

## Colebrook School Board Meeting Agenda

<b>Date</b>	4/2/2024		
<b>Time</b>	6:00 pm		
<b>Location</b>	Colebrook Academy & Elementary School library		
<b>Chairperson</b>			
	<b>School Board Members</b>	<b>Principal</b>	<b>SAU Members</b>
Nathan Lebel	Cayenne Amey	Kim Wheelock	Debra Taylor
David Brooks	Julie Brunault	<b>Assistant Principal</b>	Bridget Cross
Rhonda Lyons	Tim Stevens	Stephanie Cameron	
Robert Murphy		<b>College Career &amp; Technical Education Director</b>	
<b>Student Board Members</b>		Tia Cloutier	
Jamie McLain			
Sandra Minigell			
<b>Item</b>	<b>Subject</b>		
1.	<b>Roll Call</b>		
2.	<b>Agenda Adjustments:</b>		
3.	<p><b>Organizational Meeting: Prior members are named within parenthesis ( )</b>            Superintendent presides:</p> <ul style="list-style-type: none"> <li>• Election of Chairperson (Nate Lebel)</li> </ul> <p>Chairman Presides:</p> <ul style="list-style-type: none"> <li>• Election of Vice-Chairperson (Tim Stevens)</li> <li>• Secretary (Deb Greene)</li> <li>• NHSBA Delegate (Nate Lebel)</li> <li>• NHSBA Alternate (Tim Stevens)</li> <li>• Legislative Delegate (Robert Murphy)</li> <li>• Legislative Alternate ( )</li> <li>• Negotiations (Deb Greene, Nate Lebel, Rhonda Lyons)</li> <li>• Building Facility Committee (All Members)</li> <li>• Building Expansion Committee (All Members)</li> <li>• Co-Curricular Committee (Rhonda Lyons, Tanya Young)</li> <li>• Curriculum Committee (Nate Lebel, Tim Stevens, Tanya Young, Robert Murphy, Rhonda Lyons)</li> <li>• Technology Committee (Deb Greene, Nate Lebel)</li> <li>• SAU 7 Policy Committee (Robert Murphy)</li> <li>• SAU 7 Wellness Committee (Rhonda Lyons)</li> </ul> <p><b>New Board Member Orientation Information</b></p> <ul style="list-style-type: none"> <li>• Attend Webinars –               <ul style="list-style-type: none"> <li>○ <i>New School Board Member Orientation</i> - Monday, May 6 or Thursday, May 9 (6-8pm). Register on NHSBA website</li> <li>○ <i>Chiring an Effective Meeting</i> - Tuesday, April 30, 2024 (6:00-7:30 pm). Register on NHSBA website</li> </ul> </li> <li>• Review School Board Policies – Available online on SAU7 website</li> <li>• Meet with Superintendent – Schedule mutually convenient time</li> </ul> <p><b>School Board Meeting Schedule</b></p>		

	<ul style="list-style-type: none"> <li>• Colebrook Board: First and Third Tuesday of the month (Jan, Feb, Aug &amp; Dec) first Tuesday of the month (March, April, May, June, September, October and November) at 6:00 pm in School Library; next meeting May 7, 2024 at 6:00 pm.</li> </ul> <p><b>School Board Member Ethics</b></p> <ul style="list-style-type: none"> <li>• <a href="#">Policy BCA School Board Member Ethics</a></li> <li>• <a href="#">Acknowledgement Form</a></li> </ul>
4.	<b>Hearing of the Public:</b> (30 minutes)
5.	<b>Special Report:</b>
6.	<b>Reading of the Minutes:</b> <a href="#">Colebrook School Board Meeting Minutes of March 5,2024</a>
7.	<b>Principal Report -</b> <ul style="list-style-type: none"> <li>• Student Reports</li> <li>• <a href="#">April Principal Report</a></li> </ul>
8.	<b>College Career &amp; Technical Education Director’s Report–</b> Tia Cloutier <ul style="list-style-type: none"> <li>• <a href="#">April Report</a></li> </ul>
9.	<b>Superintendent’s Report:</b> Debra Taylor <ul style="list-style-type: none"> <li>• <a href="#">April Superintendent Report</a></li> <li>• Teacher Resignations</li> <li>• Teacher Appointments</li> <li>• Approve Assistant Softball Coach</li> <li>• Accept Donation from Go Fund Me to Colebrook School District Expendable Trust Fund</li> <li>• <a href="#">General Assurances</a></li> <li>• <a href="#">Colebrook Support Staff and School Board Collective Bargaining Agreement 2024-2027 - Board Signature</a></li> </ul>
10.	<b>Business Administrator’s Report:</b> Bridget Cross <ul style="list-style-type: none"> <li>• <a href="#">Quote for Sweeping the Parking Lot</a></li> <li>• <a href="#">Approve New Student Activity Account</a></li> </ul>
11.	<b>Unfinished Business:</b>
12.	<b>New Business:</b>
13.	<b>Information:</b>
14.	<b>Non-Public Session :</b> RSA 91-A :3, II (a)(d)
15.	<b>Meetings:</b> <ul style="list-style-type: none"> <li>• April 11, 2024, SAU 7 Board Meeting – Columbia Town Hall at 6:00 pm</li> <li>• May 7, 2024 Colebrook School Board Meeting – Colebrook Academy and Elementary School Library at 6:00 pm</li> </ul>
16.	<b>Adjournment</b>

**SCHOOL BOARD MEMBER ETHICS***Category R*

Each board member shall comply with the following ethical provisions:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Make decisions only after full discussion at public Board meetings; render all decisions based on the available facts and my independent judgment, and refuse to surrender that judgment to individuals or special interest groups.
3. Seek systematic communications with students, staff, and members of the community.
4. Work respectfully with other Board members to achieve the educational goals of the school district by encouraging the free expression of opinions by all Board members.
5. Communicate to other Board members and the Superintendent expressions of public reaction to Board policies and school programs.
6. Be informed about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school board associations.
7. Support the employment of those persons best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or executive session.
9. Recognize that no individual member has authority to speak or act for the entire Board, except as specifically designated to do so by Board action.
10. Recognize that final Board actions will be supported by all members of the Board; take no private action that will compromise the Board or administration; and refrain from private actions which undermine or compromise official Board action.
11. Display and demonstrate courtesy and decorum toward fellow Board members at all public meetings and in all public statements.

*Appendix BCA-R*

Revised: May 2006

SAU #7 Policy Committee: Recommended for Adoption – February 22, 2018

Clarksville School Board: Adopted – June 20, 2018

Colebrook School Board: Adopted – March 28, 2018

Columbia School Board: Adopted – April 3, 2018

Pittsburg School Board: Adopted – March 26, 2018

Stewartstown School Board: Adopted – March 5, 2018

**SCHOOL BOARD MEMBER ETHICS**

**ACKNOWLEDGMENT OF SCHOOL BOARD ETHICS POLICY**

I, \_\_\_\_\_, have read SAU #7 School Board Policy BCA – School Board Ethics.

I shall, to the best of my ability, adhere to all ethical statements and considerations contained within that policy.

\_\_\_\_\_  
Signature of School Board member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of School Board Chair

\_\_\_\_\_  
Date

Witness: \_\_\_\_\_

Superintendent



## Colebrook School Board Special Meeting Minutes

<b>Date</b>	3/5/2024
<b>Time</b>	5:00 pm
<b>Location</b>	Colebrook Academy & Elementary School Room 134
<b>Chairperson</b>	Nathan Label

### Attendance

Attendance Legend: **P** - Present **E** - Excused **A**- Absent **R** - Remotely

School Board Members				Principal		SAU Members	
E	Nathan Lebel	P	Tim Stevens	P	Kim Wheelock	P	Debra Taylor
P	Deb Greene	P	Tanya Young		<b>Asst. Principal</b>	P	Bridget Cross
P	Rhonda Lyons			P	Stephanie Cameron		
E	Robert Murphy				<b>College Career &amp; Technical Education Director</b>		
				E	Tia Cloutier		
					<b>Student Members</b>		
				E	Jamie McLain		
				E	Sandra Minigell		
<b>Public in Attendance:</b> David Brooks, Dawn Hall, Ryan Eames, Kathi Lawton-Haynes							

### Minutes

Item	Subject	Action
1.	<b>Roll Call:</b> The meeting was called to order at 5:00 pm by Vice-Chairman, Tim Stevens.	
2.	<b>Agenda Adjustments:</b> Remote Learning Day- April 9, 2024	
3.	<b>Reading of the Minutes:</b> <b>D.Greene/T.Young :</b> Motion to approve the meeting minutes of February 20, 2024 and February 29, 2024.	<b>VOTE: Motion Carries</b>
4.	<b>Hearing of the Public (15 minutes)</b> Tim opened the hearing of the public at 5 :03 pm. <b>D.Greene/B.Griffin :</b> Motion to close the hearing of the public at 5 :04 pm.	<b>VOTE:Motion Carries</b>
5.	<b>Principal's Report :</b> Kim Wheelock Principal's March Report Kim Wheelock reviewed her report. Tim invited students to provide food as fundraisers on the solar eclipse day. He reviewed the work of the Town in preparation for the eclipse and noted that there could be as many as 50,000 peoples here on that day as we are in the path of totality of the eclipse. Police, fire, business, school, town and community	

	representatives have been meeting to establish a preparedness and response plan to address the large numbers who will be here to experience the total eclipse on 4-8-24.	
6.	<p><b>Superintendent’s Report</b> – Debra Taylor Remote Learning Day is on April 9. Debra noted that the school board had approved April 8 as a no school day in 2024, anticipating the eclipse and travel difficulties. She also noted that the police are concerned that travel will be difficult on the day after the event as visitors leave the area.</p> <p><b>D.Greene/T.Young:</b> Motion to approve the remote learning day on April 9. Debra nominated Brian Riff as softball coach for the 2024 season.</p> <p><b>D.Greene/B.Griffin:</b> Motion to approve Brian Riff as softball coach for the 2024 school year.</p> <p><b>Superintendent March Report</b> Debra reviewed her report which addressed school funding challenges and its effect on the proposed budget and future tax rates. She encouraged all to reach out to their state representatives to increase funding for the schools. She noted that NH is 50<sup>th</sup> in state school funding (from state sources) in the country, causing a large burden on local property taxes and inequitable educational opportunities statewide.</p>	<p><b>VOTE: Motion Carries</b></p> <p><b>VOTE: Motion Carries</b></p>
7.	<p><b>Business Manager’s Report:</b> Bridget Cross Review Annual Meeting presentation – The board reviewed the slides and warrant for the annual meeting presentation.</p> <p><b>D.Greene/T.Young:</b> Motion to accept the Dash Grant for \$2,000.00 <b>D.Greene/T.Young :</b> Motion to accept the vehicle from Scott &amp; Michelle Desmond to the Auto Program</p> <p>The Board indicated their appreciation for the PTO for their efforts to secure a Tillotson Grant to update the basketball court adjacent to the outdoor playground.</p>	<p><b>VOTE: Motion Carries</b> <b>VOTE: Motion Carries</b></p>
8.	<b>Information:</b> None	
9.	<p><b>Hearing of the Public (15 minutes)</b> Tim opened the hearing of the public at 5:23 pm. <b>B.Griffin/D.Greene :</b> Motion to close 15 minute hearing of the public session at 5:26 pm.</p>	<b>VOTE: Motion Carries</b>
10.	<p><b>Meetings:</b></p> <ul style="list-style-type: none"> <li>• Colebrook School Board Meeting April 2, 2024 @ 6:00 pm CAES Library</li> </ul>	
11.	<p><b>Adjournment:</b> <b>D.Greene/T.Young :</b> Motion to adjourn the meeting at 5:27 pm.</p>	<b>VOTE: Motion Carries</b>

Respectfully Submitted,  
Debra J. Taylor  
Superintendent

# Principal Board Report

April 2, 2024

K. Wheelock



## Enrollment

PreK	14	9 <sup>th</sup>	23
K	23	10 <sup>th</sup>	34
1 <sup>st</sup>	18	11 <sup>th</sup>	28
2 <sup>nd</sup>	18	12 <sup>th</sup>	24
3 <sup>rd</sup>	22	CTE	2
4 <sup>th</sup>	21	Total: 111	
5 <sup>th</sup>	17		
6 <sup>th</sup>	23	Combined Total; 3/25/24 305	
7 <sup>th</sup>	21		
8 <sup>th</sup>	17		
Total CES	194		

## School News/Updates

### Activities

- April 2<sup>nd</sup> School Board meeting 6:00pm
- April 3<sup>rd</sup> Admin Team meeting 12:30pm
- April 4<sup>th</sup> Plymouth Campus Tour
- April 5<sup>th</sup> College and Career Fair
- April 8<sup>th</sup> & April 9<sup>th</sup> No School solar eclipse
- April 10<sup>th</sup> First Softball/Baseball game in Woodsville
- April 11<sup>th</sup> Superintendent Hilliard visit to Colebrook
  - meet with staff 2:45-3:15
  - meet with PTO 3:15-3:45
  - meet and greet with parents in café 4:00pm / Key Club doing childcare in library
- April 15<sup>th</sup> Curriculum, Instruction, and Assessment meeting 3:15
- April 16<sup>th</sup> WMRHS visit to do music performance
- April 17<sup>th</sup> Europe trip with World Language Club; 2 teachers;13 students
- April 17<sup>th</sup> Builder's Club bake sale at 2:00pm
- April 18<sup>th</sup> High School Learning Expo
- April 19<sup>th</sup> Early Release
- April 22<sup>nd</sup>-26<sup>th</sup> Spring Break

## North Point & Colebrook Academy Guidance

### April Board Report

#### **North Point**

Culinary competed in their state competition on March 5th and really impressed the judges with their performance as a first year school.

Health Science students will be competing in the State Medical Terminology challenge on April 5.

Our second year automotive students have been getting some on the job experience at Don Noyes and Northern Tire.

Our Education students have been assisting in the middle school classrooms as well as receiving on the job experience at the Country Day School.

Our information technology students continue to work on building and troubleshooting computers while also learning about the technological aspects of broadcasting.

We hosted our CTE open house event on March 28th and allowed students in grades 9-12 the opportunity to speak with current students and staff in the programs. We also invited Pittsburg and our Stewartstown students that attend Canaan. It was also open to the public to come in and discuss our programs as well.

On April 19th., which is an early release day, Troy LaChance from WMCC, Pat Wheelock from Don Noyes, Brian LaPerle from Northern Tire and potentially Adam Memmolo from NHADA will be coming to our automotive bay to help students clean and organize their area as well as conduct a full inventory to determine what is needed for the program.

#### **Guidance**

A scheduling committee was formed this year to look at graduation requirements and creation of a schedule. The committee consisted of the principal, a teacher from elementary, middle and high school, a special educator, a specials teacher and myself. The committee has created a proposed schedule for next year and recommends the following considerations.

- The classes will be 45 minutes long; 7 period day.
- There will be a WIN for travel for collaborative students with Pittsburg.

- FLEX was added back at the end of day for student/teacher meetings, study hall to do work, and/or RTI - this is the seventh period. (Kim met with student council and this was their feedback).
- Change required credits from 27 to 24 (10.5 credits were electives; student elective will be 7.5 with 3 of the 7.5 in a career exploration).

“NH CCRS includes three components; knowledge, skills and work study practices.”

“NH CCRS includes such attributes as creativity, collaboration, communication, critical thinking, persistence, tenacity, regulating behavior and emotions, approaches to learning and other expressions of what is sometimes called habits of mind.”

(NH Dept of Education)

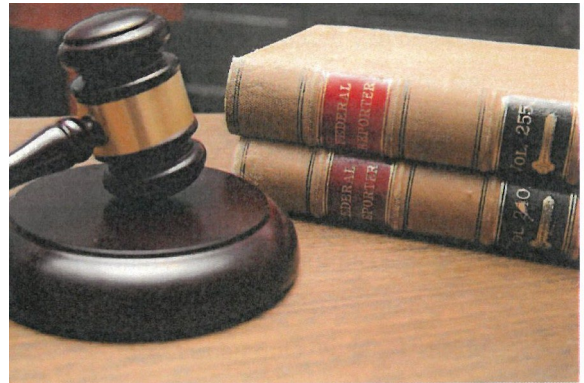
- Reduction in requirements is because it was determined that English, Math and Science need to be year long classes all four years.

1  
School Administrative Unit # 7  
Superintendent Report to the School Boards  
April 2024

Welcome Board Members!

Newly\* elected and re-elected board members!

- 0 Julie Semprebom\* - Clarksville
- 0 Cayenne Amey\* -- Colebrook
- 0 David Brooks\* - Colebrook
- 0 Julie Brunault\*- Colebrook
- 0 Diane Little\* - Columbia
- 0 Bob Ormsbee - Pittsburg
- 0 Reggie Parker - Pittsburg
- 0 Courtney Sierad - Stewartstown



Thank you to our departing board members for their leadership and service!

- 0 **Michel Dionne - Clarksville**
- 0 **Deb Greene - Colebrook**
- 0 **Bryan Griffin - Colebrook**
- 0 **Tanya Young - Colebrook**
- 0 **Eric Brungot - Clarksville**

**School Year End Plans**

The following graduation dates have been finalized:

Colebrook HS Graduation: Thursday, June 6th at 6:00 pm.

Pittsburg HS Graduation: Friday, June 7th at 6:00 pm.

Stewartstown Eighth Grade Graduation: Thursday, June 13th at 5:00 pm.

***Mark your calendars!***



**North Point CTE Center Update**

The North Point CTE Center Advisory Committee met on February 21. A student enrolled in the CTE the Education Program shared her experience, current school, school to work experiences and plans for

the future. Tia provided a review of the status of each program and the advisory committee (made up of board members, administrators, and industry representatives) discussed ways to augment the curriculum with school to work experiences. The committee also reviewed a draft of the CTE regional agreement which is due to be re-adopted by the SAU Board in April. This is the result of a change in law. The future agreements will be 4 years in length.

### **Curriculum, Instruction and Assessment Update**

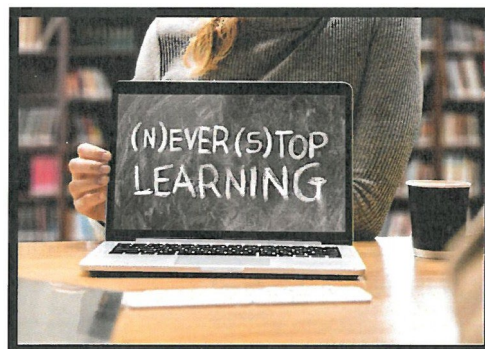
We have made great progress in the continuing implementation of our standards-based curriculum and competency-based education this year. All curriculum areas and courses have been documented and we are preparing for the transition to competency-based grading and reporting for the 24-25 school year.

Our schools continue to monitor our student's progress in reading and mathematics through local assessments. In addition, we will continue to administer the required NH SAS state assessments this Spring. This data is mined to assess student progress, tailor individual instruction and intervention as well as to provide feedback on our curriculum. Once the strengths and challenges of student needs are identified, professional development, resources, and coaching support are planned and implemented.

### **Professional Development**

Our teachers have participated in numerous professional development sessions throughout the year to support our students. These have included: social-emotional learning, student engagement, health and safety, View Board training, collaborative and interactive skills, outdoor education, formative assessment, personalized learning, competency education and grading, wellness and more!

This summer we have several professional development events planned for our teachers and support staff. Our regional curriculum committee includes teachers and administrators from all schools. This team has provided direction and guidance as we plan our professional development with an eye toward school improvement. What follows is a list of development opportunities that occurred during the 23-24 school year and a brief description. All of these events will be funded through our local professional development funds and grants.



1. Education Design Institute - Dates: 6/19-21/2023



Over 60 educators participated in this interactive session. This session, led by award-winning facilitators, Brian Stack and Jon Vander Els of Sanborn, NH., continued to support the work underway and assist instructors in our schools in deepening learning practices to improve education. We are excited to continue on this pathway in the region where we have a strong mission: to move our schools forward through meaningful educational change and provide pathways to success in college, career, and life for all students.

2. Crisis Prevention and Intervention Response - Dates: 7/7/24 and 7/14/24

At times the behavior of our students is out of the ordinary and requires a more structured and collaborative response. Crisis Intervention training is perfect for educators who directly intervene in crisis situations, teaching staff de-escalation techniques as well as restrictive and nonrestrictive interventions. With more than 40 years in evidence-based de-escalation and crisis prevention training, CPI programs are the gold standard for schools.

3. Polly Bath Behavior Training Dates: 7/24/2023 to 7/25/2023

This program helps schools dramatically reduce behavior problems, increase student SEL skills, and build a strong school culture supportive of all learners. Her strategies include strengthening teacher toolboxes; building strong behavior Tiers I, 2, 3; and building school-wide systemic approaches.

4. Differentiated Instruction Strategy Blast- Date: 8/14/2023

This program employs research-based, grade appropriate, strategies and techniques to maximize student learning, motivation, and engagement. These "implement tomorrow" strategies help teachers reach ALL the learners in their classrooms including gifted, English language learners, and students with special needs. The strategies and techniques in this program can be used to support our differentiation goals.

5. Best Practices in Co-teaching and Collaboration: Date: 8/15/2023

This strategy-packed, co-taught, seminar provided general education teachers, special educators, ELL and other specialists collaborating in the general classroom with two dozen+ NEW specific co-teaching implementations that are practical, easy-to-integrate, and proven successful. The focus is on providing clear examples for collaboration that minimize obstacles such as lack of planning time, content knowledge, or varied teaching styles.

6. Paraprofessionals And Teachers Working Together in the General Classroom Date: 8/16/2023

Paraprofessionals assigned to support students with disabilities in the general education classroom have one of the most important jobs in schools today. Whether they serve as one-to-one support for specific students or as overall classroom assistants, they have a critical role in making inclusion effective for their students. This strategy-packed seminar will provide paraprofessionals as well as general and special education teachers with practical, easy-to-integrate, proven techniques for making inclusion successful. A wealth of ideas will be presented that will help all of your students be more productive in the content area.

7. Administrative Retreat - Date: August 21, 2023

Our leadership team engaged in team building activities, refined plans for the school year and recommitted to implementation of the SAU 7 strategic plan. Go Team!

8. New teacher Mentor Training - 8-23-24

New Teacher Mentoring Program seeks to achieve the following goals: Retain quality teachers, improve beginning teachers' skills and performance; Maintain experienced teachers' skills, performance, motivation, and engagement; Support teacher morale, communications, and collaboration; Build a sense of professionalism and positive attitude; Prevent teacher isolation and build capacity for reflective practice. This session prepares our excellent educators to enact these goals through their mentor support of new teachers.

9. Opening Administrative Days - Dates: 8/24-25/24

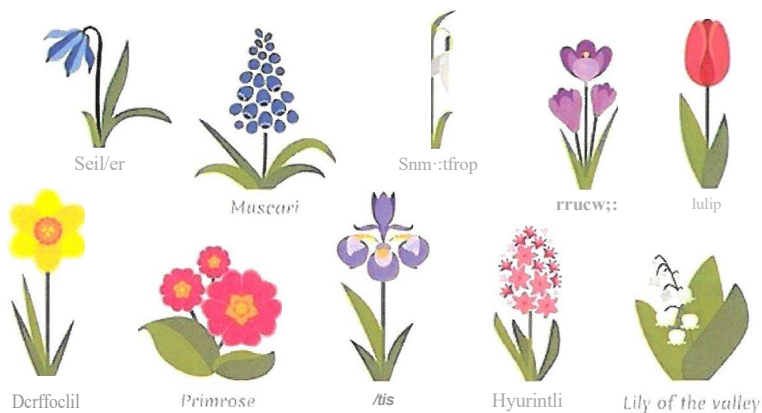
Our full staff met this fall as a group on the first day. On the first day, we celebrated our success, welcomed new staff, appreciated our staff members' individual accomplishments, and engaged in workshops to advance our learning of new tools and strategies. During the second day, teachers worked with principals and in their individual classrooms in preparation for the coming year.

10. Early Release Training

During our eight early release sessions over the course of the 2023-24 school year, our teachers and support staff engaged in learning a wide variety of topics including conscious discipline, inclusion, competency-based education, learning targets, grading and reporting, technology (including ALMA and AI), school safety, student discipline, teambuilding, polly bath discipline follow up, restorative practices and wellness for teachers.

### SAU 7 Strategic Plan

At the April 11, SAU 7 School Board meeting, (Columbia Town Hall at 6:00 pm) we will report on our progress toward the strategic plan that our school staff and students have been engaged in. Our students succeed because of our collective commitment to our mission: To prepare all SAU 7 students for success in whatever path they choose. The entire community, including parents, staff members, and students, work together to make this a reality. We are excited about our forward progress!



Have an amazing spring!  
Debra Taylor, PhD  
SAU 7 Superintendent



Frank Edelblut  
Commissioner

Christine Brennan  
Deputy Commissioner

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

March 5, 2024

TO: Superintendents

FROM: Lindsey Labonville, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2025

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

The submission of general assurances is required in part by:

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

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

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

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

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

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

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

# New Hampshire Department of Education

FY2025

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

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

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

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

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

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

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

Should you have any questions please contact Lindsey Labonville at 603-731-4621 or [Lindsey.L.Labonville@doe.nh.gov](mailto:Lindsey.L.Labonville@doe.nh.gov).



# General Assurances, Requirements and Definitions for Participation in Federal Programs

## A. General Assurances

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

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

- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - (e) The Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
  - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
  - (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
  - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
  - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
  - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
  - 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
  - 11) The subrecipient will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
  - 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
  - 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
  - 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
  - 15) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501, Subpart F, "Audit Requirements," as applicable.
  - 16) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.



- 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 22) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 23) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

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

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

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

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



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

**B. Explanation of Grants Management Requirements**

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

**1. Financial Management Systems**

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

Specifically, the financial management system must be able to:

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

**2. Written Policies and Procedures**

The subrecipient must have written policies and procedures for:

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

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

### 4. Allowable Costs

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



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

**5. Audits**

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

**6. Reports to be Submitted**

Audits/Management Decisions

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

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjf0hmyh1r45p1po1))/account/login.aspx)

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

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

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

Single Audit Certifications and Federal Expenditures Worksheet

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

**7. Debarment, Suspension, and Other Responsibility Matters**

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

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

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

The subrecipient certifies that it and its principals:

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



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

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

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

## 11. Lobbying

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

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



cooperative agreement.

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

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

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

**12. Subrecipient Monitoring**

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

**13. More Restrictive Conditions**

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

**14. Obligations by Subrecipients**

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

**15. Personnel Costs – Time Distribution**

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

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

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

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

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

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

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

## **17. Purchasing/Procurement**

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

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

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

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

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



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

**19. The Stevens Amendment**

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

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

**20. Transfer of Disciplinary Records**

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

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

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

**C. Definitions (2 CFR 200.1)**

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

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

**CERTIFICATION**

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

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**Superintendent or other Qualifying Administrator Certification:**

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

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

SAU Number: 7 \_\_\_\_\_ District or SAU Name: Colebrook \_\_\_\_\_

District UEI: M1DZP3M658S6 \_\_\_\_\_ SAM.gov Expiration Date: 2/18/2025 \_\_\_\_\_

<u>Dr. Debra Taylor</u>		
Typed Name of Superintendent	Signature	Date



**School Board Certification:**

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

Nathan Lebel	_____	_____
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.**



# ESTIMATE

**David White Trucking**

David White Trucking, 2063 River  
Road  
Lemington, VT 05905

david\_white\_vt@hotmail.com  
+1 (802) 277-8885  
www.davidwhitetrucking.com



## Colebrook School District

**Bill to**

Colebrook School District  
Colebrook School District  
21 Academy Street  
Colebrook, NH 03576

**Estimate details**

Estimate no.: 1064  
Estimate date: 02/29/2024

#	Date	Product or service	SKU	Qty	Rate	Amount
1.	02/29/2024	<b>Street Sweeping</b>		1	\$1,120.00	\$1,120.00
This is a proposal to sweep all the parking lots for the Colebrook schools for an amount of \$1120.00 in the spring of 2024.						
<b>Total</b>						<b>\$1,120.00</b>

## **Broadcasting Student Activity Account**

We are seeking approval to open a Student Activity Broadcasting Account. The need for the account is to accept donations, hold funds, and use funds to replace broadcasting equipment when needed.

We thank you for your consideration of this request.

Requested by: Tyler Snyder