

**School Administration Unit #101  
Wakefield School District Board  
Meeting: SAU Office  
Conference Room**

**Date: Tuesday, August 3, 2021, at  
6:00pm**

1. **CALL TO ORDER** - Chair, followed by **FLAG SALUTE**
2. **PRESENTATIONS, PUBLIC HEARINGS**
  - a. Spring State Testing
3. **PUBLIC COMMENTS:** Public's opportunity to speak to items on the agenda.
4. **CONSENT AGENDA**
  - a. AP Manifest- Batch # 34921, \$171,355.89; Batch # 34920, \$4,433.84
  - b. Payroll Manifest- Batch # 34896, \$138,564.47
5. **MEETING MINUTES**
  - a. 7/20/2021 Public Minutes (draft)
6. **REPORTS**
  - a. Superintendent's Report
  - b. School Administration Report
7. **OLD BUSINESS**
  - a. Re-Entry Plan
  - b. DFA - Investment (reaffirm)
  - c. IHBA – Evaluation Requirements for Children with Specific Learning Disabilities – 2<sup>nd</sup> reading
  - d. JLDBA – Suicide Prevention/Behavior Management and Intervention – 2<sup>nd</sup> reading
8. **NEW BUSINESS**
  - a. Transportation
  - b. 21-22 Calendar
  - c. 21-22 Grant General Assurances
  - d. JLF – Reporting Child Abuse – 1<sup>st</sup> reading
  - e. Committee List
  - f. DocuSign
9. **NOMINATIONS/HIRES/RESIGNATIONS**
10. **PUBLIC COMMENTS**
11. **OTHER BUSINESS**
12. **CORRESPONDENCE**
13. **NON-PUBLIC:** RSA 91-A:3 II, if required.
  - a. Sealed Minutes (1 from 1.19.2021)
14. **ADJOURNMENT:** \_\_\_\_\_ **PM**

**Upcoming: The next Wakefield School Board meeting will be held Tuesday, August 17, 2021.**

Statutory Reasons cited as foundation for the Nonpublic Sessions.

91-A:3, II (a): The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a public meeting, and (2) requests that the meeting be open, in which case the request shall be granted.

91-A:3, II (b): The hiring of any person as a public employee.

91-A:3, II (c): Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this board, unless such person requests an open meeting. This exemption shall extend to include any application for assistance or tax abatement or waiver of a fee, fine or other levy, if based on inability to pay or poverty of the applicant.

91-A:3, II (d): Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are averse to those of the general community.

91-A:3, II (e): Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against this board or any subdivision thereof, or by or against any member thereof because of his or her membership therein, until the claim or litigation has been fully adjudicated or otherwise settled.

91-A:3, II (i): Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

91-A:3, II (j): Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.

91-A:3, II (k): Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

91-A:3, II (1): Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.



# Serving the Needs of Our Students

Pamela Stiles, Superintendent

August 3, 2021

# Learning Levels



## Goal

Did students experience learning loss as a result of covid?



## Tools

How would student achievement be measured?



## Applies to Apples

Looking at data over time.



## The Results

Reviewing K-8 spring assessment results



## Addressing Need

Possible solutions and resources



## Timeline

Anticipating Growth



## ASSESSMENT TOOLS

### K-2 Star Assessment:

A computer assessment that tests the range of students' knowledge of reading and language. It is used to pinpoint students' strengths and deficiencies in reading and offers specific suggestions for instruction. The STAR Reading assessment is what's known as a computer-adaptive test (CAT) which constantly adjusts the difficulty depending on a child's earlier responses.

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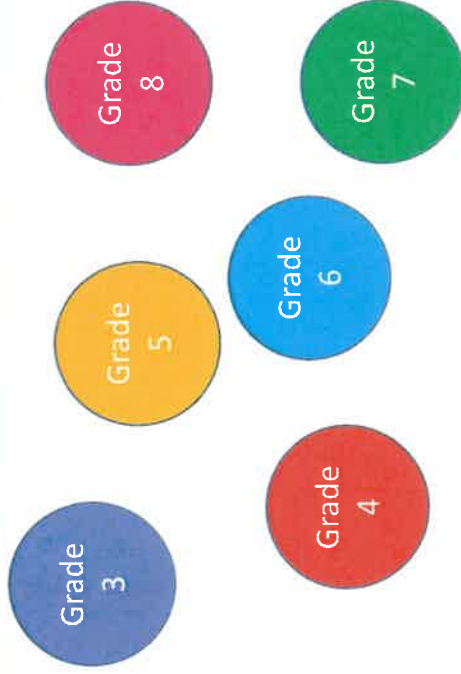
### Grades 3-8 NH State Assessment Test

A computer assessment of student mastery of content and skills in language arts and mathematics. Helps inform future instruction in the classroom.

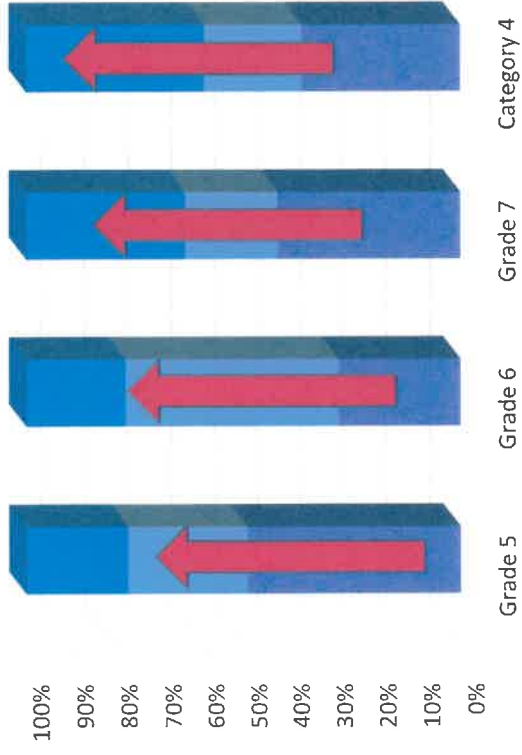
Looking at results from Spring, 2021

# LOOKING AT RESULTS IN A MEANINGFUL WAY

## Not All Grades Are The Same



## Looking At One Group Over Time





From Title I:

*“The data is showing us that this is a consistent trend and although COVID has impacted some this data goes back to 2017 where 2/3 of students were not meeting level in reading by the end of the year”.*

7

## NH State Assessment System:

### Four Levels of Mastery

- 4 Proficient with Distinction = Above Grade Level
- 3 Proficient = On Grade Level
- 2 Partially Proficient = Approaching Grade Level
- 1 Substantially Below Proficient = At least one grade level below

4 Proficient with Distinction	3 Proficient (on grade level)	2 Partially Proficient (approaching grade level)	1 Substantially below Proficient
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## **PARTICIPATION RATE**

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Participation rate for the NH State Assessment was between 58% to 89%.

Participation rates can impact results.

	<b>ELA</b>	<b>Math</b>	<b>Science</b>
Grade 3	78.85%	76.92%	
Grade 4	89.80%	89.80%	
Grade 5	75.93%	75.93%	72.22%
Grade 6	60.34%	58.62%	
Grade 7	82.50%	82.50%	
Grade 8	88.46%	88.46%	86.54%

# Grades 3-8 Historical

Historical	2017	2018	2019	2021
ELA	41	43	46	25
Math	41	36	47	22
Science	21	25	23	9



## SAS Summative ELA

Grades Tested: 3, 4, 5, 6, 7, 8

Tests Taken: 231 Date Last Taken: 06/07/2021



Percent

Count

47%

109

28%

64

20%

46

5%

12



## SAS Summative Mathematics

Grades Tested: 3, 4, 5, 6, 7, 8

Tests Taken: 238 Date Last Taken: 06/08/2021



Percent

Count

49%

117

29%

69

18%

43

4%

9

# ENGLISH LANGUAGE ARTS 2021 RESULTS

	4 Proficient with Distinction	3 Proficient (on grade level)	2 Partially Proficient (approaching grade level)	1 Substantially below Proficient	Total Percentage Proficient
<b>English Language Arts (by percent)</b>					
Grade 3- ELA	5	5	30	60	10%
Grade 4-ELA	5	24	42	48	29%
Grade 5-ELA	2	17	29	51	19%
Grade 6-ELA	11	40	17	31	51%
Grade 7-ELA	7	23	27	43	30%
Grade 8-ELA	2	11	33	49	13%

# MATHEMATICS

# 2021 RESULTS

	4 Proficient with Distinction	3 Proficient (on grade level)	2 Partially Proficient (approaching grade level)	1 Substantially below Proficient	Total Percentage Proficient
<b>Mathematics (by percent)</b>					
Grade 3-Math	0	28	28	45	28%
Grade 4-Math	2	18	32	48	20%
Grade 5-Math	3	13	28	58	16%
Grade 6-Math	6	35	26	32	41%
Grade 7-Math	9	6	39	45	15%
Grade 8-Math	4	9	24	62	13%

20

# English Language Arts

A Vertical Look

## Grades in 2021

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
2021	10%	29%	19%	51%	30%	18%
2020	Covid No Testing					
2019			49% (Gr. 3)	35% (Gr. 4)	29% (Gr. 5)	44% (Gr. 6)
2018				46% (Gr. 3)	19% (Gr. 4)	49% (Gr. 5)
2017					28% (Gr. 3)	33% (Gr. 4)
2016						43% (Gr. 3)

# Mathematics

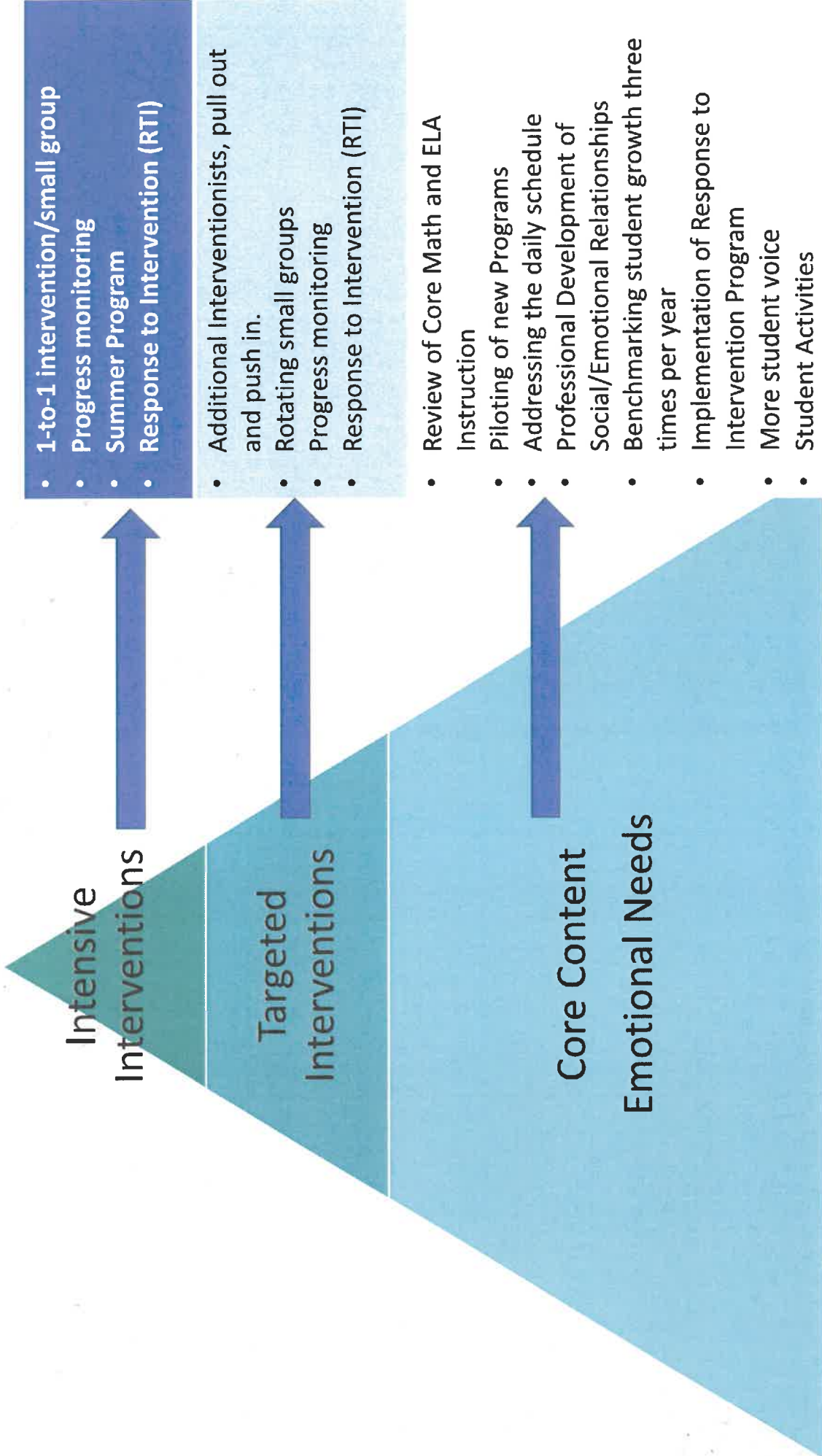
A Vertical Look

## Grades in 2021

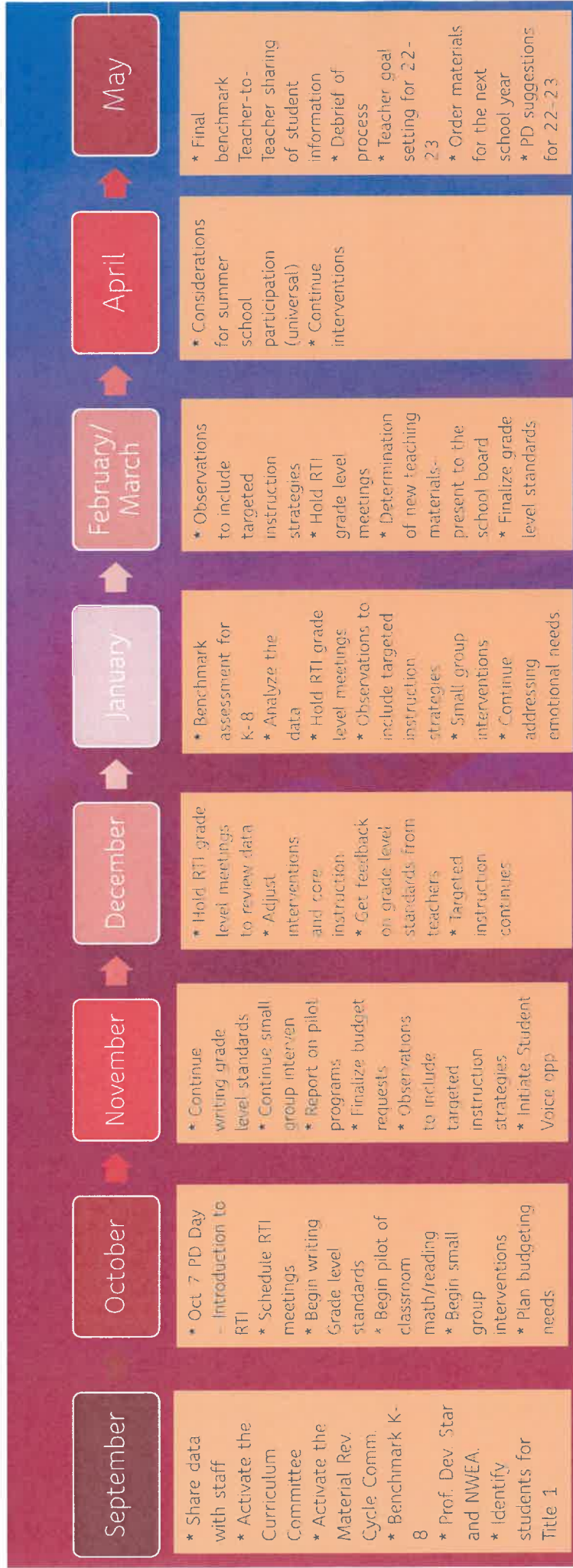
### Mathematics

	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8
2021	28%	20%	16%	41%	15%	13%
2020	Covid No Testing					
2019			46% (Gr. 3)	41% (Gr. 4)	17% (Gr. 5)	50% (Gr. 6)
2018				28% (Gr. 3)	23% (Gr. 4)	20% (Gr. 5)
2017					41% (Gr. 3)	25% (Gr. 4)
2016						30% (Gr. 3)

# research







# Timeline 2021-2022

17



# THANK YOU!

Follow Up to Come in the Spring, 2022

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 53311

Check Batch: 34921  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00  
 Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
34921	20368	07/29/2021	2957	BENEFIT STRATEGIES, LLC	0.00	2,028.40
	20369	07/29/2021	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	1,545.54
	20370	07/29/2021	1190	CLEAN-O-RAMA	0.00	1,510.26
	20371	07/29/2021	958	CONSOLIDATED COMMUNICATIONS	0.00	133.56
	20372	07/29/2021	375	HUSSEY SEATING COMPANY	0.00	1,165.00
	20373	07/29/2021	8927	IRVING ENERGY-PROPANE	0.00	555.91
	20374	07/29/2021	23	JP PEST SERVICES INC	0.00	179.00
	20375	07/29/2021	1397	LOVELL LAKE FOOD CENTER	0.00	20.63
	20376	07/29/2021	9191	LUIS TORRES	0.00	644.00
	20377	07/29/2021	601	NH MUSIC EDUCATORS ASSOC.	0.00	75.00
	20378	07/29/2021	1274	NH SCHOOL TRANSPORTATION ASSOC.	0.00	366.00
	20379	07/29/2021	9290	PAGE STREET LEASING, LLC	0.00	75.00
	20380	07/29/2021	8895	ROCHESTER 100 INC	0.00	270.00
	20381	07/29/2021	1113	SHERWIN-WILLIAMS	0.00	476.02
	20382	07/29/2021	2801	SPRINGVALE NURSERIES	0.00	1,260.00
	20383	07/29/2021	762	STAFFORD LEARNING CENTER	0.00	150,262.28
	20384	07/29/2021	1675	THE HOME DEPOT CREDIT SERVICES	0.00	423.95
	20385	07/29/2021	9368	VERIZON	0.00	403.86
	20386	07/29/2021	2164	W.B. MASON COMPANY	0.00	9,961.48
	20387	07/29/2021	2164	W.B. MASON COMPANY	0.00	0.00
	20388	07/29/2021	2164	W.B. MASON COMPANY	0.00	0.00
<b>Totals:</b>					0.00	\$171,355.89

19

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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**WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS**

- \_\_\_\_\_ Robert Ouellette, School Board Chairperson
- \_\_\_\_\_ Relf Fogg, School Board Vice Chairperson
- \_\_\_\_\_ Mary Collins, School Board Member
- \_\_\_\_\_ Sheena Robbins, School Board Member
- \_\_\_\_\_ Caitlin Gelinias, School Board Member
- \_\_\_\_\_ Pamela Stiles, Superintendent

20

21 Checks Listed.

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Report # 53309

Check Batch: 34920  
 Check Header: (N / A)  
 Check Numbers: (First) - (Last)  
 Check Dates: (Earliest) - (Latest)  
 Cash Account Numbers: (First) - (Last)  
 Bank Account Code: (N/A)  
 Check Authorization Code: AP  
 Minimum Check Amount: \$0.00

Sorted By:  
 Include Payable Information: No  
 Include Payable Dist Information: No  
 Include Authorization Information: Yes

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
34920	20366	07/29/2021	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	4,298.99
	20367	07/29/2021	9312	THE NEW ENGLAND CENTER FOR CHILDREN	0.00	134.85
<b>Totals:</b>					0.00	\$4,433.84

21

# WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
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**WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT  
APPROVALS**

- \_\_\_\_\_ Robert Ouellette, School Board Chairperson
- \_\_\_\_\_ Relf Fogg, School Board Vice Chairperson
- \_\_\_\_\_ Mary Collins, School Board Member
- \_\_\_\_\_ Sheena Robbins, School Board Member
- \_\_\_\_\_ Caitlin Gelinias, School Board Member
- \_\_\_\_\_ Pamela Stiles, Superintendent

22

2 Checks Listed.

WAKEFIELD SCHOOL BOARD  
7-20-21 Public Minutes  
Held in the SAU Conference Room  
Draft

**In attendance:**

Board: Bob Ouellette, Relf Fogg, Mary Collins, Caitlin Gelinis and Sheena Robbins

**Administration:** Superintendent Pamela Stiles, Financial Manager Michael O'Neill, Special Ed Director/Coordinator Anne Kebler and Principal Kristen White.

Mary Soares with Clearview TV.

Mr. Ouellette called the meeting to order at 6:00. Those present joined in the flag salute.

**Public Comment**

None

**Consent Agenda**

**Mrs. Robbins made a motion, seconded by Mrs. Collins, to approve the consent Agenda. (Vote 4-1)**

**Meeting Minutes**

**Mr. Fogg made a motion, seconded by Mrs. Robbins, to approve the public minutes of 7-6-21 with any amendments offered. (Vote 5-0)**

**Mr. Fogg made a motion, seconded by Mrs. Collins, to approve the non public minutes of 7-6-21 with any amendments offered. (Vote 5-0)**

**New Business**

**Student Services Report**

The Procedural Safeguards Manual is complete and it has been sent to the State. Mrs. Kebler told the Board Summer School is a Universal summer program with 50 students enrolled. 24 special education students, 12 Title One and 14 non-identified students. There are now 10 students in the Partner Program. Attendance for week one was 92%, week two, 96%. Likely only one of our Out of District Placements will qualify for special education aid. Our Out of District numbers are 3 unanticipated placements (2 court ordered) and 4 anticipated (budgeted for)

**Business Administrators Report**

Mr. O'Neill reported that the amount remaining from 2020/2021 is \$548,616.96. Most of this is personnel related. There was a \$350,600.60 savings. This came from mostly from bus drivers and special ed positions that weren't filled. Mr. Fogg said this year we have a bare bones budget. Mrs. Stiles said she and Mr. O'Neill have gone through this budget and looked at comparisons and actual expenditures over the last few years. She is also tracking salaries, what we have coming in and the exiting staff. There's about a \$7,000 savings right now in staff expense. She said we won't have the savings like last year but revenues may be up this year. She believes we will be fine this year. In the packet there is a sheet with a clear concise listing of where money

was saved and any area where there were overruns, plus revenues. The total amount that will be returned to the town is \$615,794.00.

### Transportation Lead Drivers Report

Mrs. Stiles told the Board she met with all the drivers on July 12<sup>th</sup>. They finalized the job description and contract for the lead driver position and they reviewed responsibilities and expectations. Routes will be released to the community no later than August 15<sup>th</sup>. Procedures for quarterly bus inspections are in place. They are continuing to look for new drivers and Mr. O'Neill is talking to someone about substitute drivers. She said we currently have six drivers and two more are needed. They are working to get all cameras working before school starts.

Manageable mechanical onsite work will be done by John Gavell who has been doing some of this work and not being compensated for it. She would like to continue this, and compensate him but not as a lead driver. This will be a cost savings to the district. They are beginning discussions about a bus replacement schedule. They know that one bus needs to be replaced. Mrs. Stiles, Mrs. White and Mr. Strout found that the messenger that goes out to parents contained duplicates and did not include everyone so they worked very hard to straighten this all out. The goal is to reach every household to get their transportation information into the school.

They will be having driver meetings once a month with the next meeting being on August 10<sup>th</sup> at 9:30 at the SAU. Mr. Strout will be the direct supervisor of the drivers. Mrs. Gelinas asked if we have enough drivers currently to transport students. Mrs. Stiles said the routes will be longer but we do have enough. Mrs. Collins asked how many buses were being used for Summer School. Mrs. Kebler replied, three of ours and they contract with SLC for special ed students. Mr. Ouellette asked if new drivers would get the sign-on bonus. The Board agreed that that amount is \$500 for new hires.

### Facilities Managers Report

The lighting upgrade is to be completed July 30<sup>th</sup>. Wiring Testing Pricing prices were received today. The Outdoor Classroom start date is August 2, 2021. Mr. Williams will start getting the area prepped July 30, 2021. They are waiting on product for the Aluminum Door Project. The estimated arrival date is August 30. Install will take place in mid-September when everyone settles in. This will possibly be a weekend install?

### Old Business

#### NECC Update

Mrs. Stiles reported that there has been no correspondence or communication at all between the district and NECC.

### New Business

#### Technology Vision

Mrs. Stiles said we are fortunate to have Cara McNevech, a technology wizard in school. Technology is a main focus of grant money. Mrs. Stiles put together a visual. She said this district has 2.1 million dollars in COVID money which gives us an opportunity to build an



infrastructure that will be good for years to come. The Technology Committee met with Spectrum last week and they can get us what we need and the monthly fee will be paid for by the grant for the first three years. Then it will be \$800 a month and E-Rate will offset that amount. Currently we pay about \$200+ a month. She said this has to be done now. This includes fiber cable, wiring and WIFI connections. This can probably be done by August 31<sup>st</sup>. The wiring is a mess and needs to be done. She suggested we get this all done now. Mr. Fogg asked about Spectrum and the previous companies promises of 100% access.

We will not have to pay for poles or pole rental. Mrs. Robbins asked about the SCC Grant that Tara McNevech is applying for. That money could be used for several different items. Mr. Ouellette asked if we have used any of the 2.1 million dollars yet. Mrs. Stiles replied that we have used the Cares Act money of \$147,000 and it was used for PPE items and cleaning.

One of the grants runs through 2023 and the larger one ends in 2024. After the infrastructure is in and reliable the next purchase will be hardware. Ms. McNevech and Mrs. Stiles met with Mainstay. She said we have 472 devices and Mainstay will have them inventoried and ready when students return. They will be purchasing cameras and projectors.

**Mr. Fogg made a motion, seconded by Mrs. Collins to have the Superintendent move forward with her plan as presented to the School Board. (Vote 5-0)**

#### Grant Direction Review

Mrs. Stiles outlined the available grants, the focus of each grant and how they will be spent. They made sure all the grants are child centered, that students are number one. She will present the results of the State testing at the next meeting. She said our students need some assistance with their education. Due to the class size another 5<sup>th</sup> grade classroom teacher will be hired for three years and paid for by the grant. Also, an extra Social Worker, teacher stipends for moving. They have come up with a solid plan utilizing space within the school to accommodate the fifth grade teacher. The grant also includes interventionists.

ESSER 3 requires a 20% set aside for learning loss. They are looking at music lessons and rentals also after school activities. The focus is on students and what they need. None of the grants have been written yet. She said the Board can make changes. Mrs. Gelinas asked about the list that Mr. Williams had presented to the Board. Mrs. Stiles said the window shades are in the IDEA budget and the backboards (upgrade to gym) are in ESSER 11. Mrs. Kebler said the window shades are in the IDEA Grant for a visually impaired student we have followed through the grades installing window coverings. Mr. Fogg requested a copy of the assurances. Mrs. Stiles said she will be bringing them to the Board at the next meeting.

There will be a back to school barbecue on August 30<sup>th</sup> for parents, students and staff. More details to follow. On August 10<sup>th</sup> Mrs. Stiles, Mrs. White and Mr. Strout will have a meet and greet with the community. From 5:30 to 6:00 they will meet the public and from 6:00 to 6:30 will give an overview on where they're going. Mr. Fogg asked about a media club and Mrs. Stiles said yes. **Mrs. Gelinas made a motion, seconded by Mr. Fogg to approve the proposed grant expenditures. (Vote 5-0)**

Mrs. Robbins asked if the HVAC is written in stone. Mrs. Stiles said this is a possibility and Mr. Williams said this is something that has been discussed. She is leaving \$600,000 unencumbered for possible additional decisions by the Board.

### Re-Entry Plan

Mrs. Stiles handed out the results of the re-entry plan survey from staff and parents, bus drivers, the two unions and the administrators. Mrs. Robbins said one thing that stuck out to her, and it was the same for staff as well as students, is that anyone with COVID would have to quarantine for ten days. She had hoped that looking at data to find out how many people who were quarantined after possible exposure actually developed COVID to see if possible exposure would maybe not require quarantine. She questioned one student testing positive and the whole class being quarantined. Mrs. Stiles said it was CDC guidelines but it was up to the Board. Mrs. Collins said it's only guidelines. Mrs. Robbins is concerned about so much missed school. Mrs. Gelinas said it doesn't always mean the whole class has had close contact.

Mrs. Stiles said right now, distancing has been changed from six feet to three feet and New Hampshire said if you can't do three feet it's still better to have the kids in school than not have them in school. There were children out for fifty days last year. For colds or not feeling well for a day, stay home and then come back in the next day. Mrs. Gelinas asked if the younger and older kids will be separate. The drivers feel assigned seats would be good. This could help with contact tracing. They haven't worked this out yet. If a child has a cold or is running a fever, they will stay home just like they always have.

The school will not be offering remote learning for children that stay home because they are not feeling well or have a cold. Parents still have the option to keep their kids home and utilize remote learning and at half-year mark may decide to have their child return to school. That will be the only option. At the half-year mark parents will not have the option for their in-school child to go to remote learning. They will not be able to go back and forth. She said currently we have no COVID cases in Wakefield. The Board tabled their decision until the next meeting. They will let families know how re-entry will happen. Mrs. Robbins went through the survey. She said the majority feel that mask wearing should be optional not mandated. And she agrees.

### Sub Committee Updates

There will be a policy meeting tomorrow. Mr. Fogg would like there to be a schedule for all meetings. There will be a curriculum meeting via Zoom on Thursday, August 12<sup>th</sup> at 6:00pm. There will be a Transportation meeting August 10<sup>th</sup> at 9:30. Mrs. Stiles said she has a list of all the committees and asked if the Board can take some time at the next meeting to decide on meeting days and times.

### Other Business

Mr. Ouellette asked Mr. Fogg if he had any more information about the Judith Nason Memorial Bridge. Mrs. Stiles said Mr. Williams had spoken to someone. Mr. Fogg said Mr. Dube from the Planning Board wanted to see the schematic of the plan to make sure it is structurally sound. Mr. Fogg said he will reach out to Mr. Wolfe.

### Public Comment

Mrs. Soars asked about the tree cutting. Mr. Fogg said he has not seen the owners of the adjoining land. He said the cutting hasn't yet begun on the school property. Mrs. Colbath asked if the grant funded positions will have a clause that says when the grant ends the position ends. Mrs. Stiles said yes, it will be just like Title I with the same language.

**Resignations/Nominations**

**Mr. Fogg made a motion, seconded by Mrs. Gelinias, to accept the resignation of Heidi Smith with regret. (Vote 4-1)**

**Mr. Fogg made a motion, seconded by Mrs. Gelinias, to approve the new hire recommendations. (Vote 5-0) ( Christopher Gallant for PE and Julianna Purvis for Grade 3)**

The next meeting is August 3<sup>rd</sup>. in the SAU Conference Room. Mrs. Soars said there were 13 people watching live via Facebook and are complaining because there was no Zoom link and can't comment. Mr. Fogg asked if the Board wanted to continue Zoom meetings. Mrs. Robbins and Mrs. Collins both feel that they can still watch the meeting live and if they wish to speak, they can attend the meeting. Mr. Ouellette said the difficult part was to establish a host for Zoom and there were glitches throughout the process. Mrs. Robbins said that the last few meetings people were watching but there were no comments. By consensus the Board decided there would be no Zoom meetings at least through the summer.

**Adjournment**

**Mr. Ouellette made a motion, seconded by Mrs. Gelinias, to adjourn the meeting at 7:49. (Vote 5-0)**

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath  
School Board Secretary

Report of the Superintendent  
August 3, 2021

1. It has been a busy and productive few weeks! Staff and community members have been welcoming and I'm looking forward to the start of the school year.
2. All of the grants that have been awarded have been written and submitted to the DOE. The process of working with all of the administrators has been helpful in focusing our efforts on student growth and achievement.
3. I've met with representatives from both collective bargaining groups. We have had very productive discussions, shared some ideas and are looking forward to working together.
4. To date, there are 4 classroom positions that need to be filled- 5 have been hired. Several tutors and interventionists have been hired and we continue to look for bus drivers. Several ads have been placed; within the next week, options will be determined regarding open positions.
5. Thank you to Joe for bringing Kristen, Chad and I on a tour of the grounds. We took a look at the basement, the bus "loop", the playground, the outdoor classroom plans and the storage areas. The four of us met together with Anne to take a look at the available space in the building and determine how to maximize use. Music, health and art will continue to travel into classrooms, but all other IA specialists will have students coming to them.
6. Communication with the bus drivers is ongoing. A form was sent to parents to get transportation needs outlined and the link was shared with the high school. Jen Hayward is overseeing the forms that are coming in and the goal to share routes with families is by August 15. The topic is on the agenda and we are looking forward to providing consistent, reliable transportation for our students.
7. Much work is going into the Emergency Operations Plan for the district. Each year the plan needs to be approved by the Board. We will be prepared to bring that forward at the next School Board meeting.
8. Conversations with school leadership has focused on a number of different topics including:
  - a. Setting up and accessing PowerSchool and School Messenger
  - b. Professional Development days in August
  - c. The requisition process
  - d. Transportation
  - e. Meeting with Police, Fire and Director of Public Works

- f. Emergency Management
- g. Supervision and Evaluation
- h. School Schedule
- i. Facilities projects
- j. The Pickup and drop-off process
- k. Covid
- l. Hiring

9. Kristen, Chad and I will be meeting with community members on Tuesday, August 10 from 5:30-6:30.

Respectfully,  
Pamela Stiles

# Response to Covid

Paul School  
Wakefield, NH

**DRAFT**

August, 2021

March 13, 2020, marked the start of events that placed children and their families in jeopardy of lost jobs, health was at risk and isolation put learning and emotional well-being in a compromised position.

Now, nearly 18 months later, much has been learned about the coronavirus and our response to it. As preparations are made for the start of the 2021-2022 school year, the top priority of the Paul School is to keep students and staff safe while being physically present in the school building. The following plan outlines a multi-layered approach to protecting students and staff that reflects the level of infection in our community and county. It is recognized that there continues to be various levels of individual risk and the school will make every effort to accommodate need and help where needed.

In July, 2021, a survey was conducted regarding the level of comfort that families and staff had about covid and school precautions. Below are the results of the highest percentage of responses:

Question	STAFF	FAMILIES
	Percentage	Percentage
For Staff: Mask wearing optional in all places	90.5%	N/A
For Students: Mask wearing optional in all places	81%	54.2%
No special distancing anywhere on school grounds	57.1%	68.3%
Breakfast should be served in the cafeteria	58.5%	67.5%
Lunch served in cafeteria	80.5%	83.3%
I'd like my child to attend school in person	N/A	99.2%
Provide extra support to students struggling emotionally	76.3%	68.5%
Staff would like more professional development regarding students needing emotional support	57.9%	N/A
Restore usual access to the building for visitors and volunteers	59.5%	62.4%

--DRAFT-- 30

The School Board, Administration, Families, Teachers, Staff, Teachers' Union, Paraeducators' Union, and the bus drivers have all had input into this plan. Although Emergency Order #89 states that all education partners, public and private, are to comply with the DHHS requirements and the CDC requires a few federal regulations, the decisions made about the Paul School plan comes from those involved with the school.

This document will be amended if there is a change in the number of covid cases in the town and/or county. The CDC's Community Transmission and Community Characteristics will help guide decisions about the levels of protection to use.

Table 1. Level of mitigation needed by level of community transmission and community characteristics

Level of Community Transmission	Community characteristics and description	Level of mitigation
Substantial, uncontrolled transmission	Large scale, uncontrolled community transmission, including communal settings (e.g., schools, workplaces)	Shelter in place
Substantial, controlled transmission	Large scale, controlled community transmission, including communal settings (e.g., schools, workplaces)	Significant mitigation
Minimal to moderate community transmission	Sustained transmission with high likelihood or confirmed exposure within communal settings and potential for rapid increase in cases	Moderate mitigation
No to minimal community transmission	Evidence of isolated cases or limited community transmission, case investigations underway; no evidence of exposure in large communal setting	Low mitigation

K-12 schools are not considered “high risk” locations but we at the Paul School are committed to keeping our students in school, where there is support and encouragement. Communication to all constituents will be timely as we make our way through this pandemic.

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## THE PROTOCOLS

Let's start with **General Hygiene**

1. Masks will be optional in all areas for all students and staff.
2. Hand sanitizing will take place throughout the day at specified times.
3. We will continue to teach how to cover coughs and sneezes.
4. Students/staff will stay mindful of distancing when possible.
5. Classroom furniture will be placed in a pre-covid format with a goal of providing 3' distancing.
6. Sharing of materials will be minimized.
7. Classrooms will be disinfected nightly.

### What Happens When Someone Is Not Feeling Well?

Response to **Illness/Symptoms** has been updated by the NH DPHS. What does that mean for your family?



Last year, there was an extensive list of ailments that required a ten-day quarantine. The NH Department of Public Health has narrowed that list to two types of potential infections - viral or respiratory:

- A **viral infection** would show symptoms of fever, chills, loss of taste and smell, nausea/vomiting/diarrhea, sore throat, runny nose/congestion, cough and body aches.
- A **respiratory viral** infection would include sinus congestion, a sore throat, a runny nose and a cough.

If someone is feeling ill with these symptoms, it is important to stay home--this is good practice pre- and post-covid. Anyone showing symptoms of being ill with a viral or respiratory infection, will be sent to the nurse's office for evaluation, will wear a mask, will be kept separate and will be sent home. Anyone with a temperature of 100.4 or greater will be dismissed.

When can someone return who was showing symptoms of a viral or respiratory infection, were untested or who tested negative for Covid-19?:

1. Person receives an approved COVID-19 test that is negative, **AND** the person's symptoms are improving. **OR**
2. Is fever free without the use of fever reducing medication for 24 hours; **AND**

--DRAFT-- 32

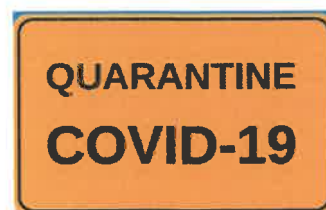


- 
3. Is symptom free for 24 hours--they may return to school the following school day after the symptom free 24 hours.

It is very important that parents/guardians provide documentation to the school nurse regarding known/chronic/predictable symptoms.

If someone presents with viral/respiratory symptoms during school, and it is unclear (or undocumented in the person's medical record) if the symptoms are new or unexplained, then they will be excluded until they have met the return to school criteria **or** a healthcare provider can document a chronic/stable condition that accounts for the symptoms that are not new or unexplained symptoms of COVID-19.

When will a student/staff member be required to **Quarantine?**



1. Anyone who is unvaccinated living with a family member with COVID-19 will be required to quarantine for 14 days after being exposed.
2. If you test positive and have symptoms of Covid, you must stay home until at least 10 days have passed since your symptoms first started **AND** at least 24 hours have passed since you had a fever (without using fever-reducing medications) **AND** your symptoms are improving.
3. If you have a positive test but have no symptoms, you must stay home until 10 days have passed since the date of collection of your positive test, assuming you don't develop symptoms. If you develop symptoms, then follow the instructions above.

Are there times when someone **would not** need to quarantine?

**of note\*** The NH Department of Public Health is no longer requiring contact tracing for positive cases in schools. Administration from Paul School will notify families when a positive case has been reported in a classroom but no one will be excluded from school as a result. Families should self-monitor for symptoms as a precaution.

A positive case identified in someone's home will not require a 10 day quarantine for household members if:

- A staff member or student tested positive in the past 90 days. However, they should self-monitor for new or unexplained symptoms.
- Those who are 14 days beyond the second dose of Moderna or Pfizer vaccine or receipt of Johnson & Johnson COVID-19 vaccine (i.e., 14 days after full vaccination)--considered "fully vaccinated".

**--DRAFT--** 33

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## Instruction

1. We will utilize Google Classroom and/or Dojo as the sole platform for managing teaching and learning at all grade levels.
2. Teachers will utilize Google Classroom to provide remote instruction (e.g. videos/resources) and assignments to students from their class who are engaged in temporary remote learning.

## Remote Instruction

1. Students who cannot participate in building-based instruction because of an underlying health condition for themselves or a family-member with whom they reside, can access classroom instruction remotely.
2. Further, parents who do not feel comfortable sending their child to the school building, or who cannot follow the safety guidelines outlined in the re-entry plan, have the option for online instruction as well.
  - a. In the cases above, the student will remote into the classroom during the regular school day hours. They will take part in classroom instruction with their classmates.
  - b. Please note, in order to properly plan for staffing and appropriate class sizes, we cannot have children move in and out of remote instruction (outside of needing to stay home because of sickness or self-isolation). If you plan to keep your children home, the decision to attend in person can only be made at mid-year.
  - c. In-person instruction cannot revert to remote unless there are extenuating circumstances approved by the Principal.
  - d. A Partner Para will be assigned to a classroom in which there are remote students to help with connectivity and participation.
3. Students in grades 3-8 who are generally in-person but in temporary quarantine will engage in remote learning under the supervision of a teacher at times that work for the student. Assignments will be found on Google Classroom and those who are not experiencing symptoms but are in quarantine, are expected to complete assignments and turn them in upon their return. Teachers can be contacted via Google Classroom or email with any questions.
4. Students in grades K-2 who are generally in-person but in temporary quarantine will receive a packet of work. Materials can be picked up or mailed and completed if the child is not experiencing symptoms.

## Meals/Recess

1. Students will eat breakfast in the cafeteria.
2. Lunch will be eaten in the cafeteria.
3. All students will sanitize (or wash) hands before and after lunch. Tables will be washed before and after eating by students with sanitizing materials.



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4. Students will not be required to wear masks at recess/outdoors, but will be taught to be socially responsible/distant (as part of the PBIS program). All students and staff will sanitize their hands upon re-entering the school.

## Transportation

1. Bus routes and schedules will be communicated via email and the SAU 101 website.
2. Students will have assigned seats.

**of note\*** Regardless of the mask policy at school, passengers and drivers must wear a mask on school buses, including on buses operated by public and private school systems, subject to the exclusions and exemptions in CDC's Order.



## Distancing

1. Student desks will be placed at a 3' distance from each other in the classroom.
2. As a layer or protection, students and staff will be encouraged to keep at 3' distance when possible.

## Staff

1. In the event that a staff member must quarantine while his or her students remain in the building, a substitute teacher will supervise students. If the teacher is healthy and in quarantine, the teacher will utilize Google ClassroomDojo to provide instruction remotely to the students in the building (under the supervision of a sub).
2. If the teacher is sick or caring for a sick family member and is unable to provide remote instruction, the teacher will provide sub plans and the substitute will carry out the instruction for students.
3. Staff who are out for covid related reasons will use administrative leave time. This must be approved by the building principal.

## Reporting

1. The school nurse and/or principal will immediately report any person suspected or confirmed with COVID-19 to DHHS by calling 603-271-4496.
2. Close Contacts will be identified (by nurse, administration): starting two days before the person became symptomatic or tested positive for COVID-19 (if asymptomatic).

**--DRAFT--** 35

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- a. “Close contact” for the purposes of the public health investigation in New Hampshire is defined as a person being within six feet of the individual diagnosed with COVID-19 during their infectious period for 15 minutes or longer.
  3. Any person who is identified as a close contact or at risk for exposure to COVID-19 based on the public health investigation will be required to quarantine for 10 days from their last day of exposure if they are unvaccinated.
  4. Depending on the specific circumstances, this may involve quarantine of only specific individuals (e.g., those sitting next to a person with COVID-19 in a classroom), but could include whole classes (depending on degree or likelihood of close contact, classroom size, age of students, etc.); this will be assessed on a case-by-case basis by public health.

### Nursing

1. The nurse’s office is stocked with masks, gloves, and other safety materials.
2. Anyone entering the nurse’s office must wear a mask. Masks will be available in the nurse’s office.
3. Social distancing will be in effect in the nurse office. (CDC)
  - a. Only two students at a time will be seen.
4. Children who are sick with COVID-19 symptoms or asked to stay home due to symptoms per his/her PCP, will return when:
  - a. At least 10 days have passed since symptoms first appeared and at least 3 days (72 hours) have passed since resolution of fever without the use of fever reducing medication and improvement in respiratory symptoms. A doctor note will be required.

### Social/Emotional Support

1. Continue to:
  - a. utilize PBIS to model, explicitly teach, and reinforce expectations on a regular basis.
  - b. incorporate best practices for building a positive environment in the classroom (ex, greeting each child as they enter the building/classroom, speaking to students low and slow, giving four compliments to one redirection, validate).
2. The Student Support Team (SST) will provide information to families and establish a Google Classroom for parents to use to gain up-to-date info.
3. Practices that enhance support and encouragement will be reinforced throughout the day in all classes. Teachers will create opportunities that allow students to practice these skills.
4. Special considerations are warranted for students with pre-existing anxiety, depression, and other mental health conditions; children with a prior history of trauma or loss; children with autism spectrum disorder; and students in early education who may be particularly sensitive to disruptions in routine and caregivers.

--DRAFT-- 36

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5. Students facing other challenges, such as poverty, food insecurity, and homelessness, and those subjected to ongoing inequities may benefit from additional support and assistance.
  6. We will provide continued staff professional development on trauma informed teaching throughout the school year.

### Visitors/Volunteers

1. Visitors will be screened using a questionnaire as provided by the CDC/DHHS and have their temperature checked. Anyone with a temp of 100.4 or greater will be immediately dismissed from the building.
  - a. Persons who have come in close contact with someone who has been infected will be immediately dismissed from the building.
  - b. Persons with symptoms of COVID-19 indicated on the screening questionnaire will
2. Substitute Teachers will not be required to wear a mask.

### Sanitizing

1. Alcohol-based hand sanitizers will be installed in all classrooms and at entrances.
2. Students will need to wash/sanitize their hands before eating (snack too when possible).
3. When hand washing is not an option, hand sanitizer should be used instead.
4. Water fountains will be unavailable for any use, except the bottle filler function.
  - a. Students will need to utilize water bottles.
5. Surfaces will be cleaned daily within all spaces.
6. Hallways and common use areas will be regularly sprayed with disinfectant.
7. The school will be disinfected nightly.
8. In the event of a positive covid case in a classroom:
  - a. Areas used by the person who is sick will be closed off.
  - b. If possible, the children remaining in the classroom will be moved to another environment until cleaning protocols can be implemented.
  - c. If possible, wait up to 24 hours or as long as possible before cleaning or disinfection to allow respiratory droplets to settle before cleaning or disinfecting. (CDC)
  - d. Exterior doors and windows should be opened to increase air circulation in the areas.
  - e. Clean and disinfect all areas used by the sick person such as offices, bathrooms and common areas.

**--DRAFT--** 37



### In Conclusion:

This document provides guidance to respond to Covid in its current state, August, 2021.

Our current layers of protection are:



It is the responsibility of the school and district to maintain a careful watch on community transmission and the occurrence of outbreaks to determine what layers are necessary to respond to the virus. Changes to positivity and infection rates will dictate the steps that need to be taken to keep our school community safe.

### **References:**

<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/> American Academy of Pediatrics

Kansas Department of Health and Environment

NH Department of Health and Human Services, Division of Public Health Services Education Partner  
FAQ COVID-19, Bureau of Infectious Disease Control -23- June 4, 2021

<https://www.cdc.gov/coronavirus/2019-ncov/community/index.html>

The mitigation steps have been recommended by the NH Public Health Department, the CDC and the Academy of American Pediatrics.

**--DRAFT--** 38

## INVESTMENT

The Wakefield School Board authorizes the School District Treasurer working in conjunction with the Superintendent and Business Administrator and pursuant to RSA 197:23-a to invest the funds of the District subject to the following objectives and standards of care.

### OBJECTIVES

The three objectives, in priority order, of investment activities shall be safety, liquidity, and yield.

1. Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. Yield of the investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

### STANDARDS OF CARE

1. *Prudence.* The standard of prudence to be used by the District Treasurer and Superintendent or Business Administrator involved in the investment process shall be the "prudent person" standard and shall be applied in the context of managing an overall portfolio. They are directed to use the GFOA\* Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. *Ethics and Conflict of Interest.* The School District Treasurer and Superintendent or Business Administrator involved in the investment process shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decisions. Employees and Investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial/investment positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the School District particularly with regard to the timing of purchases and sales.
3. *Internal Controls.* The District Treasurer and Superintendent or Business Administrator shall establish a system of internal controls that shall be documented in writing. The School Board and an independent auditor shall review the internal controls.

The investment of funds will be left to the discretion of the Board.

The investment policy shall be reviewed annually by the School Board.

DRAFT

**Statutory Reference:**

RSA 197:23 (a)  
 RSA 383:22  
 Appendix DFA-R

**Mr. Bob Ouelette, Chairperson**  
**Mr. Relf Fogg**  
**Ms. Mary Collins**  
**Ms. Caitlin Gelinás**  
**Ms. Sheena Robbins**

**Adopted by the Board: 14 March 2001**  
**Reaffirmed by the Board: 6 May 2002**  
**Revised by the Board: 6 June 2012**  
**Reaffirmed;**

## **EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES**

Consistent with its child find and parent consent obligations, the district responds promptly to requests initiated by a parent or public agency for an initial evaluation to determine if a child is a child with a disability.

A full and individual evaluation of a student's educational needs that meets the criteria established in state and federal law will be conducted before determining eligibility and before the initial provision of special education and related services to a student with a disability. The district implements an ongoing system to locate, identify and evaluate all children from birth to age 21 residing within its jurisdiction who have disabilities and need early intervention, early childhood special education or special education services. The district will seek to identify all children with disabilities, regardless of the severity of their disabilities.

The district is responsible for evaluating and determining eligibility for special education services for school age children. The district is responsible for evaluating children who may be eligible for Early Intervention/Early Childhood Special Education (EI/ECSE) services. The district's designated referral and evaluation agency is responsible for determining eligibility.

Before conducting any evaluation or re-evaluation, the district:

1. Plans the evaluation with a group that includes the parent(s);
2. Provides prior written notice to the parent(s) that describes any proposed evaluation procedures the agency proposes to conduct as a result of the evaluation planning process; and
3. Obtains informed written consent for evaluation.

The district conducts a comprehensive evaluation or re-evaluation before:

1. Determining that a child has a disability;
2. Determining that a child continues to have a disability;
3. Changing the child's eligibility;
4. Providing special education and related services;
5. Terminating the child's eligibility for special education, unless the termination is due to graduation from high school with a regular diploma or exceeding the age of eligibility for a free appropriate public education.

Upon completion of the evaluation, the district provides the parent or eligible child a copy of the evaluation report at no cost. The evaluation report describes and explains the results of the evaluation.

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Vivian Macedo**  
**Mrs. J. Lizbeth Olimpio**  
**Mrs. Judith Nason**  
**Mr. Stephen Brown**

**Adopted by the Board: 5 May 2010**  
**Reaffirmed by the Board: 16 May 2012**



*See also IHBA*

**EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING  
DISABILITIES**

*(continued)*

Upon completion of the eligibility determination, the district provides the parent or eligible child documentation of eligibility determination at no cost.

The district ensures that assessments and other evaluation materials, including those tailored to assess specific areas of education need, used to assess a child:

1. Are selected and administered so as not to be racially or culturally discriminatory;
2. Are provided and administered in the child's native language or other mode of communication and form most likely to yield accurate information on what the child knows and can do academically, developmentally, and functionally unless it is clearly not feasible to do so;
3. Are used for purposes for which assessments or measures are valid and reliable;
4. Are administered by trained and knowledgeable personnel; and
5. Are administered in accordance with any instructions provided by the producer of such assessments.

Materials and procedures used to assess a child with limited English proficiency are selected and administered to ensure that they measure the extent to which the child has a disability and needs special education, rather than measuring the child's English language skills.

A student must meet the eligibility criteria established in the New Hampshire Administrative Rules. The district conducts re-evaluations:

1. When the educational or related services needs, including improved academic achievement and functional performance of the children warrant a re-evaluation;
2. When the child's parents or teacher requests a re-evaluation; and
3. At least every three years, unless that parent and the district agree that a re-evaluation is unnecessary.

The district does not conduct re-evaluation more than once a year, unless the parent and district agree otherwise.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 1107.02(b), Evaluation Requirements for Children With Specific Learning Disabilities*

*Appendix IHBAA-R*

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Vivian Macedo**  
**Mrs. J. Lizbeth Olimpio**  
**Mrs. Judith Nason**  
**Mr. Stephen Brown**

**Adopted by the Board: 5 May 2010**  
**Reaffirmed by the Board: 16 May 2012**

41

## EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC LEARNING DISABILITIES

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

**NHSBA Note, September 2016:** Significant changes and amendments are made to this Sample Policy following NHSBA consultation with the NHDOE Special Education Department and other special education practitioners. The intent of these revisions is to ensure compliance with all special education rules as well as to ensure consistency with NHDOE recommendations. Since such evaluations are required to be followed by all school districts, recitation of laws specific to special education evaluation via school board policy is unnecessarily repetitive and duplicative. Rather, a statement directing interested persons to the NHDOE's Special Education Procedures Manual is within the school board's policy-making role.

**Legal References:**

*NH Code of Administrative Rules, Section Ed 1107.02(b), Evaluation Requirements for Children With Specific Learning Disabilities*  
*Appendix IHBAA-R*

Revised: September 2016  
New Policy: April 2009

**DRAFT**

Mr Bob Ouellette, Chairperson  
Mr Relf Fogg  
Ms Mary Collins  
Ms Shenna Robbins  
Ms Caitlin Gelinis

Adopted by the Board: 5 May 2010  
Reaffirmed by the Board: 16 May 2012  
**Adopted by the Board:**

### **SUICIDE PREVENTION**

The Board recognizes that self-destructive behavior and suicide occurs among children and adolescents in our country. Students identified as self-destructive are in need of appropriate help as quickly as possible. The primary efforts of school personnel working with a depressed or suicidal student are support, parental contact and referral. To that end, student confidentiality may be waived in life-threatening situations.

With the intent of contributing to the prevention of suicide among its pupils where possible, the Board directs an Adolescent Suicide Awareness Program to be initiated, including:

- In-service education to increase the awareness of all building staff about the seriousness of the problem and possible suicide “warning signs” in conjunction with bullying and harassment training.
- Establishment of referral/response procedures in each school to facilitate assisting pupils identified as possibly suicidal.
  - Infusion into the health curriculum of appropriate information to help students deal appropriately with feelings, to recognize possible suicide “warning signs” in themselves and others, and to increase awareness of alternatives and resources available for assistance.
  - Procedures in each school for dealing appropriately with tragedies to ease the impact on pupils, staff and community in the event of student suicide.

School system personnel cannot be expected to treat the suicidal adolescent. Rather, they need to recognize that they are in a position to aid in the identification of those young people who may be suicidally prone and to intervene in order to link these young people and their families to treatment programs in the community. In addition, school personnel need to be better prepared to sensitively relate to suicidal young people following a suicide attempt, and to deal with the intense emotions/reactions of the school community following an actual suicide.

**Mrs. Priscilla Colbath, Chairperson**  
**Mrs. Janet Gagnon**  
**Mrs. J. Lisbeth Olimpio**  
**Mrs. Judith Nason**  
**Mr. Peter Kasprzyk**

**Adopted by the Board: 17 October 2001**  
**Reaffirmed by the Board: 2 January 2008**  
**Revised by the Board: 7 September 2011**

**BEHAVIOR MANAGEMENT AND INTERVENTION****DRAFT**

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the board directs the Superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in District schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

**Legal References:**

*Ed 306.04(a)(18), Behavior Management and Intervention for Students*

Revised: May 2008

New Policy: October 2005

NHSBA Note, May 2014: Only changes are to Legal References. Content of the policy has not changed.

Mr. Bob Ouellette, Chairperson  
Mr. Relf Fogg  
Ms. Mary Collins  
Ms. Sheena Robbins  
Ms. Caitlin Gelinis

Adopted by the Board: 17 October 2001  
Reaffirmed by the Board: 2 January 2008  
Revised by the Board: 7 September 2011  
**Adopted;**

## **Co-Bus Coordinator Wakefield School District**

### **GENERAL SUMMARY**

Performs the essential task of school bus routing; and provides administrative support for the Transportation Department under the direction of SAU office , Superintendent and Financial Manager.

Advises the Superintendent and Business Manager on related transportation matters. This position will be under the supervision of the SAU office , Superintendent and Financial Manager.

### **KNOWLEDGE, SKILLS, and ABILITIES**

- Ability to work in a fast paced environment
- Must possess exceptional organizational skills
- Ability to prioritize and assign work
- Knowledge of orienting, and managing personnel
- Ability to handle common complaints
- Ability to respond to questions from students, faculty, staff, and parents
- Ability to define problems, collect data, establish facts, and draw valid conclusions
- Ability to follow oral and written instructions and procedures
- Ability to organize and file large volumes of detailed data and information to be kept at SAU office and or School district
- Ability to maintain well-organized materials, files, systems and tools
- Ability to adapt to changes in work situations and priorities
- Ability to reason/analyze; use logic to identify and resolve problems
- Ability to evaluate, organize, and summarize data and information
- Ability to establish and maintain constructive and cooperative interpersonal relationships with staff, peers, supervisors, or managers in the work unit and other departments, as well as with staff of outside entities and other individuals, as applicable to the essential duties and responsibilities

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

The above position is illustrative of the tasks and responsibilities. It is not meant to be all -inclusive of every task or responsibility.

- Adheres to rules, regulations and guidelines set forth by the Wakefield School Department / SAU 101 Determines transportation eligibility for students for both regular education and special education
- Answers telephones; and responds to questions from parents and school staff.
- Creates and maintains school bus routes for all schools, including Paul School and Spaulding High School routes.
- Arranges for substitute drivers when someone is out
- Manages school requests for field trip transportation and athletic transportation
- Assists the Superintendent and Business Manager with the essential tasks of sequencing all bus routes.
- Works with drivers to assist with ensuring that all buses are maintained to an acceptable level
  - Ensures that vehicles are maintained and prepared to drive each day
- Maintains accurate, complete and correct vehicles records district
- Monitors Vehicle maintenance needs
- Ensures that all buses are up to date on inspections; schedules all inspections
- Other duties as assigned

45

## Wakefield School District 2021-2022 School Year Calendar

	<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>		<u>Mon</u>	<u>Tue</u>	<u>Wed</u>	<u>Thur</u>	<u>Fri</u>
<b>AUGUST/ SEPTEMBER</b> (21 Days)	TW 6	31 7	TW 1 8	TW 2 9	NS 10	<b>FEBRUARY</b> (15 Days)	7	1 8	2 9	3 10	4 11
	13	14	15	16	17		14	15	16	17	18
	20	21	22	23	24		21	22	23	24	25
	27	28	29	30			28				
<b>OCTOBER</b> (19 Days)	4	5	6	7	1 TW	<b>MARCH</b> (22 Days)	7	1 8	2 9	3 10	4 11
	11	12	13	14	15		14	15	16	17	TW 25
	18	19	20	21	22		21	22	23	24	25
	25	26	27	28	29		28	29	30	31	
<b>NOVEMBER</b> (18 Days)	1	2	3	4	5	<b>APRIL</b> (16 Days)	4	5	6	7	1 8
	8	9	10	11	12		11	12	13	14	15
	15	16	17	ER/PC	ER/PC		18	19	20	21	22
	22	23	24	25	26		25	26	27	28	29
	29	30									
<b>DECEMBER</b> (16 Days)	6	7	1	2	3	<b>MAY</b> (20 Days)	2	3	4	5	6
	13	14	8	9	10		9	10	11	12	TW 20
	20	21	15	16	17		16	17	18	19	20
	27	28	22	23	24		23	24	25	26	27
			29	30	31		30	31			
<b>JANUARY</b> (20 Days)	3	4	5	6	7	<b>JUNE</b> (11 Days)			1	2	3
	10	11	12	13	14		6	7	8	9	10
	17	18	19	20	21		13	14	ER	SD	SD
	24	25	26	27	28		SD	SD	SD	SD	SD
	31						SD	SD	SD	SD	

August through January: 94 Days

February through June: 84 Days

TW = Teacher Workshop SD = Makeup Day for Snow ER = Early Release Day PC = Parent Conferences NS = No School

\*Students First Day of School = Tuesday August 31, 2021

### Student Days Out

August 25-27 & 30	Teachers return - TW	January 17	Civil Rights Day
September 6	Labor Day	February 21 - 25	Winter Recess
October 11	Columbus Day	April 25 - 29	Spring Recess
November 11	Veterans' Day	May 30	Memorial Day
November 24 - 26	Thanksgiving Recess		
December 23 - January 2	Holiday Break		

178 Instructional Days

46



**Frank Edelblut**  
Commissioner

**Christine Brennan**  
Deputy Commissioner

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

April 6, 2021

TO: Superintendents

FROM: Timothy Carney, Administrator  
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2022

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

The submission of general assurances is required in part by:

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

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

47

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

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

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

On the Certification page, please include the name and number of the SAU office and the name of the School District which will be applying for funds, both certifying parties are asked to execute the document, and return to the NHDOE Bureau of Federal Compliance office no later than **June 30, 2021**.

If you should have any questions regarding these general assurances, please contact Timothy Carney, Administrator of the Bureau of Federal Compliance at [Timothy.Carney@doe.nh.gov](mailto:Timothy.Carney@doe.nh.gov) or at 603-271-2634.

48



# New Hampshire Department of Education

FY2022

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

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

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

This FY2022 general assurances document contains some differences from the FY2021 general assurances document. You are encouraged to do a side-by-side comparison of the two documents so that you thoroughly understand the requirements to which you are agreeing.

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

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

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

New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301  
federalcompliance@doe.nh.gov

Should you have any questions please contact Timothy Carney at 603-271-2634, Lindsey Labonville at 603-271-3837, or Jessica Lescarbeau at 603-271-3808.

49

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

## A. General Assurances

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

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHDOE, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- New* 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.
- New* 4) The subrecipient will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
- New* 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
  - (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin;
  - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;
  - (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps;
  - (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
  - (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to

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

administer those funds and property.

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

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

New

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

educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.

- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification form to the NHDOE not later than March 31, 2022. The worksheet will be provided to each subrecipient by the NHDOE.
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 180, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988.
- 31) The recipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
- 36) Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
- 37) Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-

1 et seq.).

New

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

## B. Explanation of Grants Management Requirements

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

### 1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

### 2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

- a) Cash Management (2 CFR 200.302(b)(6) & 200.305)
- b) Determining the allowability of costs in accordance with 2 CFR 200 Subpart E—Cost Principles and the terms and conditions of the Federal award. (2 CFR 200.302(b)(7))
- c) Conflict of Interest (2 CFR 200.318(c))
- d) Procurement (2 CFR 200.320)
- e) Method for conducting Technical Evaluations of Proposals and Selecting Recipients (2 CFR 200.320(b)(20)(ii))
- f) Suspension and Debarment (2 CFR 200.214)
- g) Travel Costs (2 CFR 200.475)
- h) Equipment and Supplies (2 CFR 200.313(d), 200.314)

54

- i) Time and Effort (2 CFR 200.430(i))
- j) Record Keeping (2 CFR 200.334 and 200.335)

### 3. Internal Controls

The subrecipient must:

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

### 4. Allowable Costs

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

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

### 5. Audits

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

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

audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

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

## 6. Reports to be Submitted

### Audits/Management Decisions

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjf0hmyh1r45p1po1\)\)/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  
101 Pleasant Street  
Concord, NH 03301
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

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

### Single Audit Certification

An executed and accurate Single-Audit Certification form shall be submitted to the NHDOE no later than



**March 31, 2022.** A copy of the form will be provided to each subrecipient by the NHDOE.

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

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

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

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
  - o The dangers of drug abuse in the workplace.

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

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

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

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

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

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

Program staff within the NHDOE must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. *(There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project*

beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).

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

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

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

59

- 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 visits by NHDOE staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHDOE. In the event the NHDOE determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHDOE staff to the subrecipient regarding such audit.

## 13. More Restrictive Conditions

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

## 14. Obligations by Subrecipients

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

## 15. Personnel Costs – Time Distribution

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

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

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

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

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

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

schools.

## 17. Purchasing/Procurement

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

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

## 18. Retention and Access to Records

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

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

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

New

64



**CERTIFICATION**

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

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**Superintendent or other Qualifying Administrator Certification:**

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

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on [REDACTED], 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: 101 District or SAU Name: Wakefield

<u>Pamela Stiles</u>	<u>Pamela Stiles</u>	
Typed Name of Superintendent or other Qualifying Administrator	Signature	Date

**School Board Certification:**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

New Hampshire Department of Education  
Bureau of Federal Compliance  
101 Pleasant Street  
Concord, NH 03301

federalcompliance@doe.nh.gov

## REPORTING CHILD ABUSE

Any school employee having reason to suspect that a student is being or has been abused or neglected shall immediately report his/her suspicions to the appropriate state officials at the New Hampshire Department of Health and Human Services – Division for Children, Youth and Families. The employee will inform the building principal within 24 hours that a report has been made. The principal will then notify the Superintendent that a report to the Division for Children, Youth and Families has been made.

The principal shall make a written report within 24-48 hours. The report should contain the name of the school employee who reported the suspected abuse or neglect, the name and address of the child suspected of being abused or neglected, the person responsible for the child's welfare, information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries), the identity of the person or persons suspected of being responsible for such neglect or abuse, and any other information that might be helpful in establishing neglect or abuse or that may be required by the Division for Children, Youth and Families.

The Board recommends all school district employees receive routine training or information on how to identify child abuse and neglect.

### Legal References:

*NH Code of Administrative Rules, Section Ed. 306.04(a)(10), Reporting of Suspected Abuse or Neglect*

*RSA 169-C:29, Persons Required to Report*

*RSA 169-C:30 Nature and Content of Report*

*RSA 169-C:34, III Duties of the Department of Health and Human Services*

*RSA 169-C:31, Immunity from Liability*

*Guidelines for New Hampshire School Employees: Recognizing and reporting suspected Child Abuse and Neglect, 2002 (Accessible on the NHDOE website)*

**Mrs. Priscilla Colbath, Chairperson**

**Mrs. Janet Gagnon**

**Mrs. J. Lisbeth Olimpio**

**Mrs. Judith Nason**

**Mr. Peter Kasprzyk**

**Adopted by the Board: 7 July 1995**

**Revised by the Board: 4 April 2011**

**Reaffirmed by the Board: 7 September 2011**

## REPORTING CHILD ABUSE OR NEGLECT

**DRAFT****A. Statutorily Mandated Reporting – All Persons.**

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

The report should contain:

- a. the name and address of the child suspected of being abused or neglected,
- b. the person responsible for the child's welfare,
- c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
- d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
- e. any other information that might be helpful in establishing neglect or abuse.

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. **In cases of current emergency or imminent danger, call 911.**

**B. Additional provisions relating to school employees, volunteers, and contracted service providers.**

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.

Mr. Bob Ouellette, Chairperson  
Mr. Relf Fogg  
Ms. Mary Collins  
Ms. Sheena Robbins  
Ms. Caitlin Gelinis

Adopted by the Board: 7 July 1995  
Revised by the Board: 4 April 2011  
Reaffirmed by the Board: 7 September 2011  
**Adopted**

66

1. Request for Assistance in Making Initial Report.

The initial report to the principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- (a) the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, **and**
- (b) reporting to the principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the principal.

2. Principal's Action upon Receiving Report.

Upon receiving the report/request from the employee, volunteer or any other person, the principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

A written report shall be made by the Principal to the Superintendent within twenty-four (24) hours, with a copy provided to DCYF if requested. The report shall include all the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.

3. Requirements for Reporting of Other Acts.

Employees/contract providers are also reminded of the requirements to report any act of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Board Policy *JICK*, and hazing under RSA 671:7. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction, or violence.

C. Signage and Notification.

The Superintendent is directed to assure that the principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.

Mr. Bob Ouellette, Chairperson  
 Mr. Relf Fogg  
 Ms. Mary Collins  
 Ms. Sheena Robbins  
 Ms. Caitlin Gelinis

Adopted by the Board: 7 July 1995  
 Revised by the Board: 4 April 2011  
 Reaffirmed by the Board: 7 September 2011  
**Adopted**

**D. Training Required.**

The Superintendent shall assure that all District employees, designated volunteers, and contracted service providers receive training (in-person or online) upon beginning service with the district, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.

**District Policy History:**

First reading: \_\_\_\_\_

Second reading/adopted: \_\_\_\_\_

**DRAFT****District revision history:****Legal References:**

*NH Code of Administrative Rules, Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect*  
*NH Code of Administrative Rules, Code of Conduct for NH Educators, Ed 510.05(e), Duty to Report*  
*RSA 169-C, Child Protection Act*  
*RSA 169-C:29-39, Reporting Law*  
*RSA 189:72, Child Abuse or Neglect Information*  
*RSA 193-D:4, Safe School Zones, Written Report Required*

***Legal References Disclaimer:*** *These references are not intended to be considered part of this policy, nor should they be taken as a comprehensive statement of the legal basis for the Board to enact this policy, nor as a complete recitation of related legal authority. Instead, they are provided as additional resources for those interested in the subject matter of the policy.*

Mr. Bob Ouellette, Chairperson  
 Mr. Relf Fogg  
 Ms. Mary Collins  
 Ms. Sheena Robbins  
 Ms. Caitlin Gelinis

Adopted by the Board: 7 July 1995  
 Revised by the Board: 4 April 2011  
 Reaffirmed by the Board: 7 September 2011  
**Adopted**

2021-22 Committee List

Committee	Members	Meeting Dates
Budget	Relf Fogg Bob Ouellette (alt) Pam Stiles	
CIP	Mary Collins Bob Ouellette (alt) Pam Stiles Joe Williams (?)	
Curriculum	Caitlin Gelinias Mary Collins Pam Stiles Chad Strout	
Facilities	Bob Ouellette Relf Fogg Joe Williams Pam Stiles	3rd Tuesday, 5:30
Joint Loss (must have 2 employees, 2 employers)	Mike O'Neill Chad Strout	
Para Negotiations	Relf Fogg Sheena Robbins Mary Collins (alt) Pam Stiles	
Policy Development	Mary Collins Sheena Robbins Pam Stiles	3rd Wednesday, 7:15-8:00 AM
Professional Dev	Caitlin Gelinias Sheena Robbins (alt) Pam Stiles	
Teacher Negotiations	Relf Fogg Sheena Robbins Mary Collins (alt) Pam Stiles	
Technology	Mary Collins Bob Ouellette (alt) Pam Stiles	
Transportation	Relf Fogg Caitlin Gelinias Pam Stiles Mike O'Neill	
Wellness	Sheena Robbins Caitlin Gelinias	

Wakefield School District  
SAU 101

<b>Staff New Hires</b>			
Name	Title	Effective Data	Salary
Juliana Purvis	Grade 3	July 20, 2021	\$38,605
Kate Kelley	Title 1 Interventionist		\$55,391

<b>Resignations</b>			
Name	Title	Effective Data	Salary
Molly Brackett	Paraprofessional	7/28/2021	

<b>Retirements</b>			
Name	Title	Effective Data	Salary



# Wakefield School District

## School Administrative Unit #101

### Intent to Hire - Teacher/Administrator

To: (Name) Superintendent Stiles  
 From: (Name) Kristen White  
 Date: ( Date Submitting) 7/19/2021

Documents Required when submitting this form:	
Completed Application	<input checked="" type="checkbox"/>
Resume	<input checked="" type="checkbox"/>
Transcripts	<input checked="" type="checkbox"/>
w Hampshire Educator Certificate	<input type="checkbox"/>
Three Letters of Recommendation	<input checked="" type="checkbox"/>
Reference Sheet	<input checked="" type="checkbox"/>

**I wish to hire the following employee:**

Employee's Name Juliana Purvis  
 Existing Employee (Yes or No) No  
 If existing, current position \_\_\_\_\_  
 Position being hired for: Grade 3 Teacher  
 Replaces: (Name) \_\_\_\_\_  
 Is this a NEW or EXISTING position? Existing

Baccalaureate Degree from: University of New Hampshire Degree: Bachelor Degree in Humanities and Italian Studies Year: 2019

Graduate Degree from: University of New Hampshire Degree: Masters Degree in Elementary Education Year: 2020

Hiring Manager Comments: Juliana was highly recommended by all of her references. She is eager to learn and to be a part of a supportive school community. The hiring team feels that Juliana would be a good fit with the third grade team and the school. She brings a lot of energy and experiences that can help build a positive learning community. Juliana's Praxis scores came in Friday evening and she passed all tests. She is filling out her paperwork to receive her teaching license.

Superintendent Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Certification: \_\_\_\_\_ ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Certification: \_\_\_\_\_ ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_  
 Certification: \_\_\_\_\_ ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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**To be filled in by the Superintendent**

Account Number: \_\_\_\_\_ Salary Amount: \_\_\_\_\_  
 Step: \_\_\_\_\_  
 Track: \_\_\_\_\_  
 Signature of Superintendent Pamela Date 7-20-21  
 School Board Nomination Date: \_\_\_\_\_

73

**Wakefield School District  
School Administrative Unit #101**

**Intent to Hire - Teacher/Administrator**

To: (Name) Superintendent Stiles  
 From: (Name) Kristen White  
 Date: ( Date Submitting) 7/13/2021

Documents Required when submitting this form:	
Completed Application	X
Resume	X
Transcripts	X
New Hampshire Educator Certificate	X
Three Letters of Recommendation	X
Reference Sheet	X

**I wish to hire the following employee:**

Employee's Name Kate Kelley  
 Existing Employee (Yes or No) No  
 If existing, current position \_\_\_\_\_  
 Position being hired for: Title One Interventionist  
 Replaces: (Name) \_\_\_\_\_  
 Is this a NEW or EXISTING position? Existing

*Milton* —

	Degree:	Year:
Baccalaureate Degree from: <u>Keene State College</u>	<u>Bachelor Degree in Elementary Education</u>	<u>1991</u>
Graduate Degree from: <u>NHTI</u>	<u>Conversion Program Certification in General Special Education</u>	<u>2012</u>

Hiring Manager Comments: Kate was highly recommended by all of her references. She has the skill set and experience to help support students and staff. Hiring team feel that Kate would fit in well with our staff and students while bringing a wealth of knowledge and experience that will support student and staff learning.

Superintendent Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Certification: Elementary Education K-8 ID # 48167 Expiration Date: 6/30/2022  
 Certification: General Special Education ID # 48167 Expiration Date: 6/30/2022  
 Certification: \_\_\_\_\_ ID # \_\_\_\_\_ Expiration Date: \_\_\_\_\_

*BA15 \$55,391*

**To be filled in by the Superintendent**

Account Number: _____	Salary Amount: _____
	Step: _____
	Track: _____
Signature of Superintendent _____	Date <u>74</u>
School Board Nomination Date: _____	