

Agenda Worksheet

School Administrative Unit #101
Wakefield School District Board Meeting:
Paul School Library
60 Taylor Way, Sanbornville, NH 03872
saul01.org

Date: Tuesday October 17, 2023 at 6:00pm

No Facilities Committee Meeting

1. CALL TO ORDER- Chair, followed by FLAG SALUTE

2. AGENDA REVIEW

3. PRESENTATIONS, PUBLIC HEARINGS

Student Report

4. PUBLIC COMMENTS: Public's opportunity to speak to items on the agenda.

5. REPORTS

a. School Administration

6. CONSENT AGENDA

- a. AP Manifest- Batch #41058, \$749.50; Batch #41035, \$3,923.76; Batch #41039, \$16,864.82; Batch #41040, \$102,185.09
- b. Payroll Manifest- Batch #41064, \$217,701.03

7. MEETING MINUTES

- a. WSB Non Public Minutes 9.19.23 Session 1 and Session 2 (draft)
- b. WSB Non Public Minutes 10.3.23 Session 1 and Session 2 (draft)
- b. WSB Public Minutes 10.3.23 (draft)

8. OLD BUSINESS

a. AREA School Board Agenda

9. NEW BUSINESS

- a. School Calendar
- b. Budget
 - i. Timeline
 - ii. Fiscal Services
 - iv. School Board
- c. Job Descriptions
 - i. Assistant Principal
 - ii. Director of Student Services

10. POLICIES

- a. BEDB- Agenda Preparation and Dissemination (2nd Reading)
- b. BEDG- Minutes (2nd Reading)

- c. DAF- Administration of Federal Grant Funds (1st Reading)
- d. JLDBB- Suicide Prevention and Response (1st Reading)

11. NOMINATIONS/HIRES/RESIGNATIONS

- a. Antoinette Canfield- ISS Para

12. FOLLOW-UP

- a. Workshop Roles and Responsibilities/Dates
- b. Lead Update

13. NON-PUBLIC: RSA 91-A;3 II (C)

14. ADJOURNMENT:

PM

Upcoming: The next Wakefield School Board meeting will be held November 7, 2023

Agenda Worksheet

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 averse 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 (l): 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.

PAUL SCHOOL

60 Taylor Way
Sanbornville, NH 03872
P: (603) 522-8891
F: (603) 522-6143



Norma DiRocco, Principal
Ivy Leavitt-Carlson, Assistant Principal

October 2023- Administration Report

Open House on September 27th was a great event for families. We were happy to have our gym used as a resource for several different booths for people to learn more about our programs. There will be more communication coming to families about Alma, our information system and ways to interact with the parent portal. We are thankful to Dr. Bridget Jameson who hosted a seminar during the open house. Based on feedback she is going to begin running evening events for families seeking more support. There will be information put out to the community on these events in the coming Weekly Happenings.

Our committees have started to meet and we are happy to have teacher and school board involvement. The committee work being done will be an important piece to our district continuing to progress forward.

Our teacher workshop on October 6th was a great event. During this day we had Pam Harris guiding our teaching staff through new strategies around math instructional practices. Our paraprofessionals and mental health team participated with Kate Salvati who helped the team to learn about Understanding Cycles of Escalating Behavior through a Trauma Sensitive Lens. In the afternoon the whole staff took time to review our behavioral data points to continue our conversations around interventions that are working and how we can continue our progress.

In our upcoming calendar we have the PTA hosting a cornhole tournament on October 21st. The start time for the event is 11am. We look forward to seeing some of you there! The Paul School is also excited to celebrate Halloween on October 31st. We plan to have a parade again this year and will provide more details as the date gets closer.

The Paul School continues to advertise and post about open positions. To help support our school please continue to repost and share our openings in the community.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 61595

Check Batch: 41058
 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
41058	90273	09/28/2023	8927	IRVING ENERGY-PROPANE	0.00	632.55
	90273	09/28/2023	8926	IRVING ENERGY	0.00	116.95
Totals:						\$749.50

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro
Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeCalmacker
Robert DeCalmacker, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

2 Checks Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 61545

Check Batch: 41035
 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
41035	90272	09/27/2023	834	WASTE MGMT OF NH-ROCHESTER	0.00	3,923.76
Totals:					0.00	\$3,923.76

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandrea Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeCarmichael
Robert DeCarmichael, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kebler
Anne Kebler, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Report # 61561

Check Batch: 41039
 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
41039	90271	09/27/2023	9608	BMO HARRIS BANK N. A.	0.00	16,864.82
Totals:					0.00	\$16,864.82

WAKEFIELD SCHOOL DISTRICT

Manual AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins
Mary Collins, School Board Chairman

Bob Ouellette
Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee, School Board Member

Robert DeLoe
Robert DeLoe, School Board Member

Carlene Stewart
Carlene Stewart, Treasurer

Anne Kehrer
Anne Kehrer, CEO

1 Check Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Check Batch: 41040
 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
41040	22669	09/27/2023	1080	ADT COMMERCIAL LLC	0.00	149.52
	22670	09/27/2023	9426	BOOTHBY THERAPY SERVICES, LLC	0.00	269.50
	22671	09/27/2023	2308	BOSTON MUTUAL LIFE INSURANCE CO.	0.00	1,297.15
	22672	09/27/2023	958	CONSOLIDATED COMMUNICATIONS	0.00	139.64
	22673	09/27/2023	913	CONWAY OFFICE TECHNOLOGY GROUP	0.00	837.35
	22674	09/27/2023	9375	DRUMMOND WOODSUM &	0.00	7,210.32
	22675	09/27/2023	9652	Edward Paul Dolaher (Dolaher Constructio	0.00	602.45
	22676	09/27/2023	1888	FINN SCIENTIFIC	0.00	76.02
	22677	09/27/2023	9522	FRANK MARKIEWICZ	0.00	1,148.25
	22678	09/27/2023	1402	FRESH PICKS CAFE, LLC	0.00	725.00
	22679	09/27/2023	585	HEALTH TRUST	0.00	5,793.03
	22680	09/27/2023	375	HUSSEY SEATING COMPANY	0.00	1,165.00
	22681	09/27/2023	1178	J & S TECH ELECTRIC	0.00	1,296.75
	22682	09/27/2023	9047	JW PEPPER & Son, Inc.	0.00	577.77
	22683	09/27/2023	2881	KEBLER, ANNE	0.00	148.85
	22684	09/27/2023	1236	LAKESHORE LEARNING MATERIALS	0.00	511.68
	22685	09/27/2023	9612	LEGENDRE, DIANE	0.00	980.00
	22686	09/27/2023	1005	LONGMEADOW FARM & HOME SUPPLY	0.00	32.35
	22687	09/27/2023	533	MCINTIRE BUSINESS PRODUCTS	0.00	323.88
	22688	09/27/2023	9610	MOELLER, TRESSA RYAN	0.00	220.00
	22689	09/27/2023	1993	MONARCH SCHOOL OF NEW ENGLAND	0.00	7,742.92
	22690	09/27/2023	2190	MOUNT PROSPECT ACADEMY	0.00	6,701.68
	22691	09/27/2023	2128	NAPA AUTO PARTS	0.00	5.99
	22692	09/27/2023	1366	NEW ENGLAND CENTER FOR CHILDREN	0.00	18,976.47
	22693	09/27/2023	604	NHSAA	0.00	1,619.00
	22694	09/27/2023	9290	PAGE STREET LEASING, LLC	0.00	75.00
	22695	09/27/2023	9653	PIXTON COMICS	0.00	144.00
	22696	09/27/2023	9657	PLEAU, SUE	0.00	29.20

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
---------	---------	------------	-------------	-------------	-------------------	--------------

WAKEFIELD SCHOOL DISTRICT - SCHOOL BOARD AND SUPERINTENDENT APPROVALS

Mary Collins

Mary Collins, School Board Chairman

Bob Ouellette

Bob Ouellette, School Board Vice Chairman

Sandra Taliaferro, School Board Member

Brennan Peaslee

Brennan Peaslee, School Board Member

Robert DeColfmaeker

Robert DeColfmaeker, School Board Member

Carlene Stewart

Carlene Stewart, Treasurer

Anne Keblar

Anne Keblar, CEO

54 Checks Listed.

WAKEFIELD SCHOOL DISTRICT AP CHECK REGISTER

Batch #	Check #	Check Date	Vendor Code	Vendor Name	Electronic Amount	Check Amount
	22697	09/27/2023	9636	POWERS, HEATHER	0.00	100.00
	22698	09/27/2023	9175	PROFESSIONAL SOFTWARE FOR NURSES	0.00	1,650.00
	22699	09/27/2023	688	ROCHESTER TRUCK REPAIR	0.00	80.00
	22700	09/27/2023	688	ROCHESTER TRUCK REPAIR	0.00	10,244.90
	22701	09/27/2023	688	ROCHESTER TRUCK REPAIR	0.00	952.51
	22702	09/27/2023	708	SCHOOL HEALTH CORPORATION	0.00	899.93
	22703	09/27/2023	9659	SEBASTIAN SEPTIC SERVICE LLC	0.00	150.00
	22704	09/27/2023	9633	SHI INTERNATIONAL CORP.	0.00	1,978.00
	22705	09/27/2023	9428	SOARES, MARY	0.00	2,025.00
	22706	09/27/2023	9530	SOLJANT	0.00	3,912.50
	22707	09/27/2023	9585	ST CHARLES SCHOOL	0.00	2,494.09
	22708	09/27/2023	762	STRAFFORD LEARNING CENTER	0.00	14,446.24
	22709	09/27/2023	9191	TORRES, LUIS	0.00	366.80
	22710	09/27/2023	1423	TREASURER STATE OF NEW HAMPSHIRE	0.00	120.00
	22711	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22712	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22713	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22714	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22715	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22716	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22717	09/27/2023	2958	TREASURER STATE OF NH	0.00	120.00
	22718	09/27/2023	804	TREASURER, STATE OF NH	0.00	1,249.95
	22719	09/27/2023	9083	TYLER BUSINESS FORMS	0.00	474.82
	22720	09/27/2023	1532	VERIZON WIRELESS	0.00	450.58
	22721	09/27/2023	2957	VOYA CLAIMS FUNDING	0.00	613.59
	22722	09/27/2023	2164	W.B. MASON COMPANY	0.00	337.41
Totals:					0.00	\$102,185.09

Wakefield School Board Public Minutes



October 3, 2023
Held in Paul School Library
Draft

BOARD MEMBERS		ADMINISTRATORS	
Mary Collins, Chair	✓	Anne Kebler, Superintendent	✓
Bob Ouellette, Vice Chair	✓	Frank Markiewicz, Business Administrator	
Robert DeColfmacker	✓	Sarah Howard, Director Student Services	✓
Sandrea Taliaferro	✓	Norma DiRocco, Principal	
Brennan Peaslee	✓	Ivy Levitt-Carlson, Assistant Principal	

Others present: Nicole Beckwith, Relf Fogg, Katie Howard, Emma Joy, Elizabeth Howard, Gregory Herschel, Kelly Davies, Sam Carberry and Mary Soares from Clearview TV

The meeting was called to order by Mrs. Collins at 6:00. She led the salute to the flag.

Non Public

Mr. DeColfmacker made a motion, seconded by Mr. Ouellette, to enter non public session at 6:05 under RSA 91-A 3:11 (c). Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye Vote: (5-0)

The Board returned to public session at 7:00.

Presentations/Public Hearings

None

Public Comment

Mr. Fogg asked about misappropriated funds.

Reports

Transportation

Mrs. Taliaferro said that the Transportation Committee met with Mrs. Powers and they discussed Bus 24 (small bus) and bus 27 (large bus) and their problems. There are several pictures in the packet showing areas of rust. Each bus will cost over \$5,000 to repair. Mrs. Taliaferro listed some of the items that needed repair. She said that the trade in value would probably be between \$400 and \$600. Mrs. Powers is looking for board approval to sell or trade these buses. She said she would like to get a small bus and a seven passenger van. She will also look at the lease to buy options. Mrs. Peaslee said if these buses will be decommissioned she wants to make sure this time, that the cameras, radios and anything else that belongs to the school be removed from the

buses. Also, the lettering on the sides of the buses needs to be removed. It is illegal to sell a bus with the letters saying school bus. Mrs. Peaslee asked if Mrs. Powers has a spare bus and if not she would recommend repairing bus 27. Mr. DeColfmacker said we could be looking at \$7,000 to \$10,000. Mrs. Taliaferro believes there may be \$153,000 in the Trust Fund. There is no spare little bus but there may be a spare large bus.

Mrs. Taliaferro made a motion, seconded by Mr. DeColfmacker, to table any decision until Mrs. Powers lets us know if we have a spare large bus. (Vote 5-0)

Mrs. Powers emailed Mrs. Kebler and said we do have a spare bus.

Mrs. Peaslee made a motion, seconded by Mrs. Taliaferro, that as long as we remove the camera system, GPS units, radios, license plates, and lettering and any other item owned by the district that the bus be decommissioned and be put out to bid if the trade in value is less than \$1,000. (Vote 5-0)

Public Comment 2

Mr. Fogg asked a question about ABA Tutors, Paras and outside agencies and filling seats that may not be necessary.

Student Services Report

The special education department has had a busy start to the school year. We have been working diligently on staffing and filling open positions, and schedules for special education teachers and paraprofessionals have been finalized. Our case managers, regular education teachers, service provider's and paraprofessionals have collaborated and consulted on student plans to assure we are meeting the individual needs of our students.

Our department is excited to have filled the position of special education administrative assistant. Our new administrative assistant has been working with the team around our special education processes and practices and has attended training on our student data platforms including NHSEIS and Alma. The support of the administrative assistant is critical to the success of the special education team. This summer, our district leadership team spent time reviewing student data and our school-wide framework for student support. This team made the decision to focus on Tier 1 instruction, and shift to the MTSS (Multi-Tiered System of Support) model. MTSS is a framework that helps educators provide support to students with various academic and behavioral needs and allows us to meet students where they are.

All MTSS systems include

- Universal screening of all students early in the school year
- Tiers of interventions that can be amplified in response to levels of need
- Ongoing data collection and continual assessment
- Schoolwide approach to expectations and supports
- Parent involvement

During our MTSS summer committee work, a team of dedicated Paul School educators worked hard to create clear and consistent school-wide behavioral expectations. This team finalized what we call our "PAWS" statements, and these expectations were rolled out to all staff and students at the start of the school year. They have also been shared with our families in our Student and Family Handbook.

As we enter our second month of the school year, we are pleased to share that our MTSS Tier 1 and Advanced Tier teams are up and running, each meeting twice per month. Additionally, we have established an Intervention Team that meets every week. The purpose of this Intervention Team is to review student data and needs (academic and behavioral) and make intervention recommendations that are then implemented by the team through school-wide support. The "I" Team has a structured referral process and commits to data collection and review to assess the effectiveness of interventions. We are hopeful that the work of this team will provide the necessary support to students while helping to reduce the number of students who are referred to special education.

Superintendents Report

Mrs. Kebler corrected the statement that there was a misappropriation of funds. Items were posted to the operating budget that should have been posted to a grant, which has been corrected.

Attached you will find a breakdown of the ESSER I, ESSER II and ESSER III activities and costs applied to these activities that have been expended up through 6-30-23. ESSER I closed December of 2020, ESSER II closed September 30, 2023, and ESSER III closes on September 30, 2024.

The Stakeholder Survey will be very helpful in determining ways in which we can spend the remaining funds for ESSER III, as well as determining the needs expressed by our community when developing our 24-25 operating budget. Also attached is an example of an outdoor pavilion that was built by staff and students at another school. The facilities manager and I have been discussing the potential of doing something like this with the hope of making it a community project including our students, staff and members of the community.

Staffing update:

- We continue to advertise for applicants, as we are still in need of 1 classroom teacher for our 3rd grade.
- Of the 7 newly hired staff - 3 have acquired their statement of eligibility, and all have been granted an emergency authorization which allows them to do the necessary tasks to acquire their statement of eligibility. In speaking with the Department of credentialing, it seems as though the biggest hold up to our district and most districts in the state is the new criteria the Department of Education has in doing their own Criminal Background Check. We continue to do our own criminal background checks, and all the newly hired staff background checks have come in.

I have spoken with Stephen Appleby, Director of Credentialing and he is happy to send someone out (perhaps himself) to explain the process of emergency authorizations, statement of eligibility and certification process. With direction from the Board I am happy to schedule an evening he can come out. He did assure me that we have done our process correctly and felt that our school was in much better shape than many with regard to the staffing crisis school districts are trying to navigate. We had a great turnout at our open house and saw such positivity amongst our families. We appreciate the turnout and are excited at the positive feelings of our community. We look forward to offering more opportunities to bring our community in to see

the great work our staff is doing in educating our students and celebrating their learning in many ways!

Mrs. Taliaferro suggested having Mr. Appleby and NHSBA come and have a forum. Mr. DeColfmacker suggested having them separately. The Board discussed the specifics of this forum. Mrs. Kebler will call Mr. Appleby and set up a date for a forum to explain the whole certification process. Mrs. Kebler said the Open House was very well attended and she was happy to hear all the positive comments.

She said they had 65 people respond to the Community Survey for Stakeholder Engagement. She read the results of the survey. This survey was to ask stakeholders how they would like the remaining ESSER Funds be spent. The survey can be found on the Paul School website. She outlined how the money was spent from the three ESSER Grants. Mrs. Taliaferro asked about the dumpster she believed should have been sent back last year. Mrs. Kebler said we paid the \$6,000 out of Esser Funds, the total cost of the dumpster. The Board members believed they voted to send the dumpster back and they discussed their options now.

Mr. Ouellette made a motion, seconded by Mrs. Peaslee, to have the dumpster removed that we were using from the ESSER Funds. (Vote 5-0)

Consent Agenda

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to approve the Consent Agenda. (Vote 5-0)

There was a glitch in the PandaDocs system that has now been rectified.

Meeting Minutes

Non Public Minutes Session 1 and Session 2 were tabled.

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the public minutes of 9-19-23. (Vote 5-0)

Old Business

Budget Transfer Form

Mrs. Taliaferro said she feels this makes it harder for budget preparation when we move funds around. She said we've always kept the positive lines positive and the negative lines negative and looked at the bottom line. She understands that this allows you to see in the moment. Mr. DeColfmacker says this is something you have to have in any business. It has to be posted to the correct line for the audit. Mrs. Taliaferro said they are moving money to cover lines. Mr. DeColfmacker said no they're moving it to the correct line. He read an example. Mrs. Peaslee said the money has to stay within the Function.

Mrs. Peaslee made a motion, seconded by Mr. Ouellette, to approve the four Budget Transfers Forms in the November 3rd packet. (Vote 5-0)

Attorney Workshop

Mrs. Peaslee asked to revisit this after budget season and negotiations. Mr. Taliaferro asked that it be left on the agenda. Mrs. Taliaferro said that she likes the idea of recording this and Mrs. Kebler said the attorney won't record it. Mrs. Taliaferro said then there is no point in having it. This is a presentation of everyone's roles and responsibilities for the public and a refresher for the Board. Mrs. Peaslee asked if there is anything that the NHSBA has and we could save some

money. Mrs. Peaslee suggested a video be posted from NHSBA. Mrs. Taliaferro said NHSBA will come and put on workshops for free.

Budget Workshop

Mrs. Taliaferro said this year she wants to make sure that changes are made in the meeting as we're making them. Mrs. Kebler said she will ask Mrs. Lambert to come to the meetings. Budget workshop dates are October 17th and 24th and November 7th. Staff timeline is October 11th, 18th and November 1st. Mrs. Taliaferro asked why all departments aren't turning in their budgets at the same time. Mrs. Kebler said the plan was to go through portions of the budget at each Board meeting. Mrs. Taliaferro said the budget should be finalized and the book ready for us to go through it on the different days. She said if you don't even have your budget book ready yet. Mrs. Kebler said we worked with staff last week on how to do a budget. Many are new to the process.

Mrs. Taliaferro said in 2013-2014 she itemized everything in the book and handed it to the principal. She asked if that was still available. Mrs. Colbath said this is a book with all items from teachers that the principal uses to build her budget it only goes to the principal. Mrs. Peaslee was concerned whether there would be enough time to get the budget books to the Budget Committee with the November 7th schedule. She'd like another meeting prior to the 7th so they can sign the budget on the 7th. That gives the Budget Committee from the 13th to 17th to get a meeting date. Mrs. Kebler will schedule a meeting prior to the seventh. Mrs. Peaslee would like Mr. Markowitz to be here for the last meeting on November 7th.

AREA Agenda

1. Discuss Area Agreement
2. Develop a committee
3. Middle School sports participation
4. Are our children prepared for high school?
5. More collaboration
6. Transportation behavior

Robert will send the RSA to all Board members on how the agreement is supposed to be set up. Mrs. Kebler said we and Spaulding need to do a better job of transitioning our students to high school. She said there has been a problem with discipline this year especially on the bus, some serious that are being investigated.

New Business

Job Descriptions

Director of Technology

Mr. DeColfmacker made a motion, seconded by Mrs. Peaslee, to approve the Director of Technology Job Description. (Vote 5-0)

Facilities Manager

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to approve the Facilities Manager's Job Description. (Vote 5-0)

Nominations/Hires/Resignations

Max Gehring – ABA Tutor

Mrs. Peaslee made a motion, seconded by Mr. DeColfmacker, to accept the Retirement of Julie Crowley. (Vote 5-0)

Follow Up

Mrs. Kebler said for the first two weeks that someone is hired for the Partner Program ABA Tutor they are not working with students. They are receiving online training and are shadowing. They are also being trained in deescalating, restraint and exclusion. There are some very new laws around restraint. It is a six to seven day training period.

Mrs. Colbath said that two Board members used to go to discipline hearings for our students at Spaulding. The parents appreciated support from their own community. She said this may be something you may want to discuss at the meeting.

Non Public Session

Mrs. Peaslee made a motion, seconded by Mrs. Collins, to enter non public session under RSA 91-A 3:11 (c) at 8:35. Roll call: Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye Vote: (5-0)

The Board returned to Public Session at 9:15

Adjournment

Mr. Ouellette made a motion, seconded by Mr. DeColfmacker, to adjourn the meeting at 9:15 Ouellette aye, Collins aye, Taliaferro aye, Peaslee aye, DeColfmacker aye. (Vote 5-0)

Respectfully submitted for approval at the next School Board meeting,

Priscilla Colbath
School Board Secretary

Rochester School Board/Wakefield School Board
AREA School Board Meeting Agenda
Rochester School Department Boardroom
October 16, 2023
6:00 p.m.

1. Pledge of Allegiance
2. Introductions
3. AREA Agreement
 - a. AREA Agreement Committee
4. Wakefield Middle School opportunities to play in Rochester sports – next step
5. Wakefield Student – are they academically ready/prepared for Spaulding High School
6. Calendar Coordination – opportunities for shared professional development in middle school curriculum
7. Questions
8. Public Comment
9. Adjournment

Correct

Wakefield School District 2023 - 2024 School Year Calendar

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

August through January: 93 Days

February through June: 87 Days

TW = Teacher Workshop
NS = No School

ER - Early Release Day - 12:30 PM
SD - Makeup Day for Snow

PC = Parent Conference

***Students First Day of School = Tuesday September 5, 2023**

Student Days Out

August 28-31 Teachers return - TW
September 4 Labor Day
October 9 Columbus Day
November 10 Veterans' Day
November 22-24 Thanksgiving Recess
December 25 - January 1 Holiday Break

January 15 Civil Rights Day
February 26 - March 1 Winter Recess
April 22-26 Spring Recess
May 27 Memorial Day

Red indicates when quarter ends

Incorrect

Wakefield School District 2023 - 2024 School Year Calendar

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

August through January: 93 Days

February through June: 87 Days

TW = Teacher Workshop
NS = No School

ER - Early Release Day - 12:30 PM
SD - Makeup Day for Snow

PC = Parent Conference

***Students First Day of School = Tuesday September 5, 2023**

Student Days Out

August 28-31 Teachers return - TW
September 4 Labor Day
October 9 Columbus Day
November 10 Veterans' Day
November 22-24 Thanksgiving Recess
December 25 - January 1 Holiday Break

January 15 Civil Rights Day
February 26 - March 1 Winter Recess
April 22-26 Spring Recess
May 27 Memorial Day

Red indicates when quarter ends

Approved 03/21/2023

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: ASSISTANT PRINCIPAL

EDUCATION and QUALIFICATIONS:

- Appropriate certification in School Administrative Leadership as per Ed. 506.04
- Master's Degree from an accredited college or university preferred
- Three years of successful educational experience
- Demonstrates an understanding of and ability to work with students
- Knowledge of policies, procedures, and practices of public schools
- Basic computer skills

REPORTS TO: Principal

EVALUATOR: Principal

OBJECTIVE:

Assists the Principal, teachers, and other instructional staff in coordinating and improving the instructional program of all grade level(s) to the benefit of every student; assists the principal with daily school administrative functions, including but not limited to the enforcement of student discipline policies and procedures; supervises and coordinates the work of assigned personnel, ensuring subordinates' adherence to school and District policies, regulations, and goals.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Is a member of the district leadership team with input into various district roles and responsibilities;
- Serves as Acting Principal during the absence of the Principal.;
- Coordinates curriculum organization and improvement;
- Makes recommendations regarding the care and maintenance of buildings and grounds in concert with the Principal and Facilities Manager;
- Manages safety drills, communication with safety agencies and develops safety procedures;
- Promotes respect for school property, a climate of mutual confidence to promote student success, and a positive school atmosphere conducive to learning;
- Serves on district-wide committees as requested;

Mary Collins, Chairperson Bob Ouellette, Vice Chairperson Robert DeColfmacker Brennan Peaslee Sandra Taliaferro	Adopted by the Board:
---	-----------------------

- Facilitating the development, articulation, implementation, and stewardship of a vision for learning that is shared and supported by the community, school board, and superintendent of schools;
- Advocating, nurturing, and sustaining a school culture and instructional program conducive to student learning and staff professional growth;
- Ensures management of the organization, operations, and resources for a safe, efficient, and effective learning environment;
- Collaborates with families and community members, responding to diverse community interests and needs, and mobilizing community resources;
- Knowledge and skills to promote the success of all students by understanding, responding to, and influencing the larger political, social, economic, legal, and cultural contexts;
- Evaluate and make recommendations to the superintendent concerning candidates for professional and nonprofessional positions with the school administrative unit in accordance with local school board policy, or as directed by the superintendent of schools;
- Assign, direct, and be responsible for the evaluation of all personnel employed in the school in accordance with local school board policy, administrative rules, and as directed by the superintendent of schools; and
- Other responsibilities as assigned by the Principal.

Assists the principal when directed in the following areas:

- a. Supervises and administers student discipline and behavior policies including but not limited to bus transportation, cafeteria, and playground;
- b. Reviews, approves, and authorizes building usage, school-based activities, schedules, and extra-curricular activities;
- c. Assists in the selection of personnel; observes and, together with the Principal, evaluates teachers, and support staff;
- d. Assists with the development and evaluation of educational programs to ensure conformance to state and school board standards;
- e. Plans, organizes, and assists in organizing school-sponsored activities;
- f. Serves as a liaison between Fire Department, Police Department, Parks & Recreation, and other community groups as assigned.

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down

Mary Collins, Chairperson
 Bob Ouellette, Vice Chairperson
 Robert DeColfmacker
 Brennan Peaslee
 Sandra Taliaferro

Adopted by the Board:

- Handling (C) or right and left when eyes are fixed on a given point.
- Hearing (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Near Acuity (C) Perceiving the nature of sounds by the air.
- Reaching (C) Clarity of vision at 20 inches or less.
- Standing: (C) Extending the hand(s) and arm(s) in any direction.
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

- Constantly (C): 2/3 of the time or more
 Frequently (F): From 1/3 to 2/3 of the time
 Occasionally (O): Up to 1/3 of the time

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Exempt – Employee
- Twelve months with compensation to be determined by the School Board.

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

I have read and understand the preceding position description.

Signature

Date

Mary Collins, Chairperson
 Bob Ouellette, Vice Chairperson
 Robert DeColfmacker
 Brennan Peaslee
 Sandra Taliaferro

Adopted by the Board:

Mary Collins, Chairperson
Bob Ouellette, Vice Chairperson
Robert DeColfmacker
Brennan Peaslee
Sandrea Taliaferro

Adopted by the Board.

**SCHOOL ADMINISTRATIVE UNIT 101
WAKEFIELD SCHOOL DISTRICT
76 Taylor Way
Sanbornville, NH 03872
(603) 871-8502 FAX (603) 871-8608**

TITLE: DIRECTOR OF STUDENT SERVICES

EDUCATION and QUALIFICATIONS:

- Master's Degree or higher;
- NH certification in Special Education Administration;
- Teacher and/or supervisory/experience in student services for at least five (5) years; and
- Proven educational leader with Central Office experience.
- Basic technology skills

REPORTS TO: Superintendent

EVALUATOR: Superintendent

OBJECTIVE:

To plan and oversee the administration of special education services, which requires close work with the principal, coordinators, School Board, and school staff in meeting the needs of all children. This position shall develop and maintain a system of special education services, capably staffed to provide high-quality educational and supportive offerings. Develops and implements all necessary procedures to achieve these objectives within the financial allotments of local, state, and federal sources, and in financial allocations of local, state, and federal sources, in accordance with federal and New Hampshire statutes, and the policies of the School Board.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Is a member of the district leadership team with input into various district roles and responsibilities;
- Attends and provides leadership at IEP meetings, wrap-around meetings, and additional meetings that involve student success in achieving academic goals as needed and appropriate;
- Has input into hiring and supervision of Special Educators, paraprofessionals, and other staff as assigned and appropriate;

Mary Collins, Chairperson Bob Ouellette, Vice Chairperson Robert DeColfmacker Brennan Peaslee Sandrea Taliaferro	Adopted by the Board:
--	-----------------------

- Functions as a contact person to the NH State Department of Education on all special education matters;
- Reviews and evaluates all SPEDIS information;
- Submits all required reports;
- Functions as the contact person for Strafford Learning Center;
- Supervises the delivery of Preschool – age 21 services;
- Supervises the delivery of independent and other evaluations;
- Prepares all district's Grants which include but are not limited to special education and other student services;
- Supervises the delivery of services in consultation with the principal: (a) psychological services; (b) speech and language services; (c) English as a Second Language services, Homeless, CHINS, etc.;
- Prepares special education budget and monitors/approves payment of special education and Grant invoices;
- Arranges and monitor all special education transportation services;
- Serves as the district's Title IX Coordinator, conducts investigations that involve bullying or harassment, the Civil Rights Coordinator, and the Section 504 Coordinator;
- Develops & implements federal, state, and local policies and procedures around student services.
- Submits, monitors, expends, and reports on student services grants including but not limited to; IDEA, Preschool, RLIS, etc.;
- Has input and provides leadership on student placements, MTSS, reviews of student academic and behavior data, and professional development focused on improved instruction for all students;
- Assists in the coordination of the development of new instructional programs and practices;
- Remains abreast of current trends and educational research relative to curriculum and participates in a variety of workshops, institutes, and conferences in order to bring back information useful to the School District and presents the information to the leadership team and staff;
- Assists the Professional Development Committee in providing insight for the enhancement of teaching and learning;
- Prepares reports for the Board, Superintendent, state, and local requirements as required on matters pertaining to the assigned areas of responsibility; and
- Other responsibilities as assigned by the Superintendent.

Mary Collins, Chairperson
 Bob Ouellette, Vice Chairperson
 Robert DeColfmacker
 Brennan Peaslee
 Sandra Taliaferro

Adopted by the Board:

PHYSICAL DEMANDS:

Physical demands are a way of describing the physical activities that a job requires.

Strength: Light-Heavy lifting, 30 pounds maximum with frequent lifting and/or carrying of objects weighing up to 30 pounds.

- Far Acuity (C) Clarity of vision at 20 feet or more.
- Field of Vision (C) Observing an area that can be seen up and down or right and left when eyes are fixed on a given point.
- Handling (C) Seizing, holding, grasping, turning or otherwise work with hand(s).
- Hearing (C) Perceiving the nature of sounds by the air.
- Near Acuity (C) Clarity of vision at 20 inches or less.
- Reaching (C) Extending the hand(s) and arm(s) in any direction.
- Standing: (C)
- Color Vision (F) Ability to identify and distinguish colors.
- Fingering (F) Picking, pinching, or otherwise working with fingers primarily.
- Lifting: (O)
- Sitting: (O)
- Talking (O) Expressing or exchanging ideas by means of the spoken word.
- Walking: (O)

Key:

- | | |
|-------------------|-----------------------------|
| Constantly (C): | 2/3 of the time or more |
| Frequently (F): | From 1/3 to 2/3 of the time |
| Occasionally (O): | Up to 1/3 of the time |

Mary Collins, Chairperson
Bob Ouellette, Vice Chairperson
Robert DeColfmacker
Brennan Peaslee
Sandrea Taliaferro

Adopted by the Board:

TERMS OF EMPLOYMENT:

- Fair Labor Standards Act (FLSA Status): Exempt – Employee
- Twelve months with compensation to be determined by the School Board.

SAU #101 shall not discriminate in its education programs, activities, or employment practices on the basis of race, color, national origin, age, sex, sexual orientation, marital status, religion or handicap under the provision of Title VI of the Civil Rights Act of 1964, the Age Discrimination Act of 1967, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973. Any person having inquiries concerning the School District's compliance with the regulations implementing these laws may contact the Superintendent of Schools.

I have read and understand the preceding position description.

Signature

Date

Mary Collins, Chairperson
Bob Ouellette, Vice Chairperson
Robert DeColfmacker
Brennan Peaslee
Sandrea Taliaferro

Adopted by the Board:

AGENDA PREPARATION AND DISSEMINATION

The superintendent shall prepare all agendas for meetings for the Board.

Items to be placed on the agenda will be received by the superintendent by noon time on ~~Thursday~~ **Wednesday** prior to the meeting. Every board member has the right to place items on the agenda by contacting the Chairman and/or Superintendent. Matters not included in the agenda may be presented during the meeting provided the board agrees to discuss the matter. The board may choose not to deal with every agenda item.

Consistent with RSA 91-A:3 and the laws pertaining to student and family privacy rights, the board will not place any matter on the public meeting agenda that is to be properly discussed in a non-public session. This shall not preclude the board from giving notice of its intent to hold or enter into a non-public session and the statutory reason for doing such.

Any board member, staff member, student, or citizen of the district may suggest items of business. The Chairman and/or Superintendent will put the item on the next available agenda. **A summary of topic discussions must be included.** The inclusion of items suggested by staff members, students, or citizens shall be at the discretion of the board chairman and/or Superintendent. **15 minutes will be set aside for speaker to address the Board.**

The board will follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present. Items of business may be added and discussed and acted upon if a majority of the board agrees to consider item. The board, however, may not revise board policies, or adopt new ones, unless such action has been scheduled, or unless there is an emergency.

The agenda and supporting materials will be distributed to board members on Friday prior to the board meeting. Board members ~~shall be expected~~ **are required** to read the information provided to them and to contact the appropriate person to request additional information that may be deemed necessary to assist them in their decision-making responsibilities.

When the final agenda has been established, it will be made available to the public. Members of the public ~~who wish to speak at board meetings regarding an~~ **shall only speak** to agenda items. ~~must contact the superintendent.~~ Additionally, the board reserves the right to limit public discussion at board meetings to agenda items only. Speakers will be allotted three minutes per person. **Speakers may not relinquish their time to other members of the public. Each speaker will be able to speak once.**

Legal References:

RSA 91-A:2, Meetings Open to the Public

Mrs. Mary Collins, Chairman
Mr. Robert DeColfmaeker, Vice Chairman
Mr. Bob Ouellette
Mrs. Brennan Peaslee
Mrs. Sandra Taliaferro

Adopted by the Board: 2 January 2008
Revised by the Board: 19 September 2012
Reaffirmed by the Board:

MINUTES

The secretary **should** ~~will~~ keep a record of the board meetings. The minutes of the board **should** ~~will~~ be kept in an official minute book and will include resolutions and motions. Papers not a part of a formal motion may be omitted if they are referred to and identified by some method. **Additional revisions to policy BEDG include merged minute sections regarding non-public sessions from policy BEC.**

Copies of the draft minutes of a meeting will be sent to the members of the board before the meeting at which they are to be approved. Corrections to the minutes may be made only at the meeting at which they are to be approved.

All minutes **should** ~~will~~ be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent. Minutes of all public meetings **should** ~~will~~ be made available for public inspection no later than five (5) business days after the meeting. Minutes for all non-public sessions **should** ~~will~~ be made available for public inspection within seventy-two (72) hours after the non-public session.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public

RSA 91-A:3 III, Public Records and Meetings: Non Public Sessions

RSA 91-A:4 I, Public Records and Meetings: Minutes and Records Available for Public Inspection

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

Adopted by the Board: 19 November 1991
Reaffirmed by the Board: 6 December 2000
Revised by the Board: 6 August 2008
Revised by the Board: 17 October 2012

Wakefield School District

DAF - ADMINISTRATION OF FEDERAL GRANT FUNDS

Category: Priority/Required by Law

Related Policies: DI, DID, DJ, DJC, DJE, DJF & DK

See also: ADB, EFAA, EHB, JICI & JRA

DAF-1 ALLOWABILITY ...2

DAF-2 CASH MANAGEMENT AND FUND CONTROL ...5

DAF-3 PROCUREMENT ...7

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM ...13

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES ...14

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS ...15

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS ...16

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS ...16

DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT ...16

DAF-10 GRANT BUDGET RECONCILIATION ...17

NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively and in compliance with all requirements imposed by law, the awarding agency and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through Federal grant programs as required by applicable NH and Federal laws or regulations, including, without limitation, the UGG.

The Board directs the Superintendent or Business Administrator to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of

federal and/or law and regulation and shall be based on best practices.

The Superintendent is directed to assure that all individuals responsible for the administration of a federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this Policy, the administrative procedures and internal controls must provide for:

1. identification of all federal funds received and expended and their program source;
2. accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. records sufficient to track the receipt and use of funds;
4. effective control and accountability over assets to assure they are used only for authorized purposes; and
5. comparison of expenditures against budget.

DAF-1 ALLOWABILITY

The Superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable Federal, State and local laws, the associated agreements/assurances, program objectives and the specific terms and conditions of the grant award.

A. Cost Principles: Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under Federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.
 - a. To determine whether a cost is “reasonable”, consideration shall be given to:
 - i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;
 - ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations;
 - iii. market prices for comparable goods or services for the geographic area;
 - iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
 - v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Sandy Johnson
Mrs. Jen McCawley
Mr. Relf Fogg

Adopted by the Board: 1 October 2019

- b. When determining whether a cost is “necessary”, consideration may be given to whether:
- i. the cost is needed for the proper and efficient performance of the grant program;
 - ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
- c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 5. Be determined in accordance with generally accepted accounting principles.
 6. Be representative of actual cost, net of all applicable credits or offsets.
- The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.
7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
 8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall

follow those rules as well.

C. Cost Compliance: The Superintendent shall require that grant program funds are expended and are accounted for consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.

D. Determining Whether A Cost is Direct or Indirect:

1. "Direct costs" are those costs that can be identified specifically with a particular final cost objective, such as a Federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

These costs may include: salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program (such as long distance telephone calls specific to the program, etc.).

2. "Indirect costs" are those that have been incurred for a common or joint purpose benefitting more than one (1) cost objective, and not readily assignable to the cost objectives specifically benefitted, without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include: general data processing, human resources, utility costs, maintenance, accounting, etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one (1) component of the District, the governing body of the District, compensation of the Superintendent, compensation of the chief executive officer of any component of the District, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if **all** the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity.
- b. Individuals involved can be specifically identified with the project or activity.
- c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.
- d. The costs are not also recovered as indirect costs.

Where a Federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is

approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

E. Timely Obligation of Funds: Obligations are orders placed for property and services, contracts and subawards made, and similar transactions during a given period that require payment by the non-Federal entity during the same or a future period.

The following are examples of when funds are determined to be “obligated” under applicable regulation of the U.S. Department of Education:

When the obligation is for:

1. Acquisition of property – on the date which the District makes a binding written commitment to acquire the property.
2. Personal services by an employee of the District – when the services are performed.
3. Personal services by a contractor who is not an employee of the District – on the date which the District makes a binding written commitment to obtain the services.
4. Public utility services – when the District received the services.
5. Travel – when the travel is taken.
6. Rental of property – when the District uses the property.
7. A pre-agreement cost that was properly approved by the Secretary under the cost principles in 2 C.F.R. Part 200, Subpart E – Cost Principles – on the first day of the project period.

F. Period of Performance: All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (“GAN”). As a general rule, State-administered Federal funds are available for obligation within the year that Congress appropriates the funds for. However, given the unique nature of educational institutions, for many Federal education grants, the period of performance is twenty-seven (27) months. This maximum period includes a fifteen (15) month period of initial availability, plus a twelve (12) month period of carry over. For direct grants, the period of performance is generally identified in the GAN.

In the case of a State-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant is substantially approved, unless an agreement exists with NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both State-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five (45) days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the District shall closely monitor grant spending throughout the grant cycle.

DAF-2 CASH MANAGEMENT AND FUND CONTROL

Payment methods must be established in writing that minimize the time elapsed between the

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Sandy Johnson
Mrs. Jen McCawley
Mr. Relf Fogg

Adopted by the Board: 1 October 2019

drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

In order to provide reasonable assurance that all assets, including Federal, State, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the Superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the District, regardless of whether the payment is made by electronic fund transfer, or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the District's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used, and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

When the District uses a cash advance payment method, the following standards shall apply:

A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.

B. The District shall make timely payment to contractors in accordance with contract provisions.

C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.

D. The District shall account for the receipt, obligation and expenditure of funds.

E. Advance payments shall be deposited and maintained in insured accounts whenever possible.

F. Advance payments will be maintained in interest bearing accounts unless the following apply:

1. The District receives less than \$120,000 in Federal awards per year.
2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

4. A foreign government or banking system prohibits or precludes interest bearing accounts.

G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

All purchases for property and services made using federal funds must be conducted in accordance with all applicable Federal, State and local laws and regulations, the Uniform Guidance, and the District’s written policies and procedures.

Procurement of all supplies, materials equipment, and services paid for from Federal funds or District matching funds shall be made in accordance with all applicable Federal, State, and local statutes and/or regulations, the terms and conditions of the Federal grant, District policies, and procedures.

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.326) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District’s documented general purchase policy DJ. The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into State and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

A. Competition: All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, or invitations for bids or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include, but are not limited to, the following:

1. unreasonable requirements on firms in order for them to qualify to do business;
2. unnecessary experience and excessive bonding requirements;
3. noncompetitive contracts to consultants that are on retainer contracts;
4. organizational conflicts of interest;
5. specification of only a "brand name" product instead of allowing for an "or equal" product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed State, local, or tribal geographical preferences in the evaluation of bids or proposals, unless (1) an applicable Federal statute expressly mandates or encourages a geographic preference; (2) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The District allows vendors to apply for consideration to be placed on the list as requested.

B. Solicitation Language: The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated; and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids

or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods: The District shall utilize the following methods of procurement:

1. Micro-purchases

Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the Superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.

2. Small Purchases (Simplified Acquisition)

Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.

3. Sealed Bids

Sealed, competitive bids shall be obtained when the purchase of, and contract for, single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building/facility the cost of which will exceed \$250,000.

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law and Policy DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
 - ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
 - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
 - iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid

when prior experience indicates that such discounts are usually taken.

v. The Board reserves the right to reject any and all bids for sound documented reason.

vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

4. Competitive Proposals

Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.
- b. Proposals shall be solicited from an adequate number of sources.
- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

F. Time and Materials Contracts: The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

G. Suspension and Disbarment: The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2)

compliance with public policy; (3) record of past performance/ and (4) financial and technical resources.

The Superintendent shall have the authority to suspend or debar a person/corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensure. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the Superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000 the District shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at www.sam.gov (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-3, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).

5. For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).

6. The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in DAF-4.C regarding food service procurement.

7. The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

I. Bid Protest: The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the Request For Proposals (RFPs) or the individual bid specifications package, for resolution. Bid protests shall be filed in writing with the Superintendent within seventy-two (72) hours of the opening of the bids in protest.

Within five (5) days of receipt of a protest, the Superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.

J. Maintenance of Procurement Records: The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding disbarment/suspension queries or actions. Such records shall be retained consistent with District policy EHB.

DAF-4 PROCUREMENT – ADDITIONAL PROVISIONS PERTINENT TO FOOD SERVICE PROGRAM

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts: (7 CFR Sec. 210.21, 215.14a, 220.16)

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Sandy Johnson
Mrs. Jen McCawley
Mr. Relf Fogg

Adopted by the Board: 1 October 2019

A. Mandatory Contract Clauses: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:

1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies: Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.

C. "Buy American" Requirement: Under the "Buy American" provision of the National School Lunch Act (the "NSLA"), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, domestic commodity or product. As an SFA, the District is required to comply with the "Buy American" procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g., food service management

companies, group purchasing cooperatives, shared purchasing.). Under the NSLA, “domestic commodity or product” is defined as an agricultural commodity or product that is produced or processed in the United States using “substantial” agricultural commodities that are produced in the United States. For purposes of the act, “substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States. 1. Exceptions: The two main exceptions to the Buy American requirements are: a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product. 2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the [____ Superintendent ____/Officer/Food Service Director], shall) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.); b) Monitor contractor performance; c) Require suppliers to certify the origin of the product; d) Examine product packaging for identification of the country of origin; and) Require suppliers to provide specific information about the percentage of U.S. content in food products.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

The District complies with the requirements of State law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, board member, or agent of the school system who is engaged in the selection, award or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the Superintendent or Business Administrator, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization, which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially effecting any federal award. The Superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

DAF-6 INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Sandy Johnson
Mrs. Jen McCawley
Mr. Relf Fogg

Adopted by the Board: 1 October 2019

Equipment and supplies acquired (“property” as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

A. “Equipment” and “Pilferable Items” Defined: For purposes of this policy, “equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. “Pilferable items” are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

B. Records: The Superintendent or Business Administrator shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

C. Inventory: No less than once every two years, the Superintendent or Business Administrator shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF 6, inventories shall be conducted consistent with Board Policy DID.

D. Control, Maintenance and Disposition: The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:

1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
2. to maintain the property and keep it in good condition; and
3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

The Board shall reimburse administrative, professional and support employees, and school officials, for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

Mr. Robert Ouellette, Chair
Mrs. Tracey Kolb, Vice Chair
Mrs. Sandy Johnson
Mrs. Jen McCawley
Mr. Relf Fogg

Adopted by the Board: 1 October 2019

School officials and district employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent or Business Administrator.

Travel costs shall be reimbursed on a mileage basis for travel using an employee's personal vehicle and on an actual cost basis for meals, lodging and other allowable expenses, consistent with those normally allowed in like circumstances in the district's non-federally funded activities, and in accordance with the district's travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board or Board policy for other district travel reimbursements. Actual costs for meals, lodging and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by Board policy, or, in the absence of such policy, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the Superintendent or Business Administrator shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent or Business Administrator who can attest that the expenditure is allowable and approved under the federal program. The Superintendent or Business Administrator submits all required certifications.

DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

The Superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of Federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against Federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended, and that any variances from the budget are reconciled.

- A. Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries.

Compensation for personal services may also include fringe benefits, which are addressed in 2

CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:

1. is reasonable for the services rendered, conforms to the District’s established written policy, and is consistently applied to both Federal and non-Federal activities; and
2. follows an appointment made in accordance with the District’s written policies and meets the requirements of Federal statute, where applicable.

B. Time and Effort Reports: Time and effort reports shall:

1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. be incorporated into the official records of the District;
3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
5. comply with the District’s established accounting policies and practices;
6. support the distribution of the employee’s salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent or Business Administrator is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

DAF-10 GRANT BUDGET RECONCILIATION

Budget estimates are not used as support for charges to Federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District’s records in a timely manner.

The District’s internal controls include a process to review after-the-fact interim charges made to a Federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the Federal award is accurate, allowable, and properly allocated.

District Policy History:

First readings: DAF, sections 1-2, August 6, 2019, DAF, sections 3-4, August 20, 2019, DAF, sections 5-10, September 17, 2019

Second reading/adopted: DAF 1 – 10; October 1, 2019

District revision history:

Legal References:

2 C.F.R. Part 180

2 C.F.R. Part 200

200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431;
200.458; 200.474(b)

200 Appendix II

7 CFR Part 210

210.16; 210.19; 210.21; 215.14a; 220.16

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.*

SUICIDE PREVENTION AND RESPONSE

The School Board is committed to protecting the health, safety and welfare of its students and school community. This policy supports federal, state and local efforts to provide education on youth suicide awareness and prevention; to establish methods of prevention, intervention, and response to suicide or suicide attempt ("postvention"); and to promote access to suicide awareness, prevention and postvention resources.

A. District Suicide Prevention Plan and Biennial Review. The District shall maintain a coordinated written District Suicide Prevention Plan (the "Plan") to include guidelines, protocols and procedures with the objectives of prevention, risk assessment, intervention and response to youth suicides and suicide attempts.

1. Specific Requirements for Plan Terms: The District Suicide Prevention Plan shall include terms relating to:
 - a. Suicide prevention (risk factors, warning signs, protective factors, referrals);
 - b. Response to in-or-out-of-school student suicides or suicide attempts (postvention, suicide contagion);
 - c. Student education regarding safe and healthy choices, coping strategies, recognition of risk factors and warning signs of mental disorders and suicide; and help seeking strategies;
 - d. Training of staff, designated volunteers, and contracted personnel on the issues of youth suicide risk factors, warning signs, protective factors, response procedures, referrals, post-intervention and resources available within the school and community;
 - e. Confidentiality considerations;
 - f. Designation of any personnel, in addition to District Suicide Prevention Coordinator and Building Suicide Prevention Liaison, to act as points of contact when students are believed to be at an elevated risk of suicide;
 - g. Information regarding state and community resources for referral, crisis intervention, and other related information;
 - h. Dissemination of the Plan or information about the Plan to students, parents, faculty, staff, and school volunteers;
 - i. Promotion of cooperative efforts between the District and its schools and community suicide prevention program personnel;

[Type here]

Mary Collins, Chairman
Robert DeColfmaacker, Vice Chairman
Sandrea Taliaferro
Bob Ouellette
Brennan Peaslee

Adopted by the Board:

- j. Such include such other provisions deemed appropriate to meet the objectives of this Policy (e.g., student handbook language, reporting processes, "postvention" strategies, memorial parameters, etc.).
- 2. Biennial Review: No less than once every two years, the Superintendent, in consultation *[with the District Suicide Prevention Coordinator and Building Suicide Prevention Liaisons _____ and]* with input and evidence from community health or suicide prevention organizations, and District health and guidance personnel, shall update the District Suicide Prevention Plan, and present the same to the Board for review. Such Plan updates shall be submitted to the Board in time for appropriate budget consideration.

B. Suicide Prevention Coordinator and Liaisons.

- 1. District Suicide Prevention Coordinator. *[The Superintendent or designee shall appoint the District Suicide Prevention Coordinator, who, under the direction of the Superintendent shall be responsible for:*
 - a. developing and maintaining cooperative relationships with and coordination efforts between the District and community suicide prevention programs and personnel;
 - b. annual updating of (i) State and community crisis or intervention referral intervention information, and (ii) names and contact information of Building Suicide Prevention Liaisons, for inclusion in student handbooks and on the District's website;
 - c. developing - or assisting individual teachers with the development - of age appropriate student educational programing, such that all students receive information in the importance of safe and healthy choices and coping strategies, recognizing risk factors and warning signs of mental disorders and suicide in oneself and others, and providing help-seeking strategies for oneself or others, including how to engage school resources and refer friends for help;
 - d. developing or assisting in the development of the annual staff training required under section C of this policy;
 - e. Such other duties as referenced in this Policy or as assigned by the Superintendent.
- 2. Building Suicide Prevention Liaison. The *[name position _____]*, or, in his/her absence, the building principal, shall be designated as the Building Suicide Prevention Liaison, and shall serve as the in building point-of-contact person when a student is believed to be at an elevated risk for suicide. Employees who have reason to believe a student is at risk of suicide, or is exhibiting risk factors for suicide, shall report that information to the Building Liaison, who shall, immediately or as soon as possible, establish and implement a response plan with the District Suicide Prevention Coordinator.

[Type here]

Mary Collins, Chairman
Robert DeColfmacker, Vice Chairman
Sandrea Taliaferro
Bob Ouellette
Brennan Peaslee

Adopted by the Board:

- C. **Annual Staff Training.** The Superintendent shall assure that beginning with the 2020-21 school year, all school building faculty and staff, designated volunteers, and any other personnel who have regular contact with students, including contracted personnel or third-party employees, receive at least two hours of training in suicide awareness and prevention. Such training may include such matters as youth suicide risk factors, warning signs, protective factors, intervention, response procedures, referrals, and postvention and local resources.
- D. **Dissemination.** Student handbooks and the District's website will be updated each year with the contact information for the Building Suicide Prevention Liaisons, State and community crisis or intervention referral intervention resources. The District Suicide Prevention Plan will be made available on the District's, and each school's respective websites.
- E. **Student Identification Cards.** The National Suicide Prevention Lifeline shall be labeled on student identification cards and include the telephone number; National Suicide Prevention Lifeline 988. Prior to the start of each school year, the Superintendent shall certify that the contact information for the National Suicide Prevention Lifeline is accurate and up to date.

Legal References:

RSA 193-J: Suicide Prevention Education

RSA 193-J:2-a: Suicide Prevention; Public School Identification Cards

Other Resources:

The New Hampshire Department of Education's Bureau of Student Wellness, Office of Social and Emotional Wellness (OSEW), provides resources and technical assistance to school districts to work collaboratively with their community to respond to the needs of students through a multi-tiered system of support for behavioral health and wellness. For further information see: www.nhstudentwellness.org

American Foundation for Suicide Prevention (AFSP) - <https://www.afsp.org>

Suicide Prevention Resource Center - <http://www.sprc.org>

The National Suicide Prevention Lifeline - <https://www.suicidepreventionlifeline.org>

The Trevor Project - <https://www.thetrevorproject.org>

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

[Type here]

Mary Collins, Chairman
Robert DeColfmaeker, Vice Chairman
Sandrea Taliaferro
Bob Ouellette
Brennan Peaslee

Adopted by the Board: