding is known, adjustments will be made in the RIF list. It is unfortunate that this action needs to be taken.