



DOVER SCHOOL BOARD – AGENDA

Meeting Type:	Regular Session #6
Meeting Location:	City Hall, Council Chambers
Meeting Date:	Monday, June 9, 2025
Meeting Time:	7:00 p.m.

- A. CALL TO ORDER**
- B. ROLL CALL**
- C. PLEDGE OF ALLEGIANCE**
- D. AGENDA APPROVAL**
- E. CITIZENS' FORUM** *(To be recessed, if necessary, and resumed following School Board Matters of Interest)*
- F. APPROVAL OF MINUTES**
 - 1. Regular Meeting, May 12, 2025
 - 2. Joint Dover/Barrington Meeting, May 27, 2025
- G. SUPERINTENDENT'S REPORT**
 - 1. Dover Regional Career Technical Center ARMI/BioFab USA BioTrek State Competition Recognition
- H. CONSENT AGENDA**
 - 1. **Correspondence:** None
 - 2. **Resignations/Retirements:**
 - a. Nicole Ciancarelli – Special Education Teacher – Dover High School – Resignation (06/30/2025)
 - b. Lynn Eisner – Science Teacher – Dover Middle School – Resignation (06/30/2025)
 - c. Bonnie Jennison – Noon Aide – Woodman Park School – Resignation (06/30/2025)
 - d. Madeline Martin – Paraeducator – Woodman Park School – Resignation (06/30/2025)
 - e. Thushidha Ravichandran – Noon Aide – Woodman Park School – Resignation (06/30/2025)
 - f. Jacqueline Roberson – Paraeducator – Garrison Elementary School – Retirement (06/13/2025)
 - g. Kristen Rup – Accounting Specialist – District – Resignation (06/27/2025)
 - h. Kiley Senfleben – Teacher – Woodman Park School – Resignation (06/30/2025)
 - i. Angel Stout – Noon Aide – Woodman Park School – Resignation (06/30/2025)
 - j. Emily Thurston – OASIS Case Manager – Dover Middle School – Resignation (06/30/2025)
 - k. Blake Watkins – Grade Three Teacher – Woodman Park School – Resignation (06/30/2025)
 - 3. **Leaves of Absence:**
 - a. Elizabeth Mitro – Grade Seven Math Teacher – Dover Middle School (11/21 - 12/23/2025)
 - b. Meghan Taylor – Grade Two Teacher – Woodman Park School (11/21 - 12/23/2025)
 - 4. **Job Shares:** None
 - 5. **Nominations:**
 - a. 2025-2026 Annual DPA Re-Nominations
 - b. 2025-2026 Annual DALC Re-nominations
 - c. 2025-2026 Annual Non-Union Re-Nominations
 - d. 2025-2026 DTU Nominations
 - e. 2025-2026 Non-Union Nomination
 - f. 2025-2026 Human Resources Director Nomination
 - 6. **Extended Travel (Student Trips):**
 - a. Final Approval Request – Dover High School – World Language Department Students - NJCL Convention, Miami University, Oxford, Ohio – July 21-26, 2025
 - 7. **Donations:** June Donations
- I. STUDENT REPORT**



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J. FINANCIAL REPORT

K. POLICIES – CHANGES – PROPOSALS: None

L. POLICY ADOPTION: None

M. RESOLUTIONS:

1. 2024-2025 Resolution of Recognition
2. Request to Rescind an Existing Appropriation Resolution

N. OLD BUSINESS:

1. Update on Dover Middle School HVAC Capital Project

O. NEW BUSINESS:

1. Memorandum of Understanding – Woodman Park School and Seymour Osman Community Center (SOCC)
2. Emergency Certification Approval – Jillian Brickley – Dean of Instruction – Dover Middle School
3. Bid Waiver Requests
 - a. Dover High School Math Curriculum Resource Adoption
 - b. Naval Junior Reserve Officer Training Corps (NJROTC) Flight Simulator
4. Recommendation for Purchase of New Cafeteria Tables at Woodman Park Elementary School
5. New Hampshire School Boards Association (NHSBA) Annual Convention
6. Dover School District and Strafford School District Tuition Agreement
7. Request to Approve and Fund Projects from Unencumbered Funds
8. Dover School District Strategic Goals Update
9. New Hampshire Department of Education (NHED) General Assurances
 - a. General Assurances Fiscal Year 2026
 - b. Modified General Assurances Fiscal Year 2026
10. District Holiday Office Hours

P. SUBMISSION AND PAYMENT OF BILLS

Q. COMMITTEE REPORTS

R. SCHOOL BOARD MATTERS OF INTEREST

S. ADJOURNMENT

All meetings conducted by the School Board are open to the public except for times when the School Board enters non-public session.

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.

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DOVER SCHOOL DISTRICT

EMPOWERING ALL LEARNERS!

Monday, June 9, 2025

SUPERINTENDENT BOARD REPORT: The purpose of the Superintendent's Board Report is to: (1) provide the Board with my insights and recommendations on agenda items; (2) update the Board on significant issues relevant to its governance role; and (3) share important informational updates regarding the Dover School District.

BOARD AGENDA ITEMS:

F. APPROVAL OF MINUTES

1. Regular Meeting, May 12, 2025
2. Joint Dover/Barrington Meeting, May 27, 2025

G. SUPERINTENDENT'S REPORT:

1. Dover Regional Career Technical Center ARMI/BioFab USA BioTrek State Competition Recognition

Superintendent Comment: Students and their advisor will have a short presentation pertaining to the State Competition Recognition. It is an opportunity to celebrate this accomplishment with the students.

H. CONSENT AGENDA

1. **Correspondence:** None
2. **Resignations/Retirements:**
 - a. Nicole Ciancarelli – Special Education Teacher – Dover High School – Resignation (06/30/2025)
 - b. Lynn Eisner – Science Teacher – Dover Middle School – Resignation (06/30/2025)
 - c. Bonnie Jennison – Noon Aide – Woodman Park School – Resignation (06/30/2025)
 - d. Madeline Martin – Paraeducator – Woodman Park School – Resignation (06/30/2025)
 - e. Thushidha Ravichandran – Noon Aide – Woodman Park School – Resignation (06/30/2025)
 - f. Jacqueline Roberson – Paraeducator – Garrison Elementary School – Retirement (06/13/2025)
 - g. Kristen Rup – Accounting Specialist – District – Resignation (06/27/2025)
 - h. Kiley Senfleben – Teacher – Woodman Park School – Resignation (06/30/2025)
 - i. Angel Stout – Noon Aide – Woodman Park School – Resignation (06/30/2025)
 - j. Emily Thurston – OASIS Case Manager – Dover Middle School – Resignation (06/30/2025)
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 - a. Elizabeth Mitro – Grade Seven Math Teacher – Dover Middle School (11/21 - 12/23/2025)
 - b. Meghan Taylor – Grade Two Teacher – Woodman Park School (11/21 - 12/23/2025)
4. **Job Shares:** None
5. **Nominations:**
 - a. 2025-2026 Annual DPA Re-Nominations
 - b. 2025-2026 Annual DALC Re-nominations
 - c. 2025-2026 Annual Non-Union Re-Nominations
 - d. 2025-2026 DTU Nominations
 - e. 2025-2026 Non-Union Nomination
 - f. 2025-2026 Human Resources Director Nomination
6. **Extended Travel (Student Trips):**
 - a. Final Approval Request – Dover High School – World Language Department Students - NJCL Convention, Miami University, Oxford, Ohio – July 21-26, 2025
7. **Donations:** June Donations

J. FINANCIAL REPORT: Mr. Limanni will present his financial report to the Board.

K. POLICIES – CHANGES – PROPOSALS: None

L. POLICY ADOPTION: None

M. RESOLUTIONS:

1. **2024-2025 Resolution of Recognition:** I would like to thank all those retiring for their dedication and service to the Dover School District. The combined 110 years of service is to be commended and admired.
2. **Request to Rescind an Existing Appropriation Resolution:** The Dover Board of Education formally requests that the Mayor and Dover City Council rescind the previously authorized transfer of \$250,000 from the Student Services Capital Reserve Fund to the General Fund for fiscal year 2025. This action aligns with the Board's commitment to preserving essential student services amid budgetary constraints and shifting priorities.

Superintendent's Recommendation: I recommend the Board take action to approve the above resolutions.

N. OLD BUSINESS:

1. **Update on Dover Middle School HVAC Capital Project:** Michael Limanni will provide an update on the Dover Middle School HVAC project. In November 2024, the Dover School District completed Phase 1 of a \$797,000 HVAC upgrade at Dover Middle School, addressing fire code compliance by installing smoke dampers, actuators, detectors, and integrating them with the fire alarm system. This phase fulfilled a corrective action mandated by the New Hampshire Department of Education.

Phase 2, initially budgeted at \$4.9 million and scheduled for summer 2025, faced a projected cost increase to \$7.9 million due to equipment price hikes, a higher number of required Direct Expansion (DX) units, and necessary infrastructure improvements for aging components. In response, the District engaged Cushman & Wakefield and Energy Efficient Investments, Inc. (EEI) to reassess the project and explore cost-effective alternatives.

EEI proposed four HVAC options:

- **Variable Refrigerant Flow (VRF) Systems:** Efficient and compact but involve R-32 refrigerant, which has higher flammability and regulatory uncertainties, making it less suitable for large school buildings.
- **Air-Cooled Chiller with Ducted Distribution:** Durable with refrigerants kept outside, but less efficient during partial occupancy and uncommon in New Hampshire schools.
- **Packaged Energy Recovery Ventilators (ERVs) with Dehumidification:** Cost-effective and quick to deploy, ideal for flat-roof areas but challenging to install on pitched roofs.
- **Ground Source Heat Pumps (Geothermal):** Environmentally friendly with long-term savings; eligible for up to 40% federal funding and additional incentives, potentially offsetting higher upfront costs.

The District plans to present detailed evaluations, including energy modeling and cost analyses, at the July School Board meeting. Timely decisions are crucial to secure federal incentives before their anticipated expiration in late summer 2025.

Note: This is an update report and requires no action by the Board. I recommend that the Board thoroughly review the comprehensive report prepared by Michael Limanni and come prepared with any questions to seek further clarification.

O. NEW BUSINESS:

1. **Memorandum of Understanding – Woodman Park School and Seymour Osman Community Center (SOCC):** SOCC annually submits a Memorandum of Understanding (MOU) for the Woodman Park After School Program,

which provides essential educational and recreational support to students. This partnership has consistently demonstrated positive outcomes for the Dover School District community.

The District's Chief Financial Officer and Technology Director have identified areas within the current MOU that require revisions to better reflect evolving operational and technological considerations. It is recommended that these revisions be implemented for the 2026–2027 school year to ensure a smooth transition and maintain program continuity.

Superintendent's Recommendation: Given the longstanding and effective collaboration between the Dover School District and SOCC, it is crucial to approve the existing MOU without delay. Postponing approval could adversely affect the timely launch of the SOCC Summer Program for 2025, potentially disrupting services for students and families, therefore I recommend the Board approve the Memorandum of Understanding.

2. **Emergency Certification Approval – Jillian Brickley – Dean of Instruction – Dover Middle School:** Jillian Brickley has served as the Dean of Students for grades 5 and 6 at Dover Middle School during the 2024–2025 academic year. In this capacity, she has demonstrated exceptional leadership by fostering instructional growth and supporting both students and staff. Ms. Brickley is currently pursuing an advanced degree and certification, which she is expected to complete by the end of the 2025–2026 school year.

Superintendent's Recommendation: To ensure continuity in instructional leadership and to support the ongoing development of our educational programs, I recommend the Board allow Ms. Brickley to remain in her role for the 2025-2026 academic year as she continues to work toward her degree.

3. Bid Waiver Requests

- a. **Dover High School Math Curriculum Resource Adoption:** The Teaching and Learning Department requests a waiver to purchase \$49,799.25 of Big Ideas Learning Math materials for DHS Algebra 1, Geometry, and Algebra 2. An independent study by Project Tomorrow and Penn State University found this curriculum meets ESSA Tier 3 “Promising Practice” standards—showing statistically significant, positive effects with no negatives. Since DHS already uses this vendor’s texts for Pre-Calculus and Calculus and they are the sole source, a waiver is required.

Superintendent's Recommendation: I recommend the bid waiver request be approved.

- b. **Naval Junior Reserve Officer Training Corps (NJROTC) Flight Simulator:** The Dover High School Naval Junior Reserve Officer Training Corps (NJROTC) program has been awarded an Industry Recognized Credential (IRC) grant totaling \$86,995. This funding is allocated for the acquisition of a flight training simulator and the necessary instructor training. The initiative aims to provide cadets with hands-on experience in aviation technology, culminating in an industry-recognized credential upon successful completion. This aligns with the IRC grant's objective to equip students with tangible, career-ready skills in high-demand fields. Given the specialized nature of the purchase and its classification as a micro-purchase exempt from federal bidding requirements, the board is requested to waive the bidding process. Importantly, this acquisition will incur no cost to Dover taxpayers.

Superintendent's Recommendation: I recommend the Board approve the bid waiver request to purchase the Redbird Flight Simulator.

4. **Recommendation for Purchase of New Cafeteria Tables at Woodman Park Elementary School:** After reviewing multiple quotes for the purchase of fourteen round, mobile stool cafeteria tables for Woodman Park Elementary School, the administration recommends selecting School Outfitters as the vendor. The tables, specified at 60" in diameter with MDF tops and a 27" height, were chosen to best meet the needs of the students and cafeteria layout. School Outfitters submitted the lowest quote at \$23,183.86, compared to Hertz Furniture at \$25,165.10 and Worthington Direct at \$25,627.24. All quotes met the required specifications.

Superintendent's Recommendation: I recommend the Board approve the purchase of the cafeteria tables for Woodman Park School as presented by Mr. Limanni.

5. **New Hampshire School Boards Association (NHSBA) Annual Convention:** Micaela Demeter, Board Member, requests the Board briefly discuss New Hampshire School Boards Association (NHSBA) Annual Delegate Assembly. This is an initial conversation to explore potential resolutions the Board might consider drafting or co-sponsoring for submission. At this stage, there are no formal proposals prepared; the intent is to generate ideas and gauge interest. Engaging early in this process allows us to align our district's priorities with NHSBA's legislative advocacy efforts, as the Delegate Assembly serves as the forum where member boards submit, debate, and vote on resolutions that shape statewide education policy. This preliminary discussion will help us determine any next steps and ensure we are well-positioned to contribute meaningfully to the upcoming convention.
6. **Dover School District and Strafford School District Tuition Agreement:** The Dover School District has a longstanding practice of accepting tuition students from the Strafford School District. In collaboration with the district attorney, the Business Office has developed a tuition agreement framework tailored for smaller districts. Strafford School District, serving grades K–8, enrolls approximately 40 students per grade. They have requested open enrollment for about ten students to attend Dover High School. An initial enrollment cap will be established, with adjustments made by the administration based on incoming enrollments from the Barrington and Nottingham School Districts. The tuition rate will be discussed at the meeting with input from Mr. Limanni.

Superintendent's Recommendation: I recommend the Board approve the Tuition Agreement with the Strafford School District.

7. **Request to Approve and Fund Projects from Unencumbered Funds:** The administrative and business office teams have identified several significant items requiring attention that were not included in the FY25 budget request. To maintain transparency and address these needs, they recommend acknowledging the necessity of these items and authorizing the use of unencumbered funds remaining from the FY25 budget for their purchase. The teams are available to answer any questions regarding these items or the procurement process.

Superintendent's Recommendation: I recommend the Board approve the FY2025 Unencumbered Projects as presented by Mr. Limanni.

8. **Dover School District Strategic Goals Update:** Dr. Christine Boston, Assistant Superintendent, will present an overview of the Dover School District's Strategic Plan, highlighting the SMART Goals aligned with the strategic pillars: Academic Knowledge, Wellbeing, Equity and Inclusion, Fostering an Innovative Culture of Continuous Improvement, and Team Approach.

This Strategic Plan is designed to be both actionable and adaptable, enabling the district to respond effectively to the evolving educational landscape. Unlike traditional plans that become static documents, this plan serves as a dynamic framework guiding continuous improvement.

Dr. Boston will seek the Board's approval of the SMART Goals associated with the Strategic Plan.

Superintendent's Recommendation: I recommend that the Board adopt the Strategic Plan SMART Goals as presented by Dr. Boston.

9. **New Hampshire Department of Education (NHED) General Assurances:** Dr. Christine Boston, Assistant Superintendent, will provide the Board with an update on the General Assurance requirements, which are essential for the Dover School District's compliance with federal and state mandates. These assurances encompass adherence to statutes such as the Every Student Succeeds Act (ESSA) and the Individuals with

Disabilities Education Act (IDEA), ensuring that the district meets obligations related to program administration, fiscal management, and civil rights protections.

Given that these assurances will be implemented at the onset of Dr. Boston's tenure as superintendent, her active involvement is crucial to ensure alignment with the district's strategic objectives and compliance with state and federal mandates.

Superintendent's Recommendation: I recommend the Board approve the General Assurance as presented by Dr. Boston, Assistant Superintendent.

- 10. District Holiday Office Hours:** The administration recommends a modification to the district office work calendar, proposing that all district offices be closed to the public during the week of the July 4th holiday. This change aligns with common practices in various institutions, where extended closures during holiday weeks are implemented to accommodate staff and public needs.

Additionally, it is proposed that district offices continue to be closed to the public during the December holiday recess, consistent with previous practices.

These modifications are intended to enhance operational efficiency and provide staff with uninterrupted time for planning and administrative tasks.

Superintendent's Recommendation: I recommend the Board approve the office calendar as presented by Dr. Boston.

SUPERINTENDENT'S REPORT:

Summary of key activities and events that transpired during May 2025.

Week of May 5, 2025: A series of collaborative meetings, strategic planning sessions, and community engagements were held this week. The SAU Directors met to discuss key initiatives, including Discovery Education, the Consolidation Grant, General Assurances, the Home Language Survey, and preparations for the last day of school and kindergarten screening. Additional topics included the Windstars Pre-Band Program, Woodman Park's ATSI status, OGAP, the 2025–2026 Professional Development Calendar, MTSS-B Review, and open enrollment. The Operational Leadership Team focused on celebrations, the Strategic Plan, final day of school logistics, professional development, the Climate Survey, the Friends Program, fire pull stations, staff meetings, AI policy, and updates. Throughout the week, I conducted interviews for various DTU positions and was highly impressed with the quality of the candidates. Additionally, Kiley Hemphill and Siobhan Mehalek hosted a Title I meeting for the Southeast region to share insights on federal grants. The week concluded with events celebrating the arts at Dover High School, including the AP Art Exhibit, the Dover Regional Career Technical Center Recognition Program, and the DHS Talent Show.

Week of May 12, 2025: Several strategic meetings and community engagements took place this week. The SAU Directors convened to discuss the Encourage Proposal, MTSS-B Program Description, and CAC MTSS-B Slide Deck. The Leadership Team Meeting focused on providing meaningful feedback to teachers. The Elementary Principal Guidance Team worked on developing elementary school schedules to better accommodate Tier II and Tier III instruction, with Jon Vander Els providing feedback. A bi-weekly meeting was held with the School Board Chair and Vice Chair. I attended the monthly Dover Mental Health Alliance meeting, where the keynote speaker discussed mental health supports for first responders. Christine Boston and I also participated in the Tri-City Regional Advisory Board meeting, reviewing a positive evaluation facilitated by Carolyn Eastman. The Professional Development Committee reviewed the proposed 2025-2026 Professional Development Plan. The Strafford Learning Center Board Meeting was held with updates on programming, staffing, and enrollment were discussed. I met with Susan Weete and interviewed a teacher candidate. Events during the week included the NJROTC Annual Awards Ceremony, WPS Ice Cream Social, Garrison Music and Art Show, and the NHS Induction Ceremony.

Week of May 19, 2025: The SAU Directors held their regular meeting to discuss ongoing district matters. I met with Deanna Strand to address the potential reduction in adult education funding. Additionally, I met with Christine Boston to review the End of Year (EOY) reports and timelines. I attended the monthly SEED meeting, which included committee and financial reports. The Full Leadership Team convened to review multiple topics pertinent to district leadership. A joint workshop was held with the City Council and School Board to discuss the proposed new athletic fields. I also interviewed a teacher candidate.

Week of May 26, 2025: This week featured a series of meetings and events across the district. The District Leadership Team convened to celebrate recent achievements, introduce a new team norm, and continue discussions on enhancing teacher classroom observations and feedback. The team also reviewed next steps for the strategic plan and examined the End of Year Planner. Christine Boston and I conducted our biweekly update meeting with the School Board Chair and Vice Chair. Robin Trefethen facilitated a joint meeting between the Barrington and Dover School Boards, fostering inter-district collaboration. Considering recent reductions in federal and state funding for adult education programs, Christine Boston, Michael Limanni, and I met with Deanna Strand to assess the impact on the Dover Adult Learning Center (DALC) and strategize on addressing these challenges. I also conducted interviews for teaching positions. The week concluded with several special events, including a celebration for Robin Lyndes as she transitions from Bellamy Academy to the role of Dean of Student Services at Dover High School, Garrison School's Field Day, and a guest author visit by Chris Van Dusen at Frances G. Hopkins Elementary School.

2025-2026 NOMINATIONS

Paraprofessionals

TO: DOVER SCHOOL BOARD

DATE: June 9, 2025

MEMORANDUM: Re-nomination of Paraprofessionals

I hereby nominate the following persons for the designated positions for the 2025-2026 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

BELLAMY ACADEMY:

EDGEComb, LAURIE

DOVER HIGH SCHOOL:

BURKHEAD, MARIA E
COOK, CAMERON C
GAGNE, REBECCA L
GAGNON-WOLD, JOYCE E
HOUST, LENA F
IVEY, LYNN A
JACQUES, PAMELA A
LAURION, REBECCA L
MERRILL, KAREN M
MOORE, BAMBISUE
NICASTRO, ANGELA
PERRON, ALANNA N
SEVEY, MINDA
SNOWMAN, ROBERT L
SULLIVAN, LINDSAY M
WINDSOR, KARREN F
WOODCOCK, TONYA M

DOVER MIDDLE SCHOOL:

BABCOCK, JOSIAH H
BOLES, EMILY A
CROSSMAN, GWYNETH M
DIONNE, KENDRA E
ECKER, CHRISTINE M
FOLEY, BRIAN M
FOREST, JULIE A
FREDERICK, DEBORAH L
FROST, DAVID W
HAWKER, AMANDA M
HENDRIX, AMBER N
JONES, ERIN
KEENAN, JANE R
MARSOLAIS, CHERYL A
MCGRATH, CAMILLA J
MORANN, RAENYA M
NICKERSON, RACHEL E
PARKS, MARIA P
POMEROY, JANE E
RICHARD, ALEXANDRIA T
SCAMMON, LARA S
SNOW, LAURINDA
WHISENANT, CAROLYN R
WISNIEWSKI, LAURIE R
ZUCARO, LORNA-JEAN

GARRISON ELEMENTARY

BELAIR-LAROCHE, STEFANIE M
BIRD, LORI A
DONAIS, VALERIE E
FITZGERALD, KELLY A
FOURACRE, BRENDAN DAVID
GARMAN, SARAH E
HENNET, RENITA

HODGDON, KARA M
LEFEBVRE, JOY F
LUCIER, LISA
MARSH, REBEKAH A
MILTON, JESSICA K
MYERS, CONSTANCE F
POMERLEAU, SARAH A
SCHWARTZ, JULIA E
SNOW, DANIELLE S
STONE, KAREN S
TILTON, HAZEL J
WILSON, TIMOTHY J

FRANCES G. HOPKINS SCHOOL:

ANDERSON, LEANNE M
BOUFFORD, JENNIFER L
CLARK, NICOLE M
CRICENTI-PAIVA, DOREEN A
DODIER, SARAH J
DUQUETTE, AMANDA R
ELLER, ASHLEY L
GREIG, AMY L
GUERRETTE, KATRINA F
JABRE, BRYNN M
JEANPIERRE, ALISON E
KEAZER, RACHEL E
LEONARD, TONYA B
LUDWICK, HEATHER M
MANSFIELD, AMANDA L
MORIN, KERRY E
MORRIS, ELIZABETH A
MURRAY, NICOLE
PATEL, RAKHEE
ROCHE, JANE
SANGANI, ONA S

WOODMAN PARK SCHOOL:

AMENDOLA, TESS M
ANDINO, JENNIER M
AUBIN, ERYN E
AUGER, JENNIFER L
BONNY, KRISTIN A
BROWN, KAYLA M
CLEMENTI, KIMBERLY A
DIONNE, EMILY M
DUNBAR, STEPHANIE N
EMERY, CHRISTIANA N
ERNSTING, SUSAN M
HALEY, CRISTINA AP
HOWARD, DIENNE M
JACQUES, JENNIFER M
KARAS, MEGAN E
LAHR, MATTHEW P
MCCORMACK, REBECCA A
PEDRO, JULIA A

PIPER, SUSAN M
PLAFKER BUSHWAY, JAMIE L
REYNOLDS, HEATHER J
ROBERGE, KELLIE M
SIPPLE, CHRISTINA J
SURYAWANSHI, AMRITA
TOBIN, DAWN M
VUTUKURU, SIVA KALYANI
ZUCCO, DORIS C

PRESCHOOL

BLODGETT, DARCIE
CHU, STACIE R
COTE, HEATHER D
HOUSLEY, JESSICA L
NELSON, JILL M
WILLIAMS, TAMMY L

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

TO: DOVER SCHOOL BOARD

DATE: 5/29/2025

MEMO: Re-nomination of DALC Staff

I hereby nominate the following persons for the designated positions for the 2025-2026 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

Dover Adult Learning Center (DALC)

Judi	Currie	DALC HiSET Examiner
Cindy	St. Germain	DALC HiSET Examiner
Angela	Newbury	DALC HiSET Examiner
Meghan	Moisan	DALC Administrative Assistant
Jill	McCarthy	DALC Counselor Aide
Cindy	St. Germain	DALC Data Manager
Pam	Shaw	DALC Counselor and Student Services Coordinator
Tracey	Donaldson	DALC Counselor and Outreach Coordinator
Bridget	Barker	DALC Volunteer Tutor Coordinator
Susan	Hardy	DALC Childcare Assistant
Catherine	Casey	DALC Childcare Coordinator
Michelle	Lebs	DALC Technology Integrator
Lien	Harris	DALC Alternative Credit Coordinator
Mark	MacLaughlin	DALC Teacher
Minette	Induisi	DALC Teacher
Liliana	O'Connell	DALC Teacher
Lien	Harris	DALC Teacher
Barbee	Harrington	DALC Teacher
Joyce	Malley	DALC Teacher
Jill	McCarthy	DALC Teacher
Prentiss	Phillips	DALC Teacher
William	Badgley	DALC Teacher
Sandi	Strauss	DALC Teacher
Barbara	Visciano	DALC Teacher
Donna	Vittands	DALC Teacher
Darren	Tapp	DALC Teacher
Leslie	Fitzpatrick	DALC Teacher
John	Tibbetts	DALC Teacher

**DOVER SCHOOL DISTRICT
2025-2026 RE-NOMINATIONS
Non-Union Personnel**

TO: DOVER SCHOOL BOARD
DATE: June 9, 2025
MEMORANDUM: Re-nomination of Non-Union Personnel

I hereby nominate the following persons for the designated positions for the 2025-2026 school year. The School Board authorizes the Superintendent of Schools to execute these contracts.

Noon Aides

Casey, Virginia
Dinning, Andrea
Doyle, Claire
Eichelberger, Yvette
Gawle, Alicia
Hess, Jennifer
Lafleur, Melanie
Parker, Tresa
Pennington, Patricia
Pietrak, Sidney
Solomon, Jennifer
Wentworth, Jennifer
Williams, Laura

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

TO: **DOVER SCHOOL BOARD**

DATE: June 9, 2025

MEMORANDUM: Nomination and Election of Teachers

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 2025-2026 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Landry, Kendra	Special Education Teacher	Dover Middle School	Kimberly Pike	\$45,150	BA, Step 1
Monaliza Lilly	Special Education Teacher	Dover Middle School	Karen Gunderson	\$84,784	MA, Step 17
Morrison, Alanna	Grade Three Teacher	Garrison Elementary School	Erica Gagnon	\$53,676	BA, Step 6
Terry, Kimberly	Special Education Teacher	Frances G. Hopkins School at Horne Street	Carrie Russell	\$84,784	MA, Step 17
Theriault, Katie	Classroom Teacher	Woodman Park School	Kiley Senfleben	\$61,784	MA, Step 8

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

TO: **DOVER SCHOOL BOARD**

DATE: June 9, 2025

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 2024-2025 school year.

NAME	POSITION	SCHOOL	REPLACING	SALARY	TRACK
Lockhardt, Michael	Technology Specialist	District	Michael Moore	\$59,449.12	



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

June 5, 2025

I am pleased to nominate Ms. Kimberly Cox for the position of **HR Director** for the Dover School District. This is a new position that will replace the Assistant Superintendent Position as of July 1, 2025. The annual salary for this position is \$122,000.

Ms. Cox brings fourteen years' experience as an HR Professional as well as a background as a child and family therapist. She is certified as a Senior Professional in Human Resources (SPHR).

Her references were impeccable and cited her ability to reduce workforce turnover, develop mentoring programs and having a "unique blend of people operations and business acumen".

Her selection was the unanimous choice of the committee which included administrators and leaders from each bargaining unit in the district.

I am very confident she will be an amazing asset to the district and improve our employee facing services.

Sincerely,

Christine Boston Ed.D
Assistant Superintendent



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

25 ALUMNI DRIVE
DOVER, NEW HAMPSHIRE 03820-4365
(603) 516-6900 Fax (603) 516-6926

KORI KENNEDY
Director of Career Technical Education
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ROBIN LYNDES
Dean of Bellamy Academy
r.lyndes@dover.k12.nh.us

LINDA MADDEN
Dean of Student Services
l.madden@dover.k12.nh.us

Dean of Instruction

KIMBERLY STEPHENS
Dean of Students
k.stephens@dover.k12.nh.us

MEREDITH LAPOINT
Dean of Students
m.lapoint@dover.k12.nh.us

May 15, 2025

Dover School Board Members,

This letter is being written for final support of our Latin students traveling to Miami, Ohio from July 21, 2025 through July 26, 2025. They will be attending the American Classical League convention for immersion in Latin language and culture and to compete in competitions.

Thank you for your consideration and support.

Sincerely,

Peter Driscoll
Dover High School Principal

*2005 New Hampshire School of Excellence
Accredited New England Association of Schools and Colleges
Equal Employment Opportunities – Equal Educational Opportunities*

**Donation Request List for Approval
June 9, 2025 - School Board Meeting**

School	Group Donating	Value	Items/Service	Purpose
DHS CTC	Nissan North America Inc.	\$28,894	2022 Nissan Pathfinder	To support the Automotive Technology program.
DHS CTC	Nissan North America Inc.	\$37,023	2022 Infiniti QX60	To support the Automotive Technology program.



**DOVER HIGH SCHOOL
& REGIONAL CAREER TECHNICAL CENTER**

25 Alumni Drive, Dover, New Hampshire 03820-4365
phone 603-516-6900 • fax 603-516-6926

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MEREDITH LAPOINT
Dean of Students
m.lapoint@dover.k12.nh.us

May 21, 2025

Dr. Harbron,

The Dover Regional Career Technical Center has the opportunity to accept a generous donation from Nissan North America Inc: a 2022 Nissan Pathfinder valued at \$28,894.00 and a 2022 Infiniti QX60 valued at \$37,023.00. This donation is intended to support the Automotive Technology program and aligns with the District's Strategic Plan priorities, particularly in strengthening community partnerships and creating programs that connect the district with the community.

The donation will enhance hands-on learning opportunities for students, providing them with access to real-world tools and vehicles essential for developing technical skills in the automotive field. The vehicles will serve as a vital resource for teaching diagnostics, maintenance, and repair procedures, ensuring students are prepared for college and career pathways after graduation.

We respectfully request approval of this donation to advance the goals of our Automotive Technology program and the objectives of the District's Strategic Plan.

Sincerely,

Kori Kennedy
Director/CTE Principal



**DOVER HIGH SCHOOL
AND
REGIONAL CAREER TECHNICAL CENTER**



PETER DRISCOLL
Principal
p.driscoll@dover.k12.nh.us

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m.lapoint@dover.k12.nh.us

May21, 2025

Nissan North America Inc,

This is to express sincere appreciation for the donation to Dover Regional Career and Technical Center's Automotive Technology program.

The follow specifications have been submitted for reference to Kelly Blue Book:

Year	2022
Make	Nissan
Model	Pathfinder
Mileage	1,000
VIN	5N1MDNR53Z0400475

This donation is valued at **\$28,894.**

Year	2022
Make	Infiniti
Model	QX60
Mileage	1,000
VIN	5N1MDNL51Z0400595

This donation is valued at **\$37,023.**

Sincerely,

Kori Kennedy, Director/CTE Principal
Dover Regional Career Technical Center

Dover School District Monthly Financial Report

TO: Members Dover School Board
Dr. William R. Harbron, Superintendent of Schools

FROM: Michael Limanni, CFO

DATE: May 6, 2025

RE: Condition of *School* Accounts

The May update to the previous months Condition of Accounts is attached for review.

Business Office Update:

Each department has been working hard to close out or revise their open purchase orders. We are now conservatively estimating an ending fund balance of \$813,318 in net budgetary saving. Below represents the detail of items that are not currently reflected in the attached Condition of accounts. We are reserving \$834,924 for a year end project to reconcile payroll withholding accounts that have carried balances since the city-wide upgrade of our financial software in 2010. We will be working on this project over the summer, and any balance remaining will go to the City's unreserved fund balance.

In two weeks, we will be paying out severances for folks who are moving on from the District. We have put in a placeholder for \$300,000, but this will fluctuate as we calculate final leave balances.

We still have final tuition bills going out in the next few weeks, but we are comfortable with demonstrating a minor net loss in revenue (\$97,068) which is already recognized in the final fund balance estimate below.

In a separate resolution we are recommending that the board rescind the scheduled transfer of \$250,000 funds from the Student Services Capital Reserve Fund so that it can be use at a more appropriate time; this is also reflected in the chart below.

Estimated Fund Balance - 06.09.25	\$	2,408,775.41
(-) Health & Dental Reconciliation	\$	(834,924.00)
(-) Continued Cost of Substitutes	\$	(30,403.29)
(-) Estimated Continued Professional & Staff Dev	\$	(22,329.93)
(-) Additional IT Services	\$	(23,354.62)
(-) Tuition Reimbursements	\$	-
(-) Athletic Coaching Salaries	\$	-
(-) Severances	\$	(300,000.00)
(-) Cost of SROs	\$	-
(-) Dues & Fees	\$	(27,269.30)
(-) New & Replacement Ed. Equip.	\$	(67,848.34)
(-) Supplies, Books, Graduation	\$	(39,327.74)
(-) Rescind SPED Transfer	\$	(250,000.00)
(-) Approved Projects	\$	-
Estimated Final Fund Balance:	\$	813,318.19

General Fund Expense Highlights:

Specialized transportation, homeless transportation, and severances being the lead items exceeding the budget. In the next two months, we will begin making budget transfers to cover these overages from areas of savings in our wage and benefit lines.

Account 2700, SUPPORT SERVICES – Student Transportation, remains a significant budget overage with out of district SPED transportation exceeding the \$2.277M budget by \$398,334 and homeless transportation exceeding the \$88,400 budget by \$399,866. These losses are substantially offset by low fill rates for substitute coverage, and district-wide vacancies reflected in the 1100, 1200 and 2100 function codes.

Account 2900, SUPPORT SERVICES – Other, reflects a budget overage from the payout of severances due to staff resignations over the summer months. This number is expected to rise over the next couple of months as we settle a pair of late resignations.

General Fund Revenue Highlights:

Reiterating what was outlined in last month's report, we are expecting revenue from SPED Aid and SPED differentiated aid (part of the adequacy formula) represented in the "Other Restricted State Aid" line to exceed the budget estimate by approximately \$140,000. Also, CTE Tuition Aid, and out of state Tuition Revenue are expected to come in about \$100,000 more than estimated.

The District's NHED calculated cost per pupil for the 2024 fiscal year was published on January 7th, coming in significantly higher at \$18,159.97. This will impact tuition revenue from Barrington and other NH LEAs in both the current fiscal year and the next. Estimated tuition billing is about \$217,000 below budget which was mostly offset by gains in CTE program aid, and the funds received from our indirect cost allocation associated with managing grant funds.

DOVER SCHOOL DISTRICT
Condition of Accounts - May 2025

DISTRICT-WIDE Expenditures						
Account	Description	Budget	YTD Transactions	Balance	Encumbrance	Budget Balance
1100	REGULAR EDUCATION PROGRAMS	\$ 27,065,036	\$ 20,462,800	\$ 6,602,236	\$ 5,595,913	\$ 1,006,324
1200	SPECIAL EDUCATION PROGRAMS	\$ 21,042,845	\$ 16,439,524	\$ 4,603,321	\$ 2,912,337	\$ 1,690,984
1300	VOCATIONAL EDUCATION PROGRAMS	\$ 3,050,303	\$ 2,400,586	\$ 649,717	\$ 599,202	\$ 50,516
1400	OTHER EDUCATIONAL PROGRAMS	\$ 781,967	\$ 601,887	\$ 180,080	\$ 145,040	\$ 35,039
1600	ADULT/CONTINUING EDUCATION PROGRAMS	\$ 276,853	\$ 247,057	\$ 29,796	\$ 25,261	\$ 4,535
2100	SUPPORT SERVICES - Students	\$ 5,725,471	\$ 4,373,463	\$ 1,352,008	\$ 1,063,062	\$ 288,946
2200	SUPPORT SERVICES - Instructional Staff	\$ 2,139,256	\$ 1,524,134	\$ 615,122	\$ 426,202	\$ 188,920
2300	SUPPORT SERVICES - General Admin.	\$ 1,866,113	\$ 1,624,147	\$ 241,966	\$ 153,247	\$ 88,719
2400	SUPPORT SERVICES - School Admin.	\$ 3,525,706	\$ 3,142,409	\$ 383,297	\$ 339,360	\$ 43,937
2600	SUPPORT SERVICES - Operation Maint/Plant	\$ 5,735,309	\$ 5,384,380	\$ 350,929	\$ 411,676	\$ (60,747)
2700	SUPPORT SERVICES - Student Transportation	\$ 5,062,156	\$ 5,053,309	\$ 8,846	\$ 824,858	\$ (816,012)
2800	SUPPORT SERVICES - Centralized Services	\$ 2,082,365	\$ 1,804,223	\$ 278,142	\$ 87,723	\$ 190,419
2900	SUPPORT SERVICES - Other	\$ 32,295	\$ 231,031	\$ (198,736)	\$ -	\$ (198,736)
5200	FUND TRANSFERS OUT	\$ 35,000	\$ 35,000	\$ -	\$ -	\$ -
6900	SCHOOL DEBT - Principal & Interest	\$ 6,222,124	\$ 1,754,739	\$ 4,467,385	\$ 4,474,386	\$ (7,001)
TOTAL GENERAL FUND EXPENDITURES:		\$ 84,642,799	\$ 65,078,688	\$ 19,564,111	\$ 17,058,267	\$ 2,505,844
TOTAL FOOD SERVICES EXPENDITURES:		\$ 1,784,697	\$ 1,701,623	\$ 83,074	\$ 137,001	\$ (53,927)
TOTAL FEDERAL, STATE, AND LOCAL SR FUND EXPENDITURES:		\$ 12,335,239	\$ 6,148,408	\$ 6,186,831	\$ 550,627	\$ 5,636,204
Summarized Condition of District Expenditures:		\$ 98,762,735	\$ 72,928,719	\$ 25,834,016	\$ 17,745,895	\$ 8,088,121

DISTRICT-WIDE Revenue						
Account	Description	Budget	YTD Transactions	Balance	Est. Remaining	Budget Balance
01311.3410	TUITION - REGULAR FROM PARENTS	\$ -	\$ 16,868	\$ (16,868)	\$ -	\$ (16,868)
01314.3390	TUITION - SUMMER SCHOOL, ELEME	\$ -	\$ -	\$ -	\$ -	\$ -
01314.3390	TUITION - SUMMER SCHOOL, DHS	\$ -	\$ -	\$ -	\$ -	\$ -
01321.3390	TUITION - OTHER NH DISTRICTS	\$ 86,962	\$ 67,359	\$ 19,603	\$ 13,332	\$ 6,271
01321.3390	TUITION - BARRINGTON	\$ 3,223,640	\$ 2,240,058	\$ 983,582	\$ 838,666	\$ 144,916
01321.3390	TUITION - NOTTINGHAM	\$ 1,750,071	\$ 1,419,692	\$ 330,379	\$ 411,765	\$ (81,386)
01321.3390	TUITION - PRESCHOOL PROGRAM	\$ 8,000	\$ 7,800	\$ 200	\$ -	\$ 200
01321.3390	TUITION - BELLAMY ACADEMY	\$ 410,970	\$ 338,286	\$ 72,684	\$ -	\$ 72,684
01322.3390	TUITION - SPED AIDES	\$ 366,365	\$ 263,147	\$ 103,218	\$ 28,253	\$ 74,964
01323.3390	TUITION - CTE-NH DISTRICTS	\$ 178,019	\$ 140,649	\$ 37,370	\$ -	\$ 37,370
01333.3390	TUITION - CTE-OUT OF STATE DIST	\$ 55,000	\$ 65,921	\$ (10,921)	\$ -	\$ (10,921)
01420.3410	ATHLETIC TRANSPORTATION DMS	\$ 30,000	\$ 25,820	\$ 4,180	\$ -	\$ 4,180
01420.3410	ATHLETIC TRANSPORTATION DHS	\$ 104,000	\$ 95,480	\$ 8,520	\$ -	\$ 8,520
01980.3599	MISC REVENUE	\$ -	\$ -	\$ -	\$ -	\$ -
01990.3599	OTHER LOCAL REVENUE DW	\$ 10,000	\$ 1,780	\$ 8,220	\$ -	\$ 8,220
03190.3700	STATE ADEQUATE EDUCATION GRANT	\$ 11,408,214	\$ 11,406,823	\$ 1,391	\$ -	\$ 1,391
03210.3700	SCHOOL BUILDING AID	\$ 383,462	\$ 383,462	\$ -	\$ -	\$ -
03230.3700	SPECIAL EDUCATION AID (CATASTROPHIC AID)	\$ 1,535,212	\$ 1,581,805	\$ (46,593)	\$ -	\$ (46,593)
03241.3700	CTE TUITION AID	\$ 431,092	\$ 465,151	\$ (34,059)	\$ -	\$ (34,059)
03242.3700	CTE TRANSPORTATION AID	\$ 3,000	\$ 2,133	\$ 867	\$ -	\$ 867
03290.3700	OTHER RESTRICTED STATE AID	\$ 23,303	\$ 83,132	\$ (59,829)	\$ -	\$ (59,829)
04210.3599	INDIRECT COST ALLOCATION	\$ 171,000	\$ 195,111	\$ (24,111)	\$ -	\$ (24,111)
04220.3599	ABE ALLOCATION	\$ 43,000	\$ 38,240	\$ 4,760	\$ -	\$ 4,760
04580.3311	MEDICAID DISTRIBUTION	\$ 200,000	\$ 193,509	\$ 6,491	\$ -	\$ 6,491
05251.3918	FUND TRANSFERS IN	\$ 250,000	\$ -	\$ 250,000	\$ 250,000	\$ -
TOTAL GENERAL FUND REVENUE:		\$ 20,671,310	\$ 19,032,225	\$ 1,639,085	\$ 1,542,016	\$ 97,069
TOTAL FOOD SERVICES FUND REVENUE:		\$ 1,784,697	\$ 1,297,335	\$ 487,362	\$ 487,362	\$ -
TOTAL FEDERAL, STATE, AND LOCAL SR FUND REVENUE:		\$ 12,303,637	\$ 6,310,471	\$ 5,993,166	\$ 388,564	\$ 5,604,602
Summarized Condition of District Revenue:		\$ 34,759,644	\$ 26,640,031	\$ 8,119,613	\$ 2,417,943	\$ 5,701,671

	Budget	Actual + Enc
General Fund Supporting Revenue Total:	\$ 20,671,310	\$ 20,574,241
State Wide Property Tax:	\$ 6,937,255	\$ 6,937,255
Local Property Tax:	\$ 57,034,234	\$ 57,034,234
*TOTAL GF Revenue:	\$ 84,642,799	\$ 84,545,731
TOTAL GF Expenditure:	\$ (84,642,799)	\$ (82,136,955)
Ending GF Fund Balance:	\$ 0	\$ 2,408,775
TOTAL FS Revenue:	\$ 1,784,697	\$ 1,784,697
TOTAL FS Expenditures:	\$ (1,784,697)	\$ (1,838,624)
Ending FS Fund Balance:	\$ -	\$ (53,927)
TOTAL Other SR Fund Revenue:	\$ 12,303,637	\$ 6,699,035
TOTAL Other SR Fund Expenditures:	\$ (12,335,239)	\$ (6,699,035)
Ending Grant Fund Balance:	\$ (31,602)	\$ -

RESOLUTION OF RECOGNITION

RE: *Dover School District Staff Retirements 2025*

WHEREAS *the Dover School District relies upon dedicated individuals to work with our students, and;*

WHEREAS *those dedicated teachers and staff members can have a life-long impact in the life of a child, and;*

WHEREAS *this level of dedication demonstrates a sense of compassion, caring, and love for students, and;*

WHEREAS *one measure of dedication is their many years of service to the community, and;*

WHEREAS *those individuals worked tirelessly for many years and each day arrived at work with one goal in mind: to make the Dover School District a safe and exciting place for children, and;*

WHEREAS *the following individuals have worked selflessly for a total of one hundred two (110) combined years for the Dover School District:*

***Julie Davis
Stephanie DeMatteo
Kathleen Gagnon
Jo-Ann Gardella
William Harbron
Linda Madden
Susan Manha
Jacqueline Roberson***

NOW THEREFORE BE IT RESOLVED *that the Dover School Board and the Dover School community acknowledge the contribution and thank these most important individuals for their many years of dedicated service and devotion to the children and community of the Dover School District.*

SUBMITTED BY:

Robin Trefethen, Chairperson

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Micaela Demeter

Elizabeth Goldman

Craig Flynn

June 9, 2025

RESOLUTION

RE: REQUEST TO RESCIND AN EXISTING APPROPRIATION

WHEREAS: On April 3rd 2024, an appropriation in the amount of \$250,000 was approved for the transfer of funds from the Student Services Capital Reserve Fund to the General Fund to support the District's FY25 operating budget; and

WHEREAS: The District is anticipating a budgetary surplus in excess of \$800,000; and

WHEREAS: The District does not need the transfer to support the additional costs associated with the Special Education budget.

NOW THEREFORE, BE IT RESOLVED THAT HEREIN IS A FORMAL REQUEST FROM THE DOVER SCHOOL BOARD TO THE MAYOR AND DOVER CITY COUNCIL THAT:

The City Council Rescind the authorized transfer of \$250,000 from the Student Services Capital Reserve Fund to the General Fund scheduled for the 2025 fiscal year.

SUBMITTED BY:

Robin Trefethen, Chairperson

Carolyn Mebert, Vice Chairperson

Michelle Clancy, Secretary

Maggie Fogarty

Elizabeth Goldman

Micaela Demeter

Craig Flynn

June 6, 2025



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
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Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Michael Limanni, Chief Financial Officer
DATE: June 6, 2025
RE: Middle School HVAC Upgrade

On November 15th, 2024, the District reviewed, and made the last payment for the \$797,000 phase one of the Middle School HVAC upgrade which included the following components:

- Furnish and install Qty (76) smoke dampers in the existing duct sleeves on the hallway side of the smoke partitions.
- Furnish new sheet metal sleeves for openings that do not have existing sleeves.
- Furnish and install new actuators for the smoke dampers.
- Furnish and install addressable relay to control damper actuators on alarm.
- Furnish and install line voltage wiring to damper actuators.
- Furnish and install low voltage interlock wiring.
- Furnish and install smoke detectors (duct or spot) based on location need.
- Furnish and install fire alarm wiring in loop configuration to fire alarm panel.
- Sequence of operations will be standard. Smoke detectors when activated, will trigger relay to close individual fire smoke damper.
- Procure, manage and facilitate start up and commissioning of new work to the fire alarm system through Simplex.
- Furnish Engineered Scope Documents for submission to the State Fire Marshall's Office and the local Authority Having Jurisdiction. Obtain any and all permitting, including but not limited to local permitting, as required to complete and commission this project.

This phase was integral to bringing the duct work up to current fire code, and necessary for the District to satisfy a NHDOE corrective action.

Phase 2 of this project was schedule to begin the summer of 2025, and was expected to be completed in time for the start of the 2026 school year. However, on April 18th, we were hit with a new price tag of \$7.9M, approximately \$3 million more than we had budgeted for this project. This was unexpected, and not in line with the projects that Trane had completed for us over the last year (at Woodman Park Elementary School, and Francis G. Hopkins Elementary School).

This unexpected increase in pricing was explained to our project managers to involve three factors:

1. An approximate 8% increase in the cost of the equipment since their first proposal in 2023.
2. A substantial increase in the number of Direct Expansion (DX) units needed than was

- originally estimated.
3. Additional infrastructure improvements were needed to handle the load of the rooftop chiller, as well as replacement of pipes and valves that were close to 30-years old and in need of repair.

Because the material increase in pricing would substantially affect the District's future bond payment we were been force to reevaluate the entire project and its impact on the District's capital improvement plan. We have approached the reevaluation of this project aggressively. First to verify that the pricing was fair and accurate, and second to find alternative strategies that will meet the needs of the building while staying within the approved budget for bonding purposes.

Our relationship with Cushman & Wakefield (C&W Services, Inc. – the company who manages all our grounds, custodial, and facilities maintenance functions) gives us access to experts within their property management company. Shortly after learning about the new pricing, we immediately engaged with them to verify and validate the numbers we were provided and asked them to begin looking at alternatives. This task is complex, and ongoing.

We also engaged with Energy Efficient Investments, Inc. (EEI), who was recently interviewed by the City's planning department for performance contracting to evaluate systems for energy savings. EEI is both controls and equipment agnostic and they took a fresh look at the entire project (at no cost to the District). While working with them over the last month, we have started putting together some promising alternatives that could get the project back on track, and within the \$4.9M target price.

Following their recent assessment of Dover Middle School, EEI identified several promising solutions to improve indoor air quality and energy efficiency throughout the school. These solutions are coming at a critical time—when significant federal funding opportunities are still available but quickly approaching expiration.

To help move this effort forward, EEI proposed a pathway that we are already authorized to use under New Hampshire Chapter 53-A:3 and Dover's § 5-29(A) ordinance. Through this cooperative procurement process, Dover has the option to build on the recent competitive RFQ conducted by the City of Manchester and the Manchester School District, who selected EEI as their energy services partner after a thorough evaluation. This process allows districts like Dover to avoid duplicating efforts while still benefiting from a transparent, competitively established partnership model.

This exact model was used earlier this year by the City of Portsmouth, who retained EEI to perform investment-grade energy audits using the Manchester RFQ. EEI has proposed a similar starting point in Dover: an audit of the middle school and other priority facilities to help evaluate HVAC options, develop budget-neutral performance-based solutions, and secure federal and state funding.

Based on their preliminary observations, EEI has shared the following options for Dover School District:

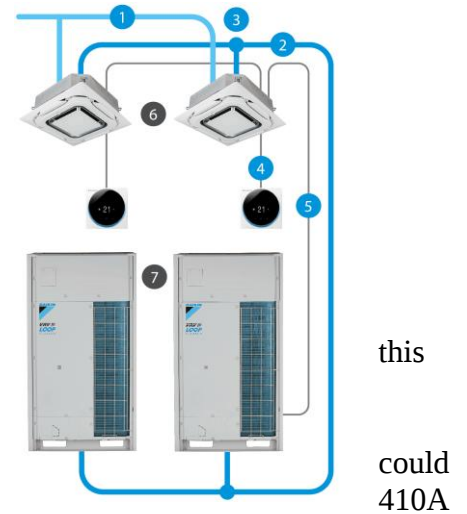
Potential Opportunities for Dover Middle School

EEI Preliminary Assessment

Option 1: Variable Refrigerant Flow (VRF) Systems. VRF systems are often selected for their high energy efficiency and ease of installation. These systems can provide both heating and cooling from the same unit and require minimal ductwork.

However, recent changes in EPA regulations are shifting the industry toward R-32 refrigerant, which has less of an effect on ozone than previous refrigerants, but also has a higher flammability rating. Many jurisdictions have significant concerns with large amounts of R-32 refrigerant piping in school buildings.

We would be hesitant to install a system in a building the size of Dover Middle School until the federal code regulations surrounding this issue are clearly resolved. Most schools currently using this refrigerant within the building envelope are installing leak detection systems so they can safely evacuate the building if a leak occurs. We potentially find unsold equipment containing the old refrigerant R-410A (less flammable), but my concern for Dover would be the difficulty in maintaining and repairing that obsolete product in the future. There is also the very real possibility that the EPA will roll back the elimination of R-410A with the new administration.



Local precedent: EEI installed VRF systems at Dondero School (Portsmouth) prior to the refrigerant transition. Based on current regulatory uncertainty, we would not recommend VRF for a project of this scale unless future EPA policy is clarified.

Key Considerations:

- ✓ High efficiency and lower first cost
- ✓ Compact installation footprint
- ✗ Shorter lifespan (12–15 years on average)
- ✗ R-32 refrigerant raises safety/code compliance questions, especially in schools
- ✗ Leak detection and evacuation systems would be required in many jurisdictions

Option 2: Air-Cooled Chiller with Ducted Distribution

This option involves placing a chiller outside the building envelope and chilled water coils within the building's ductwork to condition air. This proven technology with strong longevity and minimal refrigerant exposure inside the school. While air-cooled chillers offer durability and refrigerants outside the building envelope, they are less common in New Hampshire K-12 schools. One consideration is that when only a small portion of the building—such as the main office—is occupied, the system still requires significant pumping energy to circulate chilled water throughout the school. Chillers are more typically used in regions with high year-round cooling demand. In New Hampshire, schools more often opt for packaged rooftop systems with integrated dehumidification for better operational efficiency and lower energy use in partial-load conditions.



using
is a
keep

Local precedent: Portsmouth Middle School selected this approach due to their pitched roof and large ventilation loads.

Key Considerations:

- ✓ Long service life (20–30 years)
- ✓ All refrigerant remains outdoors—no safety or code concerns inside the school
- ✓ Ideal for pitched-roof areas where rooftop units are difficult to install
- ✗ Less efficient when only office space is occupied
- ✗ Higher operational energy due to water pumping throughout the building
- ✗ Rare in NH schools, typically more common in southern U.S. climates

Option 3: Packaged ERVs with Dehumidification

This is the most common solution used in New Hampshire K-buildings today. Packaged energy recovery ventilators (ERVs) integrate fresh air ventilation, humidity control, and energy recovery into a single rooftop or ground-mounted unit. The multi-story pitched roof at Dover MS would be an extremely challenging location to install entirely roof-mounted equipment, although it could be recommended for the flat roof portions.



12

Local precedent: Spaulding High School successfully implemented this solution across similar building types.

Key Considerations:

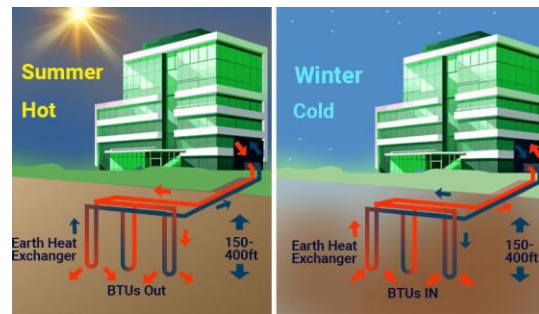
- ✓ Lowest capital cost and fastest to deploy
- ✗ Not ideal for pitched roof areas

Option 4: Ground Source Heat Pumps (Geothermal)

Geothermal systems are the most forward-looking option—environmentally, financially, and technically. These systems offer the longest useful life, eliminate fossil fuel use, and are currently eligible for federal funding that could cover up to 40% of project costs. Ground source heat pump systems use the relatively constant temperature of the earth to provide highly efficient heating and cooling by circulating fluid

through a network of underground piping to transfer heat to or from the building as needed. Because they use electricity rather than combustion, they eliminate on-site fossil fuel use and drastically reduce greenhouse gas emissions.

Recent federal legislation retained a grant opportunity could reimburse Dover for up to 40% of the total cost upgrading to a ground source heat pump system. In addition, the school may qualify for a 30% federal rebate for the installation of a rooftop solar PV system that would help offset the increase in electricity costs. These incentives could bring more **\$6 million** in federal funding to Dover—significantly reducing net project costs and allowing the District to implement a long-term solution without increasing its originally anticipated budget for a conventional system.



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Local precedent: Oyster River Middle School recently completed a similar analysis and selected ground source as their preferred option based on lifecycle cost and sustainability goals.

Key Considerations:

- ✓ 40% federal grant
- ✓ Expected project value: up to \$6 million in federal support
- ✓ Supports year-round heating and cooling with zero direct emissions
- ✓ Well systems last 50+ years; mechanical systems typically 25–30 years
- ✓ Aligns with Dover’s climate and decarbonization goals
- ✗ Higher upfront costs (offset post-construction via rebate)
- ✗ Requires action: must be safe harbored by late summer 2025 and completed by 2028
- ✗ Federal funding includes Davis-Bacon (prevailing wage) requirements

While Each system presents distinct advantages and limitations in terms of system longevity, refrigerant use, maintenance, and energy efficiency. We believe the best course of action is to provide the board with a data-driven evaluation of each viable option.

With the Board's consent, we would like to engage with EEI to include energy modeling, lifecycle cost analysis, grant and incentive support, and emissions impact assessment. We intend to present this energy data and preliminary budget estimates for each technology at the July School Board meeting to support an informed, transparent decision aligned with Dover's financial, operational, and environmental priorities.

Our facilities team is highly motivated to move quickly on this, understanding that the anticipated passage of a federal bill in July 2025 will trigger a 60-day window to "safe harbor" incentives that provide millions in reimbursements and rebates for clean energy and infrastructure upgrades. We are in a unique position to benefit from federal funding opportunities that may not be available much longer. By utilizing the cooperative procurement pathway authorized under NH 53-A:3 and Dover ordinance § 5-29(A), the district can move forward efficiently—without the delays of a formal RFP—while still aligning with local and state procurement guidelines.

Memorandum of Understanding

Woodman Park Elementary School will partner with the **Seymour Osman Community Center and Youth Safe Haven** by participating in the SOCC Afterschool Program, and commits to do the following for the year starting July 1, 2025, and ending June 30, 2026:

1. Information and data
 - a. Provide report cards, progress reports, and test scores for program participants (with parent-signed information releases), to be used as evaluation and assessment tools by SOCC staff.
 - b. Provide oral and written communication with SOCC staff to report program participants' achievements and obstacles (for students with parent-signed information releases).
 - c. Provide aggregate data on behavior incident reports for program participants.
 - d. Provide e-mail address of staff and mailbox at school to facilitate communication between SOCC staff and school personnel.
 - e. Provide curriculum resources to allow SOCC staff to develop activities that are aligned with school-day instruction.
2. Volunteer time
 - a. Provide representation on SOCC Board of Directors.
3. Provide space
 - a. Seven (7) classrooms every school day for homework lab (3:00-4:00).
 - b. Five (5) classrooms every school day for enrichment programs (4:00-6:00).
 - c. Technology devices (Chrome Cart, Ipads, tablets, etc) for weekly enrichment program (4:00-6:00).
 - d. Gymnasium every school day for enrichment programs (3:00-6:00).
 - e. Gymnasium/Cafeteria/Black Top for monthly fundraisers or family events.
 - f. Provide SOCC Program Director and Site Coordinator with swipe card entry to building.
4. Staff development
 - a. Provide opportunities for SOCC staff to participate in relevant teacher workshops.
 - b. Provide opportunities for SOCC staff to invite teachers and interns to afterschool program activities.
5. Support
 - a. Provide SOCC staff access to Title IX Coordinator, 504 Coordinator and an English Language Learners (ELL) Coordinator, as needed for consultation on issues related to students requiring additional services.

Woodman Park Elementary School sees its role as supporting the SOCC Afterschool Program toward achievement of its goals. In carrying out the program, the Seymour Osman Community Center and Youth Safe Haven will manage, fund, and evaluate program operations.

Signed this _____ day of _____ 2025:

Ryan Crosby
Executive Director
Seymour Osman Community Center

Patrick Boodey / William Harbron
Principal / Superintendent
Woodman Park Elementary School



DOVER SCHOOL DISTRICT SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members of the Dover School Board
Dr. William R. Harbron, Superintendent
FROM: Jennifer Krans, Director of CIA
DATE: June 9, 2025
RE: Request to Waive Bidding

Big Ideas Math and YOU

Books and digital licenses and shipping	\$49,799.25
Total	\$49,799.25

Request to Waive Bidding

This waiver request for the bidding requirement for a total of \$49,799.25 for the purchase of math curriculum materials that will be used by Dover High School Teachers of Algebra 1, Geometry, and Algebra 2. The Dover School District is committed to providing high-quality instructional material for mathematics instruction. In an independent study conducted by Project Tomorrow in partnership with Penn State University, the analysis concluded that Big Ideas Learning Math met the ESSA qualifications for Tier 3, Promising Practice, which requires at least one well-designed and well-implemented correlational study (with statistical controls for selection bias) demonstrating statistically significant effects and no negative findings. Additionally, texts from this vendor are already in use at DHS for Pre-Calculus and Calculus courses. The selected vendor is the only vendor of this curriculum, meaning that they are the sole source from which we can obtain this product.



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Empowering all Learners

MEMORANDUM

TO: Dover School Board; Superintendent Harbron
FROM: Kori Kennedy, CTC Director
DATE: June 5, 2025
RE: NJROTC Flight Simulator Purchase

The Dover NJROTC program has been awarded an Industry Recognized Credential (IRC) grant totaling \$86,995.00. These funds are designated specifically for the purchase of a flight training simulator and associated instructor training. The goal of this acquisition is to provide cadets with access to aviation technology that not only enhances their hands-on learning experience, but also results in an industry credential upon successful completion of training. This credentialing opportunity aligns with the IRC grant's core objective: to equip students with tangible, career-ready skills in high-demand fields.

Due to the high level of specialization and the categorizing of this as a micro purchase that does not require bidding for the application of Federal Funds, we are asking the board to waive bidding. There will be no cost to the Dover taxpayer for this purchase.

Vendor Responses

The following is a summarized review of the proposals received by the District:

Business	Product	3-Chan. Visual	Seat/Base	Motion	Price	Shipping	Total
Airbus	Airbus A320	Yes	Yes	No	\$ 100,000	Negotiable	N/A
Frasca	Cessna 172	Yes	Yes	No	\$ 59,000	\$ 3,500	\$ 62,500
Redbird	Cessna 172+	Yes	Yes	Yes	\$ 71,900	\$ 2,500	\$ 74,400

Department Recommendation

We reviewed produces from three manufacturers that contained comparable features and could be used effectively for preparing cadets with skills to fly an aircraft. The following features were deemed most important:

- 1. Minimum 3-channels (front, left, center) of visualization.*
- 2. A seat and/or base with physical controls.*
- 3. Motion*

Based on the lowest price for the most desired features, we recommend the Redbird Flight Simulator. The Redbird is the only simulator among the three that offers full-motion, providing a more realistic training experience for our students. It also supports multiple aircraft configurations, allowing our instructor to tailor the simulator to various aircraft types, offering more flexibility.

Redbird offers on-site assembly, a full curriculum aligned with aviation training standards, and teacher training to ensure our instructor is prepared to integrate the simulator into the classroom. The Redbird Simulator is widely used in professional flight schools and is FAA approved to count toward flight training hours for a pilot's license — making it an industry-standard tool for aviation education. The Redbird is recommended by industry professionals and is the most suitable choice to support high-quality aviation instruction and help students successfully pursue flight certification.



DOVER SCHOOL DISTRICT SAU 11

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Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Michael Limanni, Chief Financial Officer
DATE: June 9, 2025
RE: Recommendation for Purchase of New Cafeteria Tables at Woodman Park Elementary School

Dear Members of the School Board,

After receiving and reviewing multiple quotes for the purchase of new cafeteria tables for Woodman Park Elementary School, I would like to present our findings and recommendation for vendor selection.

Our objective was to procure fourteen (14) round, mobile stool cafeteria tables, 60" in diameter, with an MDF tabletop and a height of 27". This specification was chosen by the school principal, Patrick Boodey to best suit the needs of the elementary students and the cafeteria layout.

We received the following quotes for tables meeting the above specifications:

- **School Outfitters:** \$23,183.86
- **Hertz Furniture:** \$25,165.10
- **Worthington Direct:** \$25,627.24

After careful consideration of the quotes and product specifications, the recommendation is to move forward with School Outfitters, which provided the lowest quote at \$23,183.86 for the selected table style. This option meets all the specified requirements and offers the most cost-effective solution without compromising on quality or functionality.

We respectfully request the School Board's approval to proceed with the purchase from School Outfitters.

**TUITION AGREEMENT
BETWEEN DOVER SCHOOL DISTRICT, SAU 11
AND
STRAFFOD SCHOOL DISTRICT, SAU 105
REGARDING NON-RESIDENT TUITION STUDENTS**

This Agreement, made this 1st day of July, 2025, is between the Dover School District (hereafter “Dover”) and the Strafford School District (hereafter “Sending District”).

WHEREAS the Sending District – desires to enroll the following students at Dover High School for the school year: Camden Reeves(9), Brooke Rizzotti(9), Saskia Van Meter(9), Aaliyah Walker(9), Leeauna Daelus(12), and Noah Jaime(12); and

WHEREAS, Dover is willing to accept the students as a non-resident tuition students;

NOW THEREFORE, Dover and the Sending District agree as follows:

1. Dover will enroll the students, subject to the terms of this Agreement, for the 2025-26 school year. The Dover School Board has the discretion to limit the number of students from the Sending District who attend Dover schools based on current financial, educational and class size considerations.
2. Any Sending District student who enrolls in Dover must meet all requirements for enrollment that apply to students who are residents of Dover (such as age, immunizations, physical examinations, grade level).
3. Dover will not enroll any Sending District student who is currently under suspension or expulsion at any other school, or who is incarcerated in the juvenile justice system.
4. Any student who is enrolled in Dover schools will be allowed to continue until they graduate so long as they meet academic, extracurricular, behavioral and any other requirements applicable to all students at the high school. Sending District students are subject to the same disciplinary procedures as students who reside in Dover, including suspension and expulsion from school.
5. Enrollments will only be accepted for the beginning of the school year and for the beginning of the second semester.
6. Dover will not provide transportation to Sending District students except: 1) between Dover High School and the local regional technical and career education center center); or 2) if required in a student’s IEP for separate bussing. Transportation provided pursuant to a student's IEP will be considered "specialized services" as described in Paragraph 11, below, and the cost for any such services will be the responsibility of the Sending District.
7. The Sending District agrees to pay tuition per student to Dover in the amount of \$ in two equal installments to be billed by October 11 and February 1 and paid not later than November 18 and March 1, respectively.

8. The Sending District agrees that if there is a default in payment under the terms of this Agreement, and Dover allows the nonresident tuition student to continue to attend, all payments that are due and in arrears shall accrue interest at a rate of 10% per annum until paid in full. In the event that the Sending District fails to make timely payments of tuition as set forth herein, it shall be required to pay, in addition to the principal and interest, all costs of collection including but not limited to reasonable attorney's fees and court costs. Any legal action to collect costs or fees shall be governed by the laws of the State of New Hampshire.
9. The students shall be subject to the same rules of conduct to which Dover students are subject, and Dover reserves the right to take disciplinary action, up to and including expulsion, in response to misconduct by the student. The Sending District, as the students' district of residence, and not Dover, shall bear the duty, if any, to provide education to an expelled student.
10. Special education excess costs shall be billed in two installments, on or before January 15 and June 15, and must be paid not later than January 31 and June 30.
11. In addition to the tuition specified in Paragraph 7, the Sending District shall be responsible for the cost of any specialized instruction, related services, accommodations, or modifications that a Dover IEP Team or Section 504 Team determines a student requires to participate in Dover schools and which are not available in existing Dover programs from personnel currently employed by Dover. Examples of such specialized services include, but are not limited to, one-to-one educational assistants, behavior specialists, vision specialists, adaptive technology assistive technology, specialists, computer equipment/software, building modifications, and transportation. A representative of the Sending District with authority to commit Sending District resources will attend each IEP or 504 Team meeting for Sending District students. Any such specialized services will be specified on a separate "Specialized Services Agreement" and the Sending District will be billed for those costs in addition to the tuition specified in Paragraph 7.
12. Dover's duty to serve students pursuant to this Agreement shall end and revert to the Sending District in the event that Dover concludes that it cannot appropriately serve students.
13. The Sending District shall be responsible for all legal expenses arising out of disputes over special education issues relating to Sending District students and shall indemnify and hold Dover harmless for any administrative or judicial decisions regarding such students. If Dover incurs legal expenses specifically related to a Sending District student, the Sending District shall reimburse Dover for those expenses.
14. This Agreement will remain in effect through June 30, 2026.
15. This Agreement shall be interpreted, construed and governed according to the laws of the State of New Hampshire.
16. This Agreement replaces all previous Tuition Agreements and Memoranda of Understanding between the Dover School District and the Sending District regarding tuition students.

17. This Agreement is expressly subject to the Dover School District Non-Resident Tuition Student Policy JFAB, the terms of which are incorporated herein by reference. Receipt of a copy of the Regulation is acknowledged by the signature of the Sending District.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the date indicated.

By: _____
Authorized Agent for Dover

_____ Date

By: _____
Authorized Agent for the Sending District

_____ Date



DOVER SCHOOL DISTRICT

SAU 11

McConnell Center | 61 Locust Street, Suite 409 | Dover, NH 03820-4132
Phone: 603-516-6800 | Fax: 603-516-6809

Empowering all Learners

TO: Members Dover School Board
William R. Harbron, Superintendent of Schools
FROM: Michael Limanni, Chief Financial Officer
DATE: June 6th, 2025
RE: Recommendation to contract for EOY projects.

The admin team, and the business office staff have worked hard to provide you this list of items which need our attention. We are specifically bringing these items to your attention because they were not included in the FY25 budget request and are of substantial cost. For transparency, we are recommending that you acknowledge the need for these items and vote to authorize the District to use unencumbered funds that are remaining from the FY25 budget to purchase them. We will be available to answer any questions you have about these items, and/or the process we will be following to purchase them.

FY2025 Unencumbered Projects - Request Funding Approval				
Status	Location	Description	Dept Owner	Est. Cost
Request to Contract	BELL	Lighting Upgrade	Facilities	\$ 3,525.00
Request to Contract	BELL	Paved walkway at exit (N and W)	Facilities	\$ 15,000.00
Request to Contract	BELL	Field subgrade drainage	Facilities	\$ 8,000.00
Request to Contract	DHS	Crack Sealing Main Parking Lot & Assess Tennis Courts	Facilities	\$ 5,000.00
Request to Contract	DHS	Cosmo sink and counter replacement	Facilities	\$ 17,240.00
Request to Contract	DHS	Vape detectors	Facilities	\$ 23,071.37
Request to Contract	DHS	Electric Golf Cart for Athletics	Athletics	\$ 9,999.00
Request to Contract	DMS	Add power to IDF Network closets	TECH	\$ 6,450.00
Request to Contract	DMS	Gym projector/screen project (w/ audio from IT project	Facilities	\$ 12,000.00
Request to Contract	DMS	Add heating/cooling to Tom's office	Facilities	\$ 650.00
Request to Contract	DMS	Decomm. STEM Room	Facilities	\$ 10,000.00
Request to Contract	FGH	Roof soffit repairs @ Gym	Facilities	\$ 20,000.00
Request to Contract	GES	Valve actuators replacement	Facilities	\$ 4,000.00
Request to Contract	WPS	Replace Cafeteria Tables	Facilities	\$ 23,183.86
Request to Contract	WPS	Lower sidewalk replacement	Facilities	\$ 15,000.00
Request to Contract	WPS	Stage curtain replacement	Facilities	\$ 8,498.00
Request to Contract	WPS	Handicap Ramp Repairs	Facilities	\$ 48,000.00
Request to Contract	SAU	SAU Superintendent office paint	Facilities	\$ 2,000.00
Request to Contract	SAU	SAU Office Modification for HR Dir. Office	Facilities	\$ 50,000.00
Request to Contract	DW	Tree Removal	Facilities	\$ 15,000.00
Request to Contract	DW	Admin Office Glass Upgrade	Facilities	\$ 50,000.00
Request to Contract	DW	2 Vans to Replace 13 Passenger Bus	SAU	\$ 130,000.00
Request to Contract	FS	Infinite Campus - POS/Food Services Module	SAU	\$ 10,250.00
Approval to Transfer	FS	GF Transfer to Food Services to offset uncollected student balances.	SAU	\$ 25,000.00
				\$ 511,867.23
TOTAL EOY PROJECTS FOR APPROVAL :				\$ 511,867.23
		Est. Ending GF Fund Balance		\$ 813,318.19
		Unencumbered EOY Projects		\$ 511,867.23
		Sub Total:		\$ 301,450.96



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, 2025

TO: Senior Educational Official

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2026

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

The submission of general assurances is required in part by:

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

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

In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy determines which type of entity may apply for federal funds. As such, both the Senior Educational Official 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 (no initials required for the signature pages) and upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. The various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

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

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds. Both certifying parties are asked to execute the document and return the document by uploading it to the district GMS homepage no later than **June 1, 2025**.

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

New Hampshire Department of Education

FY2026

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

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

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

All individuals executing this document should review the document to ensure that you understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated (initials on the signature pages are not required).

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

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

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

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will comply with the requirements regarding construction and real property within 34 CFR Part 75.600-75.684. The non-Federal entity is required to comply with any reporting requirements on the status of real property in which the Federal Government retains an interest pursuant to 2 CFR 200.330.
- 4) The subrecipient will establish safeguards to prohibit employees from using their positions for purposes that constitute or appear to present a personal or organizational conflict of interest, or for personal gain.
- 5) The subrecipient will initiate and complete the work within the applicable time frame after receiving approval from the awarding agency.
- 6) The subrecipient will comply with all Federal statutes, administrative rules and executive orders including provisions protecting free speech, religious liberty, public welfare, the environment, and those prohibiting discrimination. These include, but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; including any guidance issued consistent with Executive Order 14151 Ending Radical And Wasteful Government DEI Programs And Preferencing – The White House (January 20, 2025) and the communication titled “Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance and Request for Certification under Title VI and SFFA v. Harvard issued by the United States Department of Education on April 3, 2025, as applicable;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex including any guidance issued consistent with Executive Order 14168 Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government (January 20, 2025), as applicable;
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;

- (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
 - (j) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98); and
 - (k) The requirements of any other statute(s), administrative rule, executive order, dear colleague letter, or non-regulatory guidance which may apply to the application.
- 7) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 8) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 9) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 10) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 11) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 12) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, dear colleague letter, non-regulatory guidance and policies governing all program(s).
 - 13) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 14) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.
 - 15) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those

funds and property.

- 16) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 17) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303(a)). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303(b)(1)). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303(e)(1)).
- 18) The subrecipient will comply with the Stevens Amendment.
- 19) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 20) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234(f), and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 21) The Subrecipient will ensure compliance with 2 CFR 200.415(a) and (b).
- 22) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 23) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 24) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 25) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 26) The subrecipient will submit a fully executed and accurate FY25 Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2025. The worksheet

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

- 27) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 28) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 29) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 30) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 31) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 32) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction sub-agreements.
- 33) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 34) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 35) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 36) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 37) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all

contracts and purchase orders for work or products under this award (2 CFR 200.322).

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

39) The subrecipient will comply with the Protection for Whistleblowers (41 U.S.C. §4712).

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for (this list is not all inclusive):

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		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
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		

Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 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		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

3. Internal Controls

The subrecipient must:

- Establish, maintain, and document effective internal controls over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should comply with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with the U.S. Constitution, federal statutes, regulations, applicable executive order, and non-regulatory guidance, as applicable, and the terms and conditions of the federal awards.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.
- Retain all Federal award records and other supporting documentation in accordance with 2 CFR 200.334.

4. Allowable Costs

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

- 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 \$1,000,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities:

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

6. Reports to be Submitted

Audits/Management Decisions

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: The Federal Audit Clearinghouse

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

- a) **New Hampshire Department of Education**

New Hampshire Department of Education – FY26 Initials of Senior Educational Official: _____
Page 7 of 16 Initials of School Board Chair: _____

Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301 Or via email to: federalcompliance@doe.nh.gov

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

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

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate FY25 Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2025**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

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

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

New Hampshire Department of Education – FY26 Initials of Senior Educational Official: ____
Page 8 of 16 Initials of School Board Chair: ____

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; and
 - 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; and
 - 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; or
 - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency.

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

9. Gun Possession

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

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

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Nothing in this section shall be construed to prevent the local school district or chartered public school that expelled the student from providing educational services to such student in an alternative setting.

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

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

10. Lobbying

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

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under federal awards, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

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

11. Subrecipient Monitoring

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

12. More Restrictive Conditions

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

13. Obligations by Subrecipients

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

14. Personnel Costs – Time Distribution

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

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

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

- a) Reflect an after-the-fact distribution of the actual activity of each employee;
- b) Account for the total activity for which each employee is compensated;

- c) Prepared at least monthly and must coincide with one or more pay period; and
- d) Signed and dated by the employee.

15. Protected Prayer in Public Elementary and Secondary Schools

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

16. Purchasing/Procurement

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

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

17. Retention and Access to Records

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

18. The Stevens Amendment

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

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

19. Transfer of Disciplinary Records

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

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

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

20. Compliance with FERPA and PPRA

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

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

C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out of a Federal program. The

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

- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with 2 CFR 200.331, including an agreement the pass-through entity considers a contract.
- 6) **Subrecipient** – *Subrecipient* means an entity that receives a subaward from a pass-through entity to carry out part of a federal award.
- 7) **Senior Educational Official** – *Senior Educational Official* means the top executive in an educational organization who makes the key decisions on spending, staffing, and other education policies.

CERTIFICATION

Instructions: The Senior Education Official **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Senior Educational Official and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Senior Educational Official or other Qualifying Administrator Certification:

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

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 14 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU/Charter Number: _____ District or Charter School Name: _____

Typed Name of Senior Educational Official

Signature

Date

New Hampshire Department of Education – FY26 Initials of Senior Educational Official: _____
Page 15 of 16 Initials of School Board Chair: _____

School Board Certification:

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

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

Signature

Date

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



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

May 20, 2025

TO: Senior Educational Official

FROM: Lindsey Labonville, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2026

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

The submission of general assurances is required in part by:

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

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

In New Hampshire both School Districts and School Administrative Units (SAUs) are considered LEA's. Individual program policy determines which type of entity may apply for federal funds. As such, both the Senior Educational Official 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 (no initials required for the signature pages) and upload the document in its entirety to the district's homepage on GMS. The Bureau of Federal Compliance office will notify the appropriate NHED program approving federal funds to LEA's when it has received each assurance. The various federal programs are not to request additional copies from you, but to accept the Bureau of Federal Compliance list as the basis for determining compliance with these requirements as one item in their approval of proposals for funding. Other program specific assurances will still be requested from the LEA's by individual NHED programs.

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

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds. Both certifying parties are asked to execute the document and return the document by uploading it to the district GMS homepage no later than **June 1, 2025**, in order to receive initial allocations for federal programs by July 1, 2025. If your school district has previously submitted "General Assurances, Requirements and Definitions for Participation in Federal Program" for FY 2026, there is no need to resubmit a revised form to the district GMS homepage.

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

New Hampshire Department of Education

FY2026

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

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

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

All individuals executing this document should review the document to ensure that you understand the requirements and deadlines to which you are agreeing.

Following your review and acceptance of these General Assurances, Requirements and Definitions for Participation in Federal Programs please sign the certification statement on the appropriate page and then initial each of the remaining pages where indicated (initials on the signature pages are not required).

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

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

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

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will comply with the requirements regarding construction and real property within 34 CFR Part 75.600-75.684. The non-Federal entity is required to comply with any reporting requirements on the status of real property in which the Federal Government retains an interest pursuant to 2 CFR 200.330.
- 4) The subrecipient will establish safeguards to prohibit employees from using their positions for purposes that constitute or appear to present a personal or organizational conflict of interest, or for personal gain.
- 5) The subrecipient will initiate and complete the work within the applicable time frame after receiving approval from the awarding agency.
- 6) The subrecipient will comply with all Federal statutes, administrative rules and executive orders including provisions protecting free speech, religious liberty, public welfare, the environment, and those prohibiting discrimination. These include, but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; ~~including any guidance issued consistent with Executive Order 14151 Ending Radical And Wasteful Government DEI Programs And Preferencing The White House (January 20, 2025) and the communication titled "Reminder of Legal Obligations Undertaken in Exchange for Receiving Federal Financial Assistance and Request for Certification under Title VI and SFFA v. Harvard issued by the United States Department of Education on April 3, 2025, as applicable;~~¹
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex. ~~including any guidance issued consistent with Executive Order 14168 Defending Women From Gender Ideology Extremism And Restoring Biological Truth To The Federal Government (January 20, 2025), as applicable;~~
 - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
 - (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;

¹ Federal statutes shall be interpreted consistent with the judicial and administrative constructions in effect.

- (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee- 3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made;
 - (j) The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) and the Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98); and
 - (k) The requirements of any other statute(s), administrative rule, executive order, dear colleague letter, or non-regulatory guidance which may apply to the application.
- 7) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
 - 8) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
 - 9) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
 - 10) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
 - 11) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
 - 12) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, dear colleague letter, non-regulatory guidance and policies governing all program(s).
 - 13) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
 - 14) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

- 15) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 16) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 17) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303(a)). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303(b)(1). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303(e)(1).
- 18) The subrecipient will comply with the Stevens Amendment.
- 19) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 20) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234(f), and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 21) The Subrecipient will ensure compliance with 2 CFR 200.415(a) and (b).
- 22) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 23) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 24) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 25) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.

- 26) The subrecipient will submit a fully executed and accurate FY25 Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2025. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website.
- 27) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 28) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 29) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 30) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 31) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 32) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally assisted construction sub-agreements.
- 33) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 34) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 35) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 36) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
- 37) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent

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

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

39) The subrecipient will comply with the Protection for Whistleblowers (41 U.S.C. §4712).

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for (this list is not all inclusive):

Policy/Procedure Name	In Accordance With	Policy	Procedure
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		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

Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 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		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

3. Internal Controls

The subrecipient must:

- Establish, maintain, and document effective internal controls over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should comply with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework" issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with the U.S. Constitution, federal statutes, regulations, applicable executive order, and non-regulatory guidance, as applicable, and the terms and conditions of the federal awards.
- Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- Take reasonable cybersecurity and other measures to safeguard information including protected personally identifiable information (PII) and other types of information. This also includes information the Federal agency or pass-through entity designates as sensitive or other information the recipient or subrecipient considers sensitive and is consistent with applicable Federal, State, local and tribal laws regarding privacy and responsibility over confidentiality.
- Retain all Federal award records and other supporting documentation in accordance with 2 CFR 200.334.

4. Allowable Costs

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

- 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 \$1,000,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$1,000,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities:

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

6. Reports to be Submitted

Audits/Management Decisions

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: The Federal Audit Clearinghouse

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

New Hampshire Department of Education – FY26 Initials of Senior Educational Official: _____
Page 7 of 16 Initials of School Board Chair: _____

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

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

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate FY25 Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than **December 31, 2025**. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

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

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
 - b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - 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; and
 - 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; and
 - 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; or
 - Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate

agency.

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

9. Gun Possession

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

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

Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:1 without written authorization from the superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months. Nothing in this section shall be construed to prevent the local school district or chartered public school that expelled the student from providing educational services to such student in an alternative setting.

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

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

10. Lobbying

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

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under federal awards, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

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

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

contribute funds to any entity engaged in these activities.

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

11. Subrecipient Monitoring

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

12. More Restrictive Conditions

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

13. Obligations by Subrecipients

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

14. Personnel Costs – Time Distribution

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

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

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

- a) Reflect an after-the-fact distribution of the actual activity of each employee;

- b) Account for the total activity for which each employee is compensated;
- c) Prepared at least monthly and must coincide with one or more pay period; and
- d) Signed and dated by the employee.

15. Protected Prayer in Public Elementary and Secondary Schools

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

16. Purchasing/Procurement

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

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

17. Retention and Access to Records

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

18. The Stevens Amendment

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

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

19. Transfer of Disciplinary Records

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

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

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

20. Compliance with FERPA and PPRA

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

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

C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a recipient or subrecipient that provides a subaward to a subrecipient (including lower tier subrecipients) to carry out of a Federal program. The

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

- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to contribute to the goals and objectives of the project by carrying out part of a Federal award received by the pass-through entity. It does not include payments to a contractor, beneficiary, or participant. A subaward may be provided through any form of legal agreement consistent with criteria in with 2 CFR 200.331, including an agreement the pass-through entity considers a contract.
- 6) **Subrecipient** – *Subrecipient* means an entity that receives a subaward from a pass-through entity to carry out part of a federal award.
- 7) **Senior Educational Official** – *Senior Educational Official* means the top executive in an educational organization who makes the key decisions on spending, staffing, and other education policies.

CERTIFICATION

Instructions: The Senior Education Official **must** consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General Assurances, Requirements and Definitions for Participation in Federal Programs. The Senior Educational Official and the Chair of the School Board **must** sign this certification page (and initial the remaining pages) as described below and return it to the NHED. **No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions for Participation in Federal Programs on file.** For further information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Senior Educational Official or other Qualifying Administrator Certification:

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

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 14 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU/Charter Number: _____ District or Charter School Name: _____

Typed Name of Senior Educational Official

Signature

Date

New Hampshire Department of Education – FY26 Initials of Senior Educational Official: _____
Page 15 of 16 Initials of School Board Chair: _____

School Board Certification:

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

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

Signature

Date

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