

Posted: Thursday, March 14, 2024

At: All Hudson schools, SAU building, district website



HUDSON SCHOOL DISTRICT ♦ Hudson, New Hampshire  
Hills Memorial Library 18 Library Street

6:30 pm Regular Meeting  
followed by non-public session

## School Board Agenda – March 18, 2024

Estimated  
time

6:30pm **A. Call to Order**

Pledge of Allegiance

6:31pm **B. Oath of Office**

School District Moderator Paul Inderbitzen will administer the Oath of Office to School Board Member Grace Kennedy.

6:32pm **C. Board Reorganization (Decision)**

1. Election of Chairperson, Superintendent Dan Moulis Presiding
2. Election of Vice-Chairperson, Chairperson Presiding
3. Committee Assignments  
[Committee Assignment List](#)
4. School Board Member Materials  
[NHSBA Role of a School Board Member](#)  
[Policy BAAA School Board Policy and Administrative Duties](#)  
[Policy BBAA School Board Member Authority](#)  
[Policy BCA Board Member Ethics](#)  
[Policy BDB Board Officers](#)  
[Policy BEC Non-Public Session](#)  
[NHSBA Non-Public Checklist](#)  
[BEDD Rules of Order and BEDD-R Rules of Order Procedure](#)

6:45pm **D. Public Hearing (Decision)**

Pursuant to RSA 198:20-b, and in accordance with Article 4 of the March 6, 1992, Town Meeting, the Hudson School Board shall hold a public hearing to accept and authorize expenditure of the \$100,000 SAFE Grant awarded for cameras at Alvirne High School.

[SAFE Grant Memo](#)

**Posted:** Thursday, March 14, 2024

**At:** All Hudson schools, SAU building, district website

6:55pm **E. School Board Action (Decision)**

The School Board will vote to accept and authorize expenditure of the \$100,000 SAFE Grant.

7:00pm **F. Public Input**

Hudson residents are welcome and encouraged to share feedback with the board on agenda items.

7:30pm **G. Presentations to the Board (Information)**

**1. Alvirne High School Peru Trip**

Alvirne science teacher Doug Peckham and students will share their experience on a recent trip to Peru.

[2024 Peru Trip](#)

7:45pm **H. New Business**

**1. Driver's Ed (Decision)**

RFP results for driver education services and recommended action will be presented to the Board by Business Administrator Jen Burk.

[Driver's Education Recommendation Memo](#)

**2. Travel Request (Decision)**

Superintendent Moulis will present a travel request for Alvirne High School earth science teacher Jeanne Schratwieser to attend the National Science Teachers (NSTA) national conference in Denver, Colorado, March 21 and 22.

[National Science Teachers Association Conference](#)

**3. General Assurances FY 2025 from the Department of Education (Decision)**

Superintendent Moulis will seek Board approval for authorization to receive, accept, and expend local, state, and federal funds for FY 2024/25.

[FY25 District General Assurances](#)

7:55pm **I. Recommended Action**

1. Manifests – Recommended action: Confirm required signatures received

8:00pm **J. Reports to the Board (Information)**

The superintendent will share updates for the board and public

1. Superintendent Report

8:05pm **K. Committee Reports**

Board members will share committee updates

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8:10pm **L. Correspondence (Information)**  
[Discipline Report – February 2024](#)  
[Finance Reports](#)

8:15pm **M. Board of Selectmen – Liaison Comments**

8:18pm **N. Student Representative Comments**

8:20pm **O. Board Member Comments**

8:25pm **P. Non-Public Session**

*RSA 91-A:3 II provides certain conditions under which the School Board MAY enter into non-public session. These conditions are:*

- 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 meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- (b) The hiring of any person as a public employee.*
- (c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to 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.*
- (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 adverse to those of the general community.*
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.*
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.*
- (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.*
- (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.*
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.*
- (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.*
- (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.*

**Posted:** Thursday, March 14, 2024  
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8:50pm **Q. Adjourn**

### Upcoming Meetings

Meeting	Date	Time	Location	Purpose
School Board	April 1	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	April 15	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	May 6	6:30 pm	Hills Memorial Library	Regular Meeting

## 2024-2025 Hudson School Board Assignments

### Contract Negotiations

Hudson Federation of Teachers (HFT)

1. \_\_\_\_\_

2. \_\_\_\_\_

Hudson School District Secretaries (AFT LOCAL #6260, AFT-NH, AFL-CIO)

1. \_\_\_\_\_

2. \_\_\_\_\_

### Strategic Planning Committee

1. \_\_\_\_\_

2. \_\_\_\_\_

HSB Policy Committee - Meets once or twice a month, currently on Monday's at 11am

1. \_\_\_\_\_ (Chair)

2. \_\_\_\_\_

### Capital Improvement Committee

1. \_\_\_\_\_

2. \_\_\_\_\_

Hudson Municipal Budget Committee Liaison – Meets first Wednesday of the month, 7:00pm,  
Town Hall

1. \_\_\_\_\_ Ex Officio Member

2. \_\_\_\_\_ (Alternate)

Alvirne Trustees – Typically a six meeting per year commitment. Meets quarterly at AHS at  
3:00pm plus two other meetings during the year

1. \_\_\_\_\_ (Liaison)

2. \_\_\_\_\_ (Alternate)

Board of Selectmen – Meets 2nd and 4th Tuesday of the month, 7:00pm, Town Hall

1	(Liaison)
2	(Alternate)

Cable Utility Company – Meets on as-needed basis, second Monday of the month, 7:00pm, HCTV Access Center conference room, 19 Kimball Hill Road, lower level

1	(Member)
2.	(Alternate)

Diversity, Equity & Inclusion Meeting

1	(Member)
2.	(Alternate)

Cost Savings Committee – 2nd Wednesday of the month

1.	(Member)
2.	(Alternate)

Wellness Committee – 2nd Wednesday of the month

1.	(Member)
2.	(Alternate)

Communications Committee

1.	(Member)
2.	(Alternate)

## Role of a School Board Member

Even for those new board members who have studied the role of the board and attended numerous board meetings before they ran for election, the reality of school board service can be very different from what they imagined. Like any challenging leadership position, school board service is a learning experience that will stretch and grow one's leadership skills.

Schools exist to provide appropriate educational opportunities for our children. With this in mind it is vital to maintain the principle that all board decisions and actions of individual board members should be prioritized by what is best for students and what enhances student achievement. This can often be difficult as different constituents ask for different actions and different decisions on topics that vary greatly.

A fundamental rule, often misunderstood by new board members and sometimes not followed by experienced board members, is that individual board members have no individual authority to act on behalf of the school board or the district. School board action and authority can only be exercised by the school board as one whole, single entity. When the meeting is called to order, each board member is empowered with the right to discuss and vote on each issue. Only a majority of the board has the ability to set policy, establish the school district budget, negotiate contracts or make requests of the superintendent. The only employee of the board is the superintendent and the superintendent is the only school district employee the board may make requests of. By a vote of the majority, the board may empower, the chair or subcommittee to take action outside of the board meeting. But such power is only given by the full board, following discussion and a vote at a duly called and legally held meeting. In most matters school boards are legislative bodies, meaning they set and adopt policy. The exception to this rule is when a board serves as a judicial body conducting staff or student hearings.

The board and superintendent form the school district leadership team. The effective functioning of this team requires mutual trust and a clear understanding as to the school board's role in governance and the superintendent's roles in administering the daily functions of the district. This does not mean everyone agrees on the issues or the best way to address challenges. Indeed, healthy debate is vital for prudent school board decision-making. A well-functioning team with a high-level trust will have vigorous and impassioned discussions over those issues they care greatly about. Trust also means that all board members will support board decisions. Respecting that majority rules is a key component to effective school board governance. To do otherwise reduces team effectiveness and tends to diminish respect for the board from the staff and community.

Last, school board leadership should be focused on end results. The board should ask questions of what, why, how much and how well? Board action should be focused on mission statements, goals-based outcomes, local board policies, academic standards, and sufficient communication with the community.

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BAAA School Board Policies & Administrative Duties	<b>FIRST ADOPTION:</b> 10/07/2019
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> 10/07/2019 Page 1 of 2

### *Category R*

#### GENERALLY

The policies of the Board are intended to establish the general and overall rules within which day-to-day operations of the School District are to be governed. Procedures for carrying out and implementing the broad policies of the Board on a day-to-day basis are to be fashioned and adopted by the administration, under the direction of the Superintendent. As applicable, members of the District community are expected to comply with both Board policy and administrative procedures, subject to the limitations and exceptions set forth herein. However, the failure of the Board or the Administration to comply with policy shall not invalidate any lawful action taken.

#### CONTENTS OF BOARD POLICY AND ADMINISTRATIVE PROCEDURE

The policies of the Board shall be composed of (1) the policies contained in this Policy Manual; (2) the contents of administrative job descriptions adopted by the Board; (3) all formal Student Handbooks; and (4) all formal Employee Handbooks.

Administrative procedure is not part of Board policy and may be altered by the administration without Board action. Administrative procedure, however, may not conflict with Board policy.

#### LIMITATIONS OF POLICY

Neither the policies of the Board nor the procedures of the administration are intended, nor shall they be construed, to supersede or preempt any applicable laws, whether constitutional, statutory, regulatory, or common in origin. Consequently, all Board policies and administrative procedures shall be given both an interpretation and application which is lawful. The Board shall have the final interpretation of its policies and the administration shall have the final interpretation of its procedures.

As the Board policies and administrative procedures are limited by legal constraints, so too are the rights of those to whom the Board policies and administrative procedures apply. Neither the policies of the Board nor the procedures of the administration are intended to expand the rights of individuals beyond those established by law or to give to any individual a cause of action not independently established in law. Enforcement of Board policy shall rest exclusively with the Board, and enforcement of administrative procedures shall rest exclusively with the administration.

Board policy and administrative procedure shall not preempt, create, supplant, expand or restrict the rights or liabilities of students, employee, taxpayers, or others within the School District beyond those that are established in law and are not intended to restrict or limit students,



employees, or other members of the School District community from pursuing any claims or defenses available under law.

### Exceptions

Exceptions to any policy or the application of any policy may be made if requested or recommended in accordance with the following procedures:

- a. Any person may request an exception to any Board policy or the application of same by submitting a letter to the Superintendent. The request shall identify: (1) the name, address and telephone number of the person making the request; (2) the policy for which the exception is being requested; (3) the action that the requesting individual desires, and (4) the rationale supporting the need for an exception.
- b. The Superintendent or his/her designee shall conduct a sufficient investigation of any request for an exception so as to be able to formulate a recommendation for the Board. Among the factors to be evaluated are the relevant facts related to the request, the rationale of both the policy and the request for the exception; and the disposition of prior requests for exceptions to the same or similar policies.
- c. Following the Superintendent's investigation, the Superintendent may place the request for exception on the agenda and shall report to the Board the circumstances surrounding the request and his/her recommended disposition. The person requesting the exception shall be notified in advance of this agenda item and shall be given a reasonable opportunity to address the Board before the Board determines whether to grant the request for an exception.
- d. The Board shall have final and exclusive authority to determine whether to grant any request for an exception and shall be the sole judge of whether the rationale for the exception is sufficient, taking into consideration the recommendation of the Superintendent. Moreover, the granting of exceptions in the same or similar cases shall not constitute binding precedent or practice inasmuch as the prior grant of an exception may establish that the granting of an exception is ill-advised.
- e. Exceptions to administrative procedure shall be made in accordance with the procedures established by the Superintendent.

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BBAA School Board Member Authority</b>	<b>FIRST ADOPTION: 10/07/2019</b>
<b>RELATED POLICIES: [Related Policy Codes]</b>	<b>LATEST REVISION: 10/07/2019</b> Page 1 of 1

*Category: Recommended*

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each agenda will provide an opportunity for Board members to comment on District activities and/or educational issues. These comments may become topics for future Board discussions.

Board members may occasionally serve on committees or organizations for the purpose of reciprocal communication and reporting back to the Board. Committee assignments will be made by the Chairperson with Board approval.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Board member shall give advance notice to the Chairperson or Superintendent of his/her inability to attend a Board meeting.

### **Legal references:**

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

*RSA 91-A:2-a, Communication Outside Meetings*

*N.H. Code of Administrative Rules-Section Ed. 303.01, Substantive Duties of School Boards*

*Appendix: BBA-R*

Revised: April 2011

Revised: July 1998, November 1999, February 2004

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE:</b> BCA Board Member Ethics	<b>FIRST ADOPTION:</b> 07/12/2010
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> 10/21/2019 Page 1 of 2

*Category: Recommended*  
*See also Appendix BCA-R*

In order to fulfill its duty under state law to provide education to pupils within the District, the Board adopts the following expectations for each of its members.

AS A MEMBER OF THE SCHOOL BOARD, AND IN ACCORDANCE WITH MY OATH OF OFFICE, I WILL STRIVE TO IMPROVE PUBLIC EDUCATION BY STRIVING TO ADHERE TO THE FOLLOWING EXPECTATIONS:

1. Attend all regularly scheduled Board meetings, insofar as possible, and become informed concerning issues to be considered at those meetings.
2. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law.
3. Be informed about current educational issues by individual study and through information, such as those sponsored by my state and national school board associations.
4. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group.
5. Work respectfully with other Board members by encouraging the free expression of differing opinions and ideas.
6. Seek opportunities for the Board to establish systematic communication channels with students, staff, and members of the community.
7. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.
8. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session.
9. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action.
10. Understand the chain of command and refer problems or complaints to the proper administrative office per applicable School Board policies.
11. Work with the other Board members to establish effective Board policies and foster a relationship with the District administration toward the effective implementation of those

policies and management of the District operations, personnel and facilities.

12. Communicate to the Superintendent and to the Board (only as consistent with the Right-to-Know law) expressions of public reaction to Board programs, policies and other Board actions.

13. Present personal criticisms concerning District operations, staff, etc. to the Superintendent, not to District staff, the public, or unnecessarily at a Board meeting.

14. Establish policies and protocols for systematic communications with students, staff, and members of the community. Support the employment of those persons best qualified to serve as school staff and insist on a regular and impartial evaluation of all staff.

See also: Appendix BCA-R

**Legal References:**

*189:1-a "Duty to Provide Education"; and RSA 189:1 "Days of School"*

## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BDB Board Officers</b>	<b>FIRST ADOPTION: 11/18/2019</b>
<b>RELATED POLICIES: BBAB</b>	<b>LATEST REVISION:</b> Page 1 of 1

*Category: Recommended*

Board officers will include a chairperson, vice-chairperson and may include a secretary. Officers will be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until new successors are elected.

If the chairperson resigns from the school board or resigns from the office of chair, the vice-chairperson will become chair of the board. If the chairperson loses his/her election or does not run for re-election, the vice-chair shall serve as chair during the organizational meeting. If the vice-chairperson or secretary resigns from the school board or from the respective office, the board will hold new elections for those offices.

The Superintendent is an ex-officio, non-voting member of the Board.

### **Chairperson:**

The chairperson shall preside at all meetings. The chairperson will have the right to vote on all matters before the Board. The chairperson will consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may from time to time determine.

Additionally, roles and duties of the chairperson are found in Board Policy BBAB.

### **Vice-chairperson:**

The Vice-Chairperson will have the powers and duties of the Chairperson in his/her absence or for the duration of the disability, and such other powers and duties as the Board may from time to time determine.

# HUDSON SCHOOL DISTRICT POLICY

## **BEC Non-Public Sessions**

Updated: December 4, 2023

Related Policies: BEDG

Category: Recommended

The School Board may meet in non-public session for any of the purposes set out in RSA 91-A:3. Non-public sessions may only occur after a duly noticed public meeting has been called to order and before that meeting is adjourned. Once the public meeting has been convened, the School Board may enter non-public session at any time during such meeting if a majority of the board, by roll-call vote, find that sufficient grounds under 91-A:3, II exists. A non-public session may occur during a duly notice meeting irrespective of whether a non-public session appeared on either the meeting notice or meeting agenda.

The motion calling for a non-public session will state the matter(s) to be discussed and will state the statutory reason(s) for entering non-public session.

The School Board shall record minutes of all non-public sessions, and such minutes shall be made available and or “sealed” in accordance RSA 91-A:3. Required content and availability regarding minutes of non-public sessions are described in School Board policy BEDG Minutes.

The minutes of the non-public session constitute the record of that session. Information discussed in non-public session shall remain confidential except to the extent the same is required to be disclosed subject to applicable law or court order, or as authorized by the board.

The School Board shall require the presence of the superintendent or his/her designee (see N.H. Dept. of Education Rule Ed 303.01(f)), except those non-public sessions that pertain to the superintendent’s employment.

Each year the superintendent is directed to obtain and provide to each board member copies of any NHSBA Non-Public Session Checklist and update the same during the year as made available by NHSBA.

## **Legal References**

*RSA 91-A:3, Non-Public Sessions*

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

*RSA 42:1-a, Oaths of Town Officers: Manner of Dismissal; Breach of Confidentiality*

*N.H. Dept. of Education Administrative Rule – Ed 303.01(j); Substantive Duties of School Boards*

Adopted: November 4, 2019

First Reading: November 20, 2023

Second Reading: December 4, 2023

Updated: December 4, 2023



**SCRIPT/CHECKLIST FOR NON-PUBLIC SESSIONS & MINUTES 2023-24**

THE \_\_\_\_\_ SCHOOL BOARD

**MINUTES OF NON-PUBLIC SESSION**

DATE: \_\_\_\_\_

Issue # \_\_\_\_\_ (If more than one issue to be discussed in same non-public)

Members Present: (Name each) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Motion to enter Nonpublic Session made by \_\_\_\_\_ seconded by \_\_\_\_\_

Specific Statutory Reason cited as foundation for the nonpublic session:

- \_\_\_ 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 adverse 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 (k): *Consideration by school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, **which, if discussed in public, would likely benefit** a party or parties whose interests are adverse to those of the general public or of district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. (Additional language in statute for final votes.)*
- \_\_\_ 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.*
- \_\_\_ 91-A:3,II (m): *Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.*

Roll Call vote to enter nonpublic session: \_\_\_\_\_ Y N  
\_\_\_\_\_ Y N \_\_\_\_\_ Y N  
\_\_\_\_\_ Y N \_\_\_\_\_ Y N  
\_\_\_\_\_ Y N \_\_\_\_\_ Y N

Pause public meeting recording (if applicable).

Entered nonpublic session @ \_\_\_\_\_ am/pm Discussion regarding Issue # began @ \_\_\_\_\_ am/pm.

**SCRIPT/CHECKLIST FOR NON-PUBLIC SESSIONS & MINUTES 2023-24**

**NON-PUBLIC MINUTES**

Board members present: \_\_\_\_\_

Other persons present during nonpublic session (necessary personnel only): \_\_\_\_\_

Identification of subject matter discussed and final actions taken/decisions made. (All actions or decisions **must reflect how each member voted** (e.g., roll call/unanimous vote (91-A:3, III), & the first and second of every motion 91-A:2, II): \_\_\_\_\_

Discussion on Issue ended @ \_\_\_\_ a.m./p.m.

Motion to leave nonpublic session and return to public session by \_\_\_\_\_, seconded by \_\_\_\_\_ (Reflect how each voted) \_\_\_\_\_

Re-start public meeting recording (if applicable).

Public session reconvened at \_\_\_\_\_ a.m./p.m.

**“SEALING” NON-PUBLIC MINUTES**

Under RSA 91-A:3, III. *Minutes of proceedings in nonpublic sessions shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present, taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of this board, or render the proposed action of the board ineffective, or pertain to terrorism. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.*

Motion made to seal these minutes \_\_\_ indefinitely or for \_\_\_ years, because publication would:

- \_\_\_\_\_ Affect adversely the reputation of any person other than a member of this board
- \_\_\_\_\_ Render a proposed action ineffective
- \_\_\_\_\_ Pertains to preparation or carrying out of actions regarding terrorism

**NOTE: f sealing regarding a discussion under 91-A:3, II(m), minutes must be unsealed (disclosed) as soon as practicable after the transaction has closed or the public body has decided not to proceed with the transaction.**

Roll Call Vote to seal minutes:

_____	Y	N	_____	Y	N
_____	Y	N	_____	Y	N
_____	Y	N	_____	Y	N

Motion to Seal (Requires 2/3 Vote): **PASSED / DID NOT PASS** (circle one)

*The following information to be recorded in the Sealed Minutes Log: (a) name of public body; (b) date, time and location of meeting; (c) start and end time of NP session; (d) grounds under 91-A:3, II to enter NP; (e) basis for sealing minutes; (f) date minutes sealed; (g) date/period, if any, given in motion to seal for review of minutes (w/in 9 years 10 mos.) to be unsealed; (h) date, if any, of a subsequent decision to unseal the minutes.*

*Even if Non-Public Minutes are sealed, the Public Minutes must include the Motion to Enter (with the basis(es), as well as the Motion to Seal (and basis), with roll call votes for each.*

These minutes recorded by: \_\_\_\_\_



## HUDSON SCHOOL DISTRICT

<b>POLICY CODE: BEDD Rules of Order</b>	<b>FIRST ADOPTION: 11/04/2019</b>
<b>RELATED POLICIES:</b> [Related Policy Codes]	<b>LATEST REVISION:</b> [Latest Revision] Page 1 of 2

*Category: Optional*

General rules of parliamentary procedure are used for every Board meeting. The Chair shall adopt simplified rules of order, following the basic structure of Robert's Rules of Order. BEDD-R - Rules of Order, provides a simplified set of rules. The order of business shall be reflected on the agenda.

## (BEDD-R) Rules of Order

1. The chair will use the following general rules of order. The intent of these rules of order is to keep the meeting efficient, understandable, and free of procedural quagmires. The chair will not follow the formal Robert's Rules of Order.
2. By majority vote, the school board can overrule any decision that the chair makes, including any rule that the chair establishes. A board member can raise such a request by a "Point of Order."
3. The Moderator will take the agenda in the order that it was presented, unless the school board, by majority vote, chooses to take agenda items in a different order.
4. Everyone who speaks must do so in a manner in which he or she can be heard.
5. No one may speak unless he or she has been recognized by the chair. A board member may interrupt only to state a "Point of Order." The chair will then recognize the member for the limited purpose of stating the point of order.
6. Individuals speaking during a public comments portion of a meeting are asked to state their name and address. All public comments should be directed to the chair.
7. The chair will allow only one motion and only one proposed amendment to the main motion on the floor at a time. Exceptions may be made for the limited purpose of resolving a "Point of Order."
8. The chair will not accept negative motions, which are motions that require a "no" vote to cast a vote in the affirmative such as: "I move that we not adopt the budget."
9. All speakers must be courteous and must speak to the issues, not the individuals raising them. All comments and questions will be directed only to the chair. The chair will decide whether to recognize another board member or staff member to respond. The chair will not allow personal attacks or inappropriate language.
10. If any person disrupts the orderly conduct of a meeting, behaves in a disorderly manner, makes unlawful threats, in any other way disturbs the meeting, or willfully violates any rule of order, and after notice from the chair to cease, persists in such behavior, the chair may have a police officer remove such person from the meeting.
11. Each board member may only speak once until every board member has had an opportunity to speak once.
12. Recorded roll call votes will be taken when required by law, upon the request of two or more board members, and when called for by the chair.

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## HUDSON SCHOOL DISTRICT

SAU # 81

20 Library Street Hudson, NH 03051-4240  
(603) 883-7765 fax (603) 886-1236

**Daniel Moulis, Ed. D**  
*Superintendent of Schools*  
(603) 886-1235  
[dmoulis@sau81.org](mailto:dmoulis@sau81.org)

**Kimberly Organeck**  
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**Rachel Borge**  
*Director of Special Services*  
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**Jennifer Burk**  
*Business Administrator*  
(603) 886-1258  
[jb Burk@sau81.org](mailto:jb Burk@sau81.org)

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To:	Hudson School Board
From:	Jennifer Burk, Business Administrator
Date:	March 4, 2024
Re:	RSA 198:20-b Hearing for Unanticipated Revenue SAFE Grant for AHS Camera Updates

RSA 198:20-b provides that "... any school district at an annual meeting may adopt an article authorizing indefinitely, until specific rescission of such authority, the school board to apply for, accept and expend, without further action by the school district, unanticipated money from a state, federal or other governmental unit or a private source which becomes available during the fiscal year."

The School District adopted the provision of this law at the annual district meeting on March 6, 1992. The reason for this is that, while every attempt is made in developing budgets to estimate the amount of grants and private donations, much of what will be available and received is unknown at that time. This process allows the School District to take advantage of grant and private donation opportunities that occur during the year which were not or could not have been anticipated in advance.

RSA 198:20-b goes on to provide that "for unanticipated funds in the amount of \$20,000 or more, the school board shall hold a prior public hearing on the action to be taken..."

The District is being awarded a grant from the State through the SAFE (Security Action for Education) program which will be used for the purposes of updating the camera system at Alvirne High School. Additional information on this grant can be found here on the State's website:

<https://www.education.nh.gov/who-we-are/division-of-education-and-analytic-resources/bureau-school-facilities/security-action-education-safe-grant>

The process for the hearing is as follows:

1. School Board Chair opens the Hearing.
2. Chair provides an explanation of the purpose of the hearing and reviews the breakdown of the donation sources.
3. Chair accepts comments/questions/discussion from School Board members.
4. Chair accepts comments/questions/discussion from the public.
5. Chairman closes the Hearing, returns to the regular school board meeting.
6. Motion is made by a Board member to receive the donated equipment. **(Suggested motion: I move to accept the SAFE Grant in the amount of \$100,000.)**
7. Vote on the motion.















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**HUDSON SCHOOL DISTRICT**

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**Jennifer Burk**

*Business Administrator*

(603) 886-1258

[jbuk@sau81.org](mailto:jbuk@sau81.org)

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To:	Hudson School Board
From:	Jennifer Burk, Business Administrator
Date:	March 7, 2024
Re:	Drivers Education Program

The District has gone through an RFP process for driver education services for Alvirne High School. In January we reached out to 9 area vendors who are approved by the State to provide students with drivers education training. The responses to the RFP were due on Thursday, March 7, 2024. Only one response was received – from Granite State Driving School.

The current services are being provided by Granite State Driving School, which has an agreement that ends on June 30, 2024. The current fee per student is set at \$775. The response to the RFP would increase the cost for students to \$800 for the 2024-25 and 2025-26 school years and increases again to \$825 for the 2026-27 school year. The regular cost of the program that they offer outside of Alvirne is currently \$850.

Based on the past performance of Granite State Driving School, I believe it is in the best interest of the District to award an agreement for driver education services to Granite State Driving School.

I am recommending that the Board approve the following motion:

Recommended Action:

*The Hudson School Board awards Granite State Driving School an agreement to provide driver education services at Alvirne High School from July 1, 2024 through June 30, 2027.*

Thank you in advance for your support of the above motion.

**Jodi C. Hallas**  
Associate Principal

**Jason C. Tesini**  
Associate Principal

**Louise M. Goulet**  
Assistant Principal

**Eric C. Frauwrith**  
Career & Technical  
Education Director

**ALVIRNE HIGH SCHOOL**  
**Home of the Broncos**  
**200 Derry Road**  
**Hudson, NH 03051**

**Steven J. Beals, Principal**  
Phone: (603) 886-1260 Fax: (603) 816-3513

**William R. Huguen**  
District Director  
of School Counseling

**Karen E. Bonney**  
Director of Athletics

**Joyce M. Wise**  
Dean of Academics

**Robert J. Scagnelli**  
District Music Director

3/11/2024

To the Hudson School Board and Superintendent,

I am writing to you on the behalf of Jeanne Schratwieser, one of our earth science teachers at Alvirne High School. I am requesting permission for the approval of professional development for Jeanne to attend the National Science Teachers Association (NSTA) national conference in Denver, CO. The conference is from March 20th to March 23rd, and Jeanne is looking to attend on Thursday, March 21st and Friday, March 22nd. The cost of the conference is \$390 for the two days, and this is being paid for with Alvirne professional development workshop funds. The travel and lodging are being covered by the teacher. Joyce Wise has approved the funds for this conference.

This conference is a wonderful opportunity for teachers to collaborate and connect with science teachers from all across the country and the world. The presentations and information gained from these national conferences can bring new and exciting ideas to curriculum development. Teachers gain knowledge about potential new classes, implementing curriculum, and new ways to engage students in science. As an earth science teacher, Jeanne would be able to bring new and exciting ideas to our PLC and our students.

Thank you for your consideration!

Sincerely,  
Alex Wetmore  
*Alex Wetmore*  
Science Department Chair  
Alvirne High School  
200 Derry Road  
Hudson, NH 03051



**Frank Edelblut**  
Commissioner

**Christine Brennan**  
Deputy Commissioner

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

March 5, 2024

**TO:** Superintendents

**FROM:** Lindsey Labonville, Administrator  
Bureau of Federal Compliance

**SUBJECT:** General Assurances FY 2025

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

The submission of general assurances is required in part by:

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

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

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

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

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

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

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

# New Hampshire Department of Education

**FY2025**

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

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

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

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

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

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

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

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

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

## A. General Assurances

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

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

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



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

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

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

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

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

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

## **B. Explanation of Grants Management Requirements**

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

### **1. Financial Management Systems**

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

Specifically, the financial management system must be able to:

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

### **2. Written Policies and Procedures**

The subrecipient must have written policies and procedures for:

<b>Policy/Procedure Name</b>	<b>In Accordance With</b>	<b>Policy</b>	<b>Procedure</b>
Drug-Free Workplace Policy	34 CFR 84.200 and the Drug-Free Workplace Act of 1988		N/A
Procurement Policy & Procedure	2 CFR 200.317-327		
Conflict of Interest/Standard of Conduct Policy	2 CFR 318(c)(1)		N/A
Inventory Management Policy & Procedure	2 CFR 200.313(d)		
District Travel Policy	2 CFR 200.475(b)		N/A
Subrecipient Monitoring Policy & Procedure (if applicable)	2 CFR 200.332(d)		
Time and Effort Policy & Procedure	2 CFR 200.430		
Records Retention Policy & Procedure	2 CFR 200.334		
Prohibiting the Aiding and Abetting of Sexual Abuse Policy	ESEA Section 8546		N/A
Allowable Cost Determination Policy	2 CFR 200.302(b)(7)		N/A
Gun Free School Act	Gun Free School Act of 1994		N/A
Cash Management	2 CFR 200.302(b)(6) and 200.305		
Nonsmoking Policy for Children's Services	ESEA Section 8573		N/A

### 3. Internal Controls

The subrecipient must:

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

### 4. Allowable Costs

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

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

**5. Audits**

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

**6. Reports to be Submitted**

Audits/Management Decisions

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

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpjfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpjfj0hmyh1r45p1po1))/account/login.aspx)

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

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

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

#### Single Audit Certifications and Federal Expenditures Worksheet

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

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

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

## 11. Lobbying

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

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

cooperative agreement.

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

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

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

**12. Subrecipient Monitoring**

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

**13. More Restrictive Conditions**

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

**14. Obligations by Subrecipients**

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

**15. Personnel Costs – Time Distribution**

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

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

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

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

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

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

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

## **17. Purchasing/Procurement**

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

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

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

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

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

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

d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

## 19. The Stevens Amendment

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

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

## 20. Transfer of Disciplinary Records

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

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

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

## C. Definitions (2 CFR 200.1)

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

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



**School Board Certification:**

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

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

## Discipline Report – March 18, 2023

February 2024

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	201	0	0	0	0	0	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	197	0	0	0	0	0	0	2	2	0	0	0	
Hills Garrison	366	0	0	0	1	1	0	1	1	0	0	0	
Nottingham West	565	11	11	0	0	0	0	2	1	1	0	0	
Hudson Memorial	695	14	12	2	15	12	3	9	6	3	4	3	
Alvirne High School	1001	74	55	19	24	22	2	32	17	15	5	2	Per Mr. Beals to be added to report: Please add to the report, February 2024 Tardy to School Data: 17 school days average 117 tardy students per day or 11.7 percent daily.



## February 2023

School	# Student	Detentions			In-School Suspensions			Out-of-School Suspensions			Reported Incidents of Bullying	Incidents of Bullying Being "Found"	Note
		#	1x	2x +	Total	1 day	2 days +	Total	1 day	2 days +			
ELC - Library Street	190	0	0	0	0	0	0	0	0	0	0	0	
ELC - Dr. H.O. Smith	215	0	0	0	0	0	0	0	0	0	0	0	
Hills Garrison	384	0	0	0	1	1	0	2	2	0	0	0	
Nottingham West	565	8	7	1	1	1	0	1	1	0	0	0	
Hudson Memorial	688	13	12	1	19	14	5	10	5	5	2	1	
Alvirne High School	1025	52	44	8	20	18	2	30	22	8	0	0	

**Detentions**    # = total number of detentions    1x = single incidents    2x+ = number of students receiving detention more than once in the month

**ISS/OSS**    Total = total number of incidents in category    1 day = number of students receiving ISS/OSS for one day    2 days+ = number of students receiving ISS/OSS for multiple days

The Hudson School District has *Student Behavior Standards for PreK-12*, which are included in the student handbook at each school. Detailed expectations and the response to disruptive behaviors, by grade span, are included.

**Detention** – a student is given detention for purposeful or repeated behaviors that interrupt the school day such as skipping class, repeated tardies, disruptions to the learning environment. Teachers and administrators can assign detention, which is used to rectify the behavior.

**In-School Suspension (ISS)** – a student is given in-school suspension for significant violations of accepted behavioral standards and require the intervention of a building administrator. Behaviors include significant noncompliance, cheating/plagiarism and bullying. A principal can assign ISS for \*one to 10 days.

**Out-of-School Suspension (OSS)** – a student is given out-of-school suspension for significant violations of safety for students, teachers, staff and other members of the school community. OSS is avoided at the elementary level. Behaviors include bullying, aggressive physical conduct, threats of violence and possession or use of drugs. A principal can assign OSS for one to 10 days and it can be extended by the superintendent for an additional 10 days.

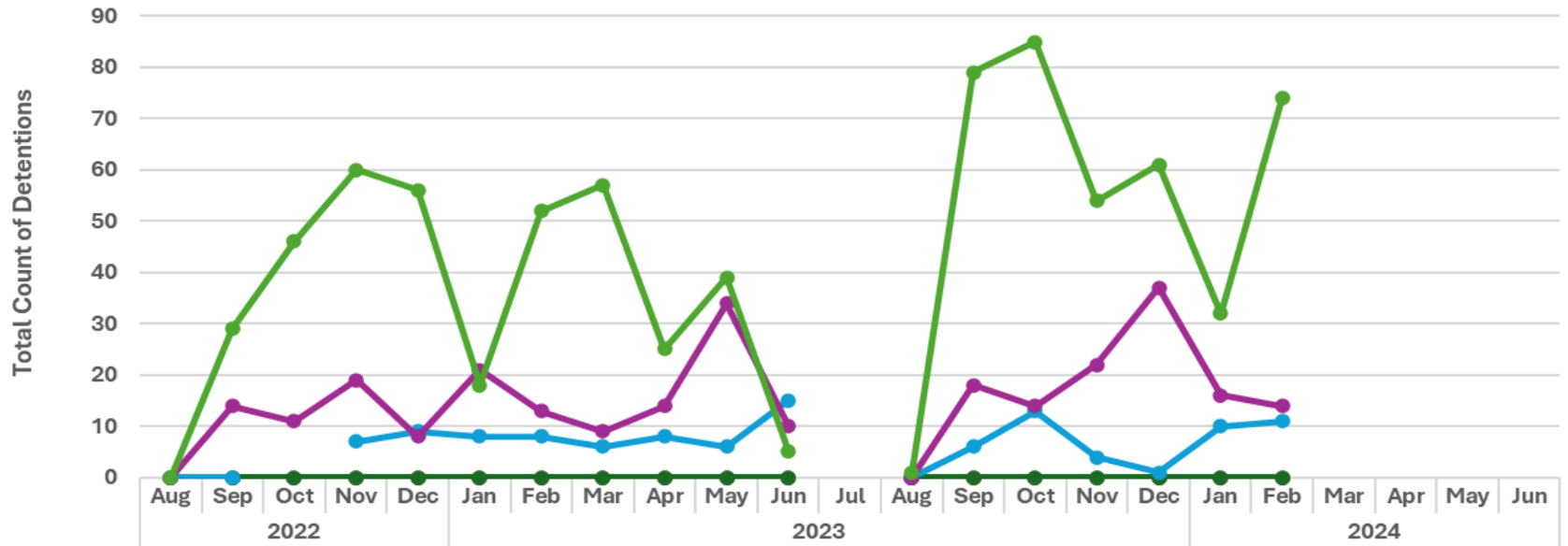
**Bullying** – a single significant incident or a pattern of incidents involving a written, verbal, or electronic communication, or a physical act or gesture, or any combination thereof, directed at another student which:

- (a) physically harms a student or damages the student's property;
- (b) causes emotional distress to a student;
- (c) interferes with a student's educational opportunities;
- (d) creates a hostile educational environment; or
- (e) substantially disrupts the orderly operation of the school

"Bullying" includes actions motivated by an imbalance of power based on a student's actual or perceived personal characteristics, behaviors, or beliefs, or motivated by the student's association with another person and based on the other person's characteristics, behaviors or beliefs

DETENTION TRENDS THROUGH FEBRUARY 2024

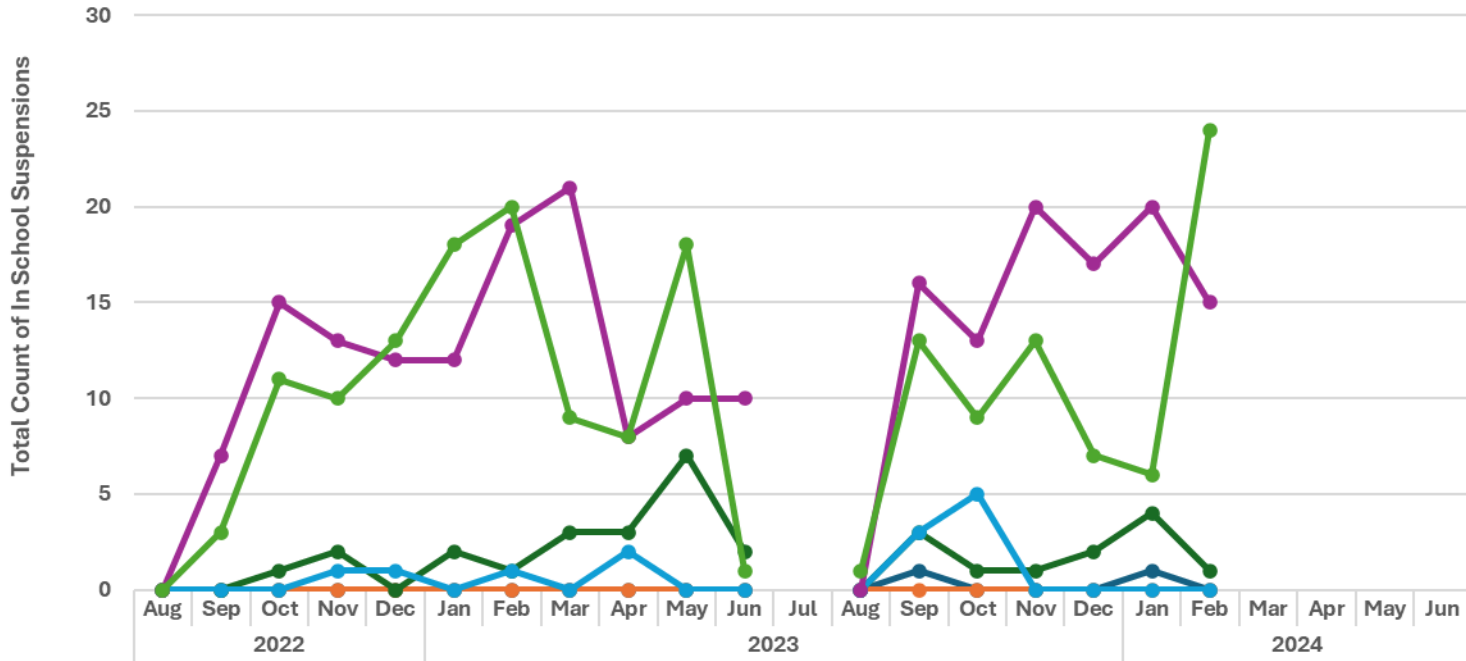
Hudson School District Detention Trends 2022-2023 & 2023-2024



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2022											2023						2024					
ELC - Library Street	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0					
ELC - Dr. H.O. Smith	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0					
Hills Garrison	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0					
Nottingham West	0	0		7	9	8	8	6	8	6	15		0	6	13	4	1	10	11				
Hudson Memorial	0	14	11	19	8	21	13	9	14	34	10		0	18	14	22	37	16	14				
Alvirne High School	0	29	46	60	56	18	52	57	25	39	5		1	79	85	54	61	32	74				

SUSPENSION TRENDS THROUGH FEBRUARY 2024

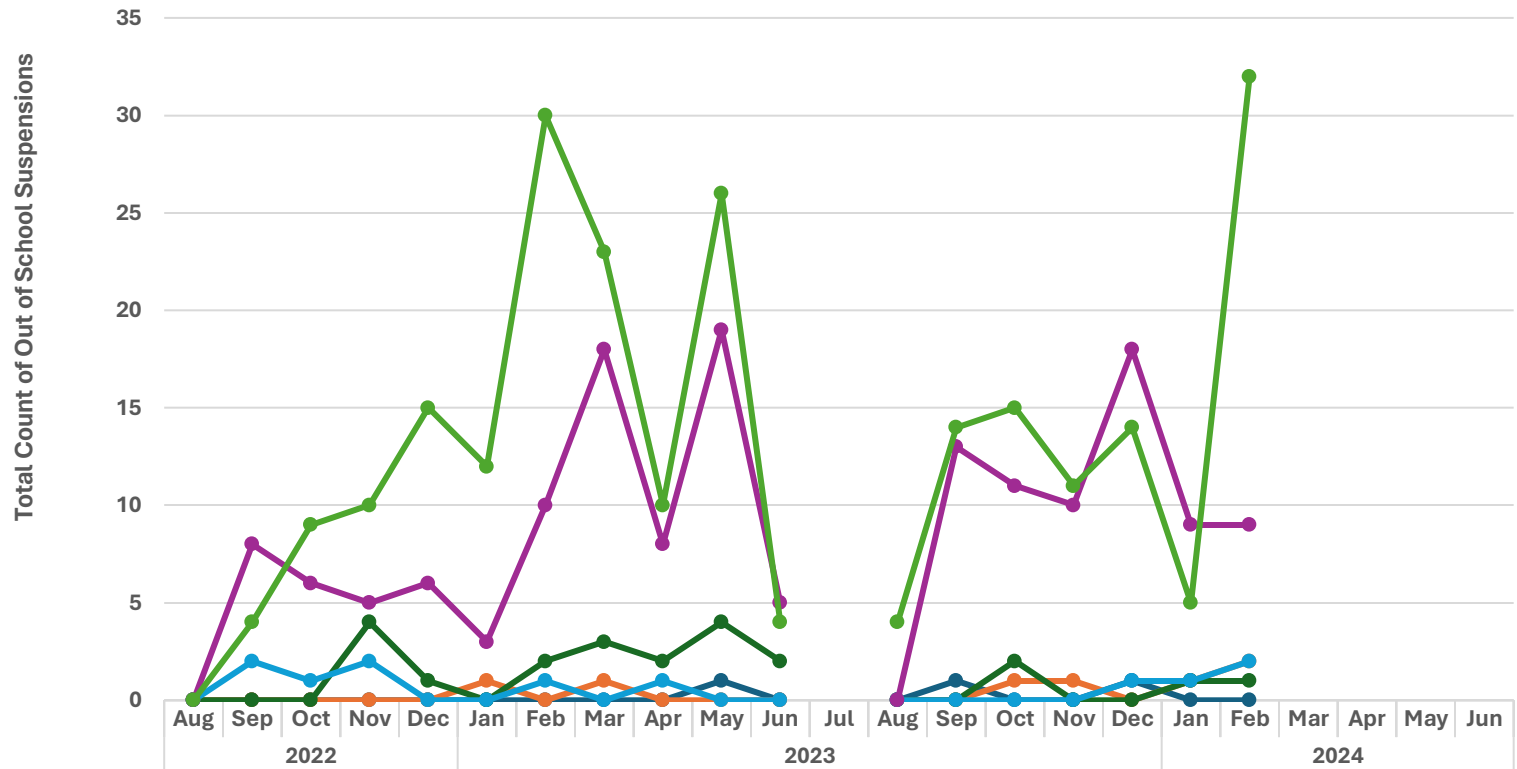
Hudson School District In School Suspension Trends 2022-2023 & 2023-2024



	2022										2023						2024						
	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
ELC - Library Street	0	0	0	0	0	0	0	0	0	0	0		0	1	0	0	0	1	0				
ELC - Dr. H.O. Smith	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0				
Hills Garrison	0	0	1	2	0	2	1	3	3	7	2		0	3	1	1	2	4	1				
Nottingham West	0	0	0	1	1	0	1	0	2	0	0		0	3	5	0	0	0	0				
Hudson Memorial	0	7	15	13	12	12	19	21	8	10	10		0	16	13	20	17	20	15				
Alvirne High School	0	3	11	10	13	18	20	9	8	18	1		1	13	9	13	7	6	24				

OUT OF SCHOOL SUSPENSION TRENDS THROUGH FEBRUARY

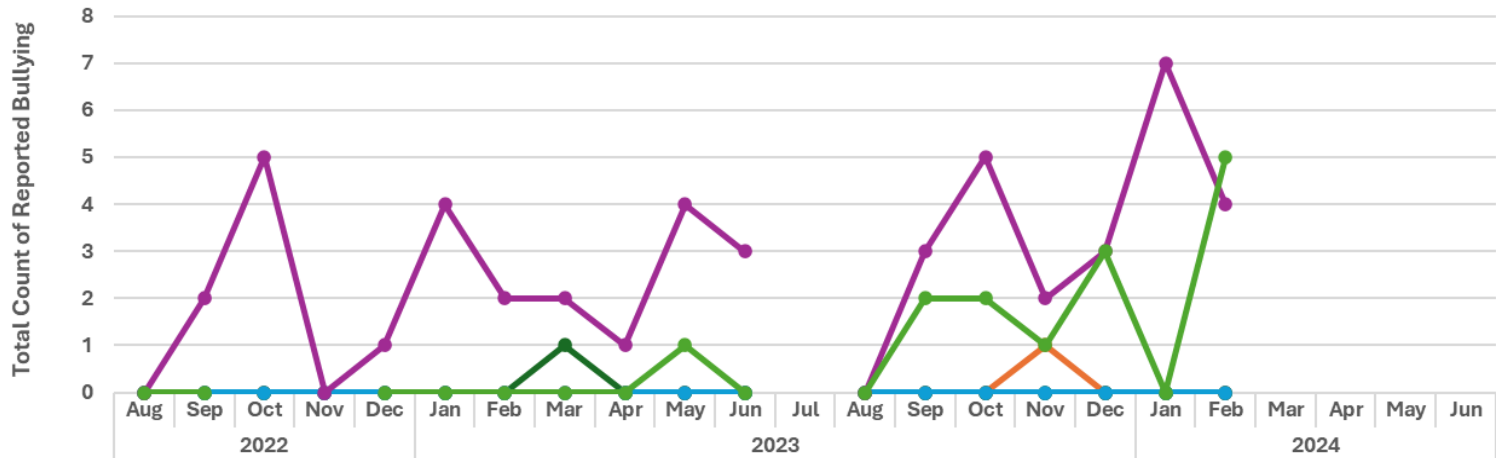
Hudson School District Out of School Suspension Trends 2022-2023 & 2023-2024



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2022						2023						2024										
● ELC - Library Street	0	0	0	0	0	0	0	0	0	1	0		0	1	0	0	1	0	0				
● ELC - Dr. H.O. Smith	0	0	0	0	0	1	0	1	0	0	0		0	0	1	1	0	1	2				
● Hills Garrison	0	0	0	4	1	0	2	3	2	4	2		0	0	2	0	0	1	1				
● Nottingham West	0	2	1	2	0	0	1	0	1	0	0		0	0	0	0	1	1	2				
● Hudson Memorial	0	8	6	5	6	3	10	18	8	19	5		0	13	11	10	18	9	9				
● Alvirne High School	0	4	9	10	15	12	30	23	10	26	4		4	14	15	11	14	5	32				

REPORTED INCIDENTS OF BULLYING THROUGH FEBRUARY 2024

Hudson School District Reported Incidents of Bullying 2022-2023 & 2023-2024



	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	2022											2023						2024					
ELC - Library Street	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0				
ELC - Dr. H.O. Smith	0	0	0	0	0	0	0	0	0	0	0		0	0	0	1	0	0	0				
Hills Garrison	0	0	0	0	0	0	0	1	0	0	0		0	0	0	0	0	0	0				
Nottingham West	0	0	0	0	0	0	0	0	0	0	0		0	0	0	0	0	0	0				
Hudson Memorial	0	2	5	0	1	4	2	2	1	4	3		0	3	5	2	3	7	4				
Alvirne High School	0	0			0	0	0	0	0	1	0		0	2	2	1	3	0	5				

**FY2024 FINANCIAL STATEMENT**

as of: **2/29/2024**

<u>REVENUE</u>	REVENUE 2024	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
10 1121 CURRENT TAX APPROP	<b>43,296,398</b>	29,075,800	14,220,598	43,296,398	-
10 1320 TUITION FROM OTHER LEA'S	<b>240,000</b>	-	240,000	240,000	-
10 1340 PRE-SCHOOL TUITION	<b>80,000</b>	58,115	28,125	86,240	6,240
10 1510 INTEREST ON INVESTMENTS	<b>15,000</b>	133,249	-	133,249	118,249
10 1710 ATHLETIC FEES	<b>9,000</b>	-	9,000	9,000	-
10 1730 1:1 COMPUTER INSURANCE	<b>25,000</b>	28,925	-	28,925	3,925
10 1900 OTHER LOCAL REVENUE	<b>20,000</b>	11,830	8,170	20,000	(0)
10 1901 ERATE	<b>18,000</b>	30,693	-	30,693	12,693
10 1910 RENTALS	<b>15,000</b>	10,354	4,646	15,000	(0)
10 1921 ROTC PROGRAM CONTRIBUTIONS	<b>96,097</b>	47,194	48,903	96,097	(0)
10 3110 STATEWIDE EDUCATION TAX (SWEPT)	<b>6,136,479</b>	4,084,490	2,051,989	6,136,479	-
10 3190 OTHER STATE AID	-	27,642	-	27,642	27,642
10 3241 SPECIAL EDUCATION AID	<b>394,267</b>	607,493	-	607,493	213,226
10 3242 VOCATIONAL TUITION AID	<b>650,000</b>	562,728	87,272	650,000	0
10 3800 EDUCATION GRANT	<b>8,178,027</b>	5,724,618	2,453,409	8,178,027	-
10 4580 MEDICAID	<b>42,000</b>	-	42,000	42,000	-
10 5220 INDIRECT COSTS	<b>55,000</b>	81,541	-	81,541	26,541
<i>FUND BALANCE FROM FY23</i>	<b>2,140,295</b>	2,140,295	-	2,140,295	-
<b>TOTAL GENERAL FUND REVENUE</b>	<b>61,410,563</b>	<b>42,624,967</b>	<b>19,194,112</b>	<b>61,819,079</b>	<b>408,516</b>

<u>REVENUE</u>	REVENUE BUDGET	ACTUAL YTD REVENUE	ANTICIPATED REVENUE	TOTAL ANTICIPATED REVENUE	EXCESS/ (SHORTFALL)
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<b>TOTAL GENERAL FUND REVENUE</b> (From Page 1)	<b>61,410,563</b>	<b>42,624,967</b>	<b>19,194,112</b>	<b>61,819,079</b>	<b>408,516</b>
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<u>EXPENDITURES</u>	APPROPRIATION BUDGET	ACTUAL YTD EXPENDITURES	ANTICIPATED EXPENDITURES	TOTAL ANTICIPATED EXPENDITURES	(EXCESS)/ SHORTFALL
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**FY23 PRIOR YEAR ENCUMBRANCES**

Prior Year Encumbrances (FY23)	<b>1,261,042</b>				
Prior Year Encumbrances Paid to Date		380,995			
Anticipated Prior Year Encumbrance Payments			73,130		
<b>EXCESS/SHORTFALL</b>					<b>806,917</b>

**FY24 GENERAL FUND APPROPRIATION BUDGET**

<b>FY24 GENERAL FUND APPROPRIATION BUDGET</b>	<b>61,875,947</b>				
Expenditures		34,824,629			
Current Year Encumbrances			14,706,986		
Anticipated Expenditures			11,392,974		
End of Year Funds - Approved not encumbered					
<b>TOTAL ANTICIPATED EXPENDITURES</b>				<b>60,924,589</b>	

<b>EXCESS/SHORTFALL</b>					<b>951,358</b>
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<b>TOTAL EXPENDITURES</b>					<b>1,758,275</b>
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<b><u>ANTICIPATED FUND BALANCE w/ ANTICIPATED EXPENDITURES</u></b>					<b><u>2,166,791</u></b>
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**FY2024 FINANCIAL STATEMENT  
FUNCTION SUMMARY REPORT**

**GENERAL FUND**

2/29/2024

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>TRANSFERS / ADJUSTMENTS</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBERED</b>	<b>ANTICIPATED EXPENDITURE</b>	<b>AVAILABLE BUDGET</b>
1100	Regular Programs	23,969,868	41,415	24,011,283	12,071,983	6,145,752	5,213,571	579,977
1200	Special Education	9,417,623	680,728	10,098,351	5,150,723	2,323,626	2,381,000	243,002
1300	Vocational	2,507,607	25	2,507,632	1,248,330	584,798	268,783	405,721
1400	Student Activities	822,288	32,953	855,240	482,211	42,336	281,989	48,705
2100	Student Services	5,612,961	16,766	5,629,727	2,720,557	1,450,825	1,044,117	414,228
2200	Student Support (Instruction)	2,383,458	4,465	2,387,922	1,313,599	337,777	610,989	125,558
2300	Student Support (Administration)	1,147,632	4,847	1,152,479	907,716	375,819	-	(131,055)
2400	School Administration	3,661,606	3,259	3,664,865	2,343,636	973,742	277,144	70,343
2500	School Resources	1,180,255	1,867	1,182,121	785,324	293,548	41,984	61,265
2600	Operations/Maint. Of Plant	6,155,068	249,680	6,404,748	4,165,243	1,405,392	771,992	62,122
2700	Student Transportation	2,844,363	119,572	2,963,935	1,919,668	770,070	193,158	81,039
2800	Information Mgt Services	657,303	25,465	682,768	442,628	63,532	208,247	(31,638)
4000	Facilities	780,005	80,000	860,005	1,019,296	12,900	-	(172,191)
5100/5200	Principal/Interest/Fund Transfers	735,912	-	735,912	634,712	-	100,000	1,200
<b>TOTAL</b>		<b>61,875,947</b>	<b>1,261,042</b>	<b>63,136,989</b>	<b>35,205,625</b>	<b>14,780,116</b>	<b>11,392,974</b>	<b>1,758,275</b>



**FY2024 FINANCIAL STATEMENT  
OBJECT SUMMARY REPORT**

**GENERAL FUND**

as of: **2/29/2024**

<b>FUNCTION</b>	<b>DESCRIPTION</b>	<b>BUDGET</b>	<b>TRANSFERS / ADJUSTMENTS</b>	<b>REVISED BUDGET</b>	<b>YTD EXPENDED</b>	<b>ENCUMBERED</b>	<b>ANTICIPATED EXPENDITURE</b>	<b>AVAILABLE BUDGET</b>
100	Salaries	30,546,892	2,699	30,549,591	16,398,402	11,514,397	1,341,459	1,295,332
200	Benefits	17,734,353	(775)	17,733,578	8,836,465	901,898	6,494,256	1,500,959
300-500	Purchased Services	8,954,887	1,150,777	10,105,663	6,771,527	1,685,894	2,679,741	(1,031,499)
600	Supplies	3,050,672	50,294	3,100,966	1,934,146	639,833	524,502	2,485
700	Property	753,924	58,009	811,933	576,611	27,089	226,293	(18,060)
800	Other	485,507	39	485,546	438,762	11,004	26,723	9,057
900	Principal/Interest/Fund Transfers	349,712	-	349,712	249,712	-	100,000	0
<b>TOTAL</b>		<b>61,875,947</b>	<b>1,261,042</b>	<b>63,136,989</b>	<b>35,205,625</b>	<b>14,780,116</b>	<b>11,392,974</b>	<b>1,758,275</b>

FY2024 FINANCIAL STATEMENT

as of: 2/29/2024

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
110 SALARIES	19,264,693	54,852	(54,000)	852	
111 DEPARTMENT HEAD SALARIES	1,981,923	-	-	-	
112 SALARIES	1,591,792	-	(2,153)	(2,153)	
113 TUTORS SALARIES	85,880	-	-	-	
114 SALARIES	2,403,115	-	-	-	
115 SPED MONITORS	2,200	-	-	-	
116 BEHAVIOR SPECIALISTS	156,909	-	-	-	
117 CLERICAL SALARIES	1,403,182	-	-	-	
118 MANAGERS SALARIES	431,567	-	-	-	
120 SUBSTITUTE SALARIES	329,500	-	-	-	
121 LONG TERM SUBSTITUTE SALARIES	140,000	-	-	-	
122 GROUNDSKEEPER SALARIES	140,704	-	-	-	
123 ELECTRICIAN SALARIES	74,642	-	-	-	
124 HVAC SALARIES	74,642	-	-	-	
125 MAINTENANCE SALARIES	138,379	-	-	-	
126 MAINTENANCE OVERTIME	5,000	-	-	-	
128 ELECTRICAN O/T	5,000	-	-	-	
129 HVAC OVERTIME	7,000	-	-	-	
130 OVERTIME	101,500	-	-	-	
<b>TOTAL SALARY TRANSFERS</b>	<b>28,337,627</b>	<b>54,852</b>	<b>(56,153)</b>	<b>(1,301)</b>	<b>0.00%</b>
211 HEALTH INSURANCE	8,565,441	-	(1,000)	(1,000)	
212 DENTAL INSURANCE	516,694	1,822	(1,822)	-	
213 LIFE INSURANCE	14,306	88	(88)	-	
214 DISABILITY INSURANCE	21,839	154	(154)	-	
220 SOCIAL SECURITY	2,041,340	3,825	(3,825)	-	
231 NON TEACHER RETIREMENT	764,797	-	-	-	
232 TEACHER RETIREMENT	4,104,077	9,820	(9,820)	-	
250 UNEMPLOYMENT	25,000	-	-	-	
260 WORKERS COMPENSATION	205,195	-	-	-	
270 LEADERSHIP COURSE REIMB	36,400	-	(1,000)	(1,000)	
271 BARGAINING COURSE REIMB	90,000	-	-	-	
272 COURSE REIMBURSEMENT/SECRETRET.	7,500	-	-	-	
275 COURSE REIMBURSE/TECHNOLOGY	-	-	-	-	
276 COURSE REIMBURSEMENT DW	7,500	-	-	-	
279 NEW HIRE PHYSICALS	4,000	-	-	-	
280 VOLUNTEER FINGERPRINTING	2,000	-	-	-	
<b>TOTAL BENEFIT TRANSFERS</b>	<b>16,406,089</b>	<b>15,709</b>	<b>(17,709)</b>	<b>(2,000)</b>	<b>-0.01%</b>
319 CONTRACTED SERV/TECH SUPPORT	59,317	-	(8,066)	(8,066)	
320 WORKSHOPS	146,535	3,058	(2,699)	359	
321 CONTRACTED SERVICES	527,336	-	-	-	
323 SAFETY TRAINING	4,000	-	-	-	
330 PROFESSIONAL SERVICES	461,844	-	-	-	
331 SERVICES	88,560	1,000	-	1,000	
332 SERVICES	45,400	-	-	-	
333 CONSULTANT - TUTORS	26,500	-	-	-	

FY2024 FINANCIAL STATEMENT

as of: 2/29/2024

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
335 LEGAL SERVICES	25,000	-	-	-	
391 GAME OFFICIALS	75,475	-	(559)	(559)	
411 UTILITIES WATER	44,185	-	-	-	
412 UTILITIES-SEWER	14,525	-	-	-	
421 UTILITIES-DISPOSAL	71,100	-	-	-	
430 REPAIRS	963,260	11,056	(747)	10,309	
431 PAINTING	13,150	-	-	-	
432 BOILER REPAIR & MAINT	52,443	-	-	-	
433 CONTRACTOR REPAIR & MAINT	152,091	-	-	-	
434 COMPUTER MAINTENANCE	51,074	-	-	-	
440 RENTAL/LEASING OF INST EQUIP	174,776	-	-	-	
450 SITE DEVELOPMENT	550,000	-	-	-	
519 TRANSPORTATION	2,880,717	-	(1,658)	(1,658)	
521 INSURANCE/PROPERTY	129,860	-	-	-	
531 TELEPHONE	34,466	-	-	-	
532 DATA COMMUNICATIONS	27,396	-	-	-	
534 POSTAGE / GENERAL EXPENSE	30,554	-	-	-	
540 ADVERTISING	4,500	-	-	-	
550 PRINTING AND BINDING	3,600	-	-	-	
561 TUITION	35,000	-	-	-	
569 TUITION	1,731,890	-	-	-	
580 TRAVEL	21,100	-	-	-	
581 MILEAGE	3,800	-	-	-	
<b>TOTAL PURCHASED SERVICES TRANSFERS</b>	<b>8,449,454</b>	<b>15,114</b>	<b>(13,729)</b>	<b>1,385</b>	<b>0.02%</b>
610 SUPPLIES	799,970	15,695	(27,680)	(11,985)	
611 CUSTODIAL UNIFORMS	10,000	-	-	-	
612 SAFETY LENSES/SHOES	3,700	-	-	-	
613 CHEMICALS	53,100	-	-	-	
614 CO-CURRICULAR CLUB SUPPLIES	9,100	-	-	-	
615 REPORT CARDS/RECORDS	4,533	42	-	42	
619 PROGRAMS	4,600	-	-	-	
621 UTILITIES-NATURAL GAS	364,850	-	-	-	
622 UTILITIES-ELECTRIC	623,150	-	-	-	
626 FUEL	10,000	-	-	-	
630 FOOD	-	-	-	-	
635 PUBLICATIONS/CONFERENCES	42,285	-	-	-	
640 TEXTBOOK REPLACEMENT	158,422	2,575	(3,584)	(1,010)	
641 NEW PROGRAMS/TEXTBOOKS	28,195	7,876	(3,725)	4,151	
642 TEXTBOOK ADOPTION	2,000	-	-	-	
645 TESTING MATERIALS	21,048	-	(350)	(350)	
648 MAPS, CHARTS, GLOBES	-	-	-	-	
649 CD'S & RECORDS	509	-	-	-	
650 SOFTWARE	458,829	7,444	(2,037)	5,406	
<b>TOTAL SUPPLIES TRANSFERS</b>	<b>2,594,289</b>	<b>33,631</b>	<b>(37,376)</b>	<b>(3,745)</b>	<b>-0.14%</b>

FY2024 FINANCIAL STATEMENT

as of: 2/29/2024

GENERAL FUND	ORIGINAL BUDGET	TRANSFERS IN	TRANSFERS OUT	DOLLAR CHANGE	% OF CHANGE
732 VEHICLE-NEW	-	-	-	-	
733 FURNITURE-ADDITIONAL	11,802	700	-	700	
734 EQUIPMENT-ADDITIONAL	33,403	6,576	-	6,576	
737 FURNITURE-REPLACEMENT	92,743	304	(7,460)	(7,156)	
738 EQUIPMENT-REPLACEMENT	50,792	5,547	(446)	5,101	
739 NEW FURNITURE- EQUIPMENT	-	-	-	-	
744 TECHNOLOGY EQUIP ADDL	311,875	450	-	450	
748 TECH EQUIP REPLACEMENT	196,250	-	-	-	
<b>TOTAL PROPERTY TRANSFERS</b>	<b>696,866</b>	<b>13,577</b>	<b>(7,906)</b>	<b>5,671</b>	<b>0.81%</b>
810 PROFESSIONAL MEMBERSHIP	87,100	190	(200)	(10)	
830 PRINCIPAL PAYMENTS	385,000	-	-	-	
890 MISCELLANEOUS	19,600	-	-	-	
910 INTEREST PAYMENTS	269,347	-	-	-	
930 FUND TRANSFERS	425,000	-	-	-	
<b>TOTAL PROPERTY TRANSFERS</b>	<b>1,186,047</b>	<b>190</b>	<b>(200)</b>	<b>(10)</b>	<b>0.00%</b>
<b>TOTAL GENERAL FUND</b>	<b>57,670,373</b>	<b>133,073</b>	<b>(133,073)</b>	<b>0</b>	<b>0.00%</b>