

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, May 6, 2021
PMHS Lecture Hall
Pittsfield Middle High School

1. CALL THE MEETING OF THE SCHOOL BOARD TO ORDER
 - All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege or address if the speaker does not follow this rule of order. (Pittsfield School Board Policy BEDH)
2. AGENDA REVIEW
3. ACTION ON AMENDED AGENDA
4. APPROVE MINUTES: April 15, 2021
April 15, 2021, Sealed Non-Public Session
5. PUBLIC INPUT & PUBLIC ACCESS– Comments from community members, guests, and faculty. The public may join the meeting remotely using the following information.

<https://us02web.zoom.us/j/9624435282?pwd=ZncvcW1VcUo1KzZEejk5SkNGVnZpQT09>

Meeting ID: 962 443 5282

Passcode: Harvey

Dial by your location:

1(312)626-6799

1(929)205-6099

6. STUDENT REPRESENTATIVE – Oral Report

7. PES REPORT

Action

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Information & Discussion

- Attendance
- Kindergarten Registration
- Budgeted Purchases

8. PMHS PRINCIPAL REPORT

Action

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Information & Discussion

- COVID Report
- Face Coverings Statement
- Exhibition
- Transition Planning

9. PMHS ASSISTANT PRINCIPAL REPORT

Action

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Information & Discussion

- Concord Regional Technical Center (CRTC)
- Class of 2021 Update
- Scholarships
- Armed Services Vocational Aptitude Battery (ASVAB)

10. DIRECTOR OF STUDENT SERVICES

Action

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Information & Discussion

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11. SUPERINTENDENT OF SCHOOLS

Action

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Information & Discussion

- Tuition Study Committee
- Capital Improvements
- Snow Days
- End of Year Celebrations

12. SCHOOL BOARD

Action

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Information & Discussion

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13. COMMITTEE ASSIGNMENTS

- A) Budget Committee Representative: JC
- B) Drake Field & Facilities: AG
- C) Negotiating Team: BD & TM
- D) Foss Foundation: JD

14. PUBLIC INPUT

15. PLAN AGENDA FOR NEXT MEETING: May 20, 2021

16. NON-PUBLIC SESSION – if required under RSA 91-A:3 II

17. ADJOURNMENT

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #51
PITTSFIELD SCHOOL BOARD**

MINUTES

Pittsfield School Board Meeting
April 15, 2021
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Justin Clough, Vice Chairperson
Bea Douglas
Jessica Drouin (via Zoom)
Ted Mitchell (via Zoom)

Others Present: John Graziano, Interim Superintendent of Schools
Jessica Bickford, Director of Student Services
Melissa Brown, PMHS Assistant Principal
Derek Hamilton, PMHS Principal
Danielle Harvey, PES Principal
Kathy LeMay, PES Assistant Principal
Members of the Public (some via Zoom)

Chairperson Gauthier opened the meeting at 5:31 p.m.

II. AGENDA REVIEW

The following items was added to the agenda:

- School Board JBAB (Mr. Hamilton)

III. ACTION ON AMENDED AGENDA

On a motion made by Mr. Clough and seconded by Ms. Douglas, the Board voted unanimously to approve the agenda as amended.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Mr. Clough to approve the minutes of the public meeting on April 1, 2021. Changes include: On page one, remove “via Zoom” from Ms. Bickford’s name and add it to Ms. Brown’s name; on page ten, first paragraph, change to “Nathan Vincent”; on page ten, paragraph four, change to “2020”; on page eleven, last paragraph, change to “Mr. Mitchell” and “Mr. Clough”. The motion was passed to approve the minutes as amended with Mr. Clough, Ms. Douglas, Mr. Gauthier, and Mr. Mitchell voting affirmatively and Ms. Drouin abstaining from the vote.

A motion was made by Ms. Douglas and seconded by Mr. Clough to approve the minutes of the non-public session on April 1, 2021. Change spelling to “Ms. Douglas”. The motion passed to approve the minutes as amended with Mr. Clough, Ms. Douglas, Mr. Gauthier, and Mr. Mitchell voting affirmatively and Ms. Drouin abstaining from the vote.

V. PUBLIC INPUT

Scott Jackson stated he was curious about outside sports and suggested the Board consider allowing the students to play without masks. Mr. Gauthier stated that it is a New Hampshire Interscholastic Athletic Association (NHIAA) requirement for students to wear masks. Mr. Jackson stated his appreciation for the Board keeping up with the guidelines.

John Christakos stated he is on the Capital Improvement Committee and is interested in learning about the school’s capital improvement projects.

VI. STUDENT REPRESENTATIVE

Mr. Hamilton stated that the Site Council is considering a change in how students are elected to be on Site Council. They are considering moving to some positions that represent classes and some at-large members. They are in the process of discussing these changes and hope decisions are made before the end of the school year.

VII. PES PRINCIPAL

A. Attendance

According to Ms. LeMay, letters have been sent to parents of students determined to be chronically absent.

B. Grants

Ms. LeMay distributed documents from the New Hampshire Department of Education that were used to gather information for the presentation made at the last meeting. She provided clarification on using money from grants for positions.

C. New England Association of Schools and Colleges (NEASC) Report

Ms. Harvey asked the Board for their preference in reviewing the NEASC report before a presentation to the public before the end of May. Mr. Clough stated that he would like to schedule a work session early so that if a second session was required, there would be time. A work session was scheduled for April 20, 2021 at 6:00.

D. Request for Proposal (RFP) for Energy Performance Contract

Ms. Harvey announced that an RFP was posted for bids for the next set of the air filtration updates at PES using ESSR funds. Variable Refrigerator Flow (VRF) is being considered; this is different from the Energy Recovery Ventilation (ERV) used at PMHS, due to cost.

E. Behavior Update

Ms. LeMay provided an update on behavioral data .

F. Class Dojo

Ms. Harvey provided a presentation on Class Dojo, a platform that is used at PES to maintain communication with parents and families. She presented the website for the Board's reference. Ms. Harvey invited the Board to check out the FaceBook page, another mode of communication for families.

VIII. PMHS PRINCIPAL

A. District Newsletter

Mr. Hamilton provided the Board with a copy of the recent District Newsletter.

B. End of Year Events

Mr. Hamilton provided an overview of the end of year events including transition programs for elementary to middle school and middle to high school students, eighth grade awards night, senior awards night, and commencement. A shift to an awards night from a promotion of eighth graders is being planned. Mr. Hamilton described plans for senior awards night and commencement, which will comply with COVID-19 guidelines. The Board supported the proposed change for eighth grade awards night.

Mr. Gauthier asked how many students are on track to graduate; Mr. Hamilton stated it is twenty-five students projected at this time.

Mr. Clough asked for clarification on plans for seating at commencement. Mr. Hamilton reviewed several options being considered.

Mr. Gauthier stated his appreciation for the considerations being made for safe end of year activities. Mr. Hamilton will be communicating with families before the end of April.

C. Reopening Plan

Mr. Hamilton provided the Board with a copy of the district's reopening plan and an addendum for it. On a motion made by Mr. Mitchell and second by Ms. Douglas, the Board voted unanimously to approve the addendum to the reopening plan.

D. Wednesday Schedule

Mr. Hamilton reviewed the changes being made to comply with the Governor's order that schools offer five days of in-person learning by April 19, 2021. Wednesdays will have the same arrival time and dismissal will start at 12:35. Discussion ensued regarding dismissal time on Wednesdays. Mr. Hamilton and Ms. Harvey explained contractual requirements that influence dismissal times.

E. School District Website

Mr. Hamilton stated that the website is in need of updating and redesign. This work will be happening over the summer. Mr. Hamilton invited Board members to provide suggestions and feedback. Mr. Gauthier asked what the cost of the website is and Mr. Hamilton stated he would collect that information for the next meeting.

Mr. Clough stated that the website has some broken links that need to be fixed. He also stated that the organization of meeting documents is not consistent and therefore, not easy to navigate.

F. Policy JBAB

Mr. Hamilton provided the Board with a copy of Policy JBAB, Transgender and Gender Non-Conforming Students. He shared a letter that will be made available to students and families explaining the policy. Mr. Hamilton explained that modifications have been made to provide students with appropriate rest room options. Mr. Gauthier stated that he would like time to fully consider the changes proposed for Policy JBAB. Ms. Douglas asked if the district's attorney had been contacted; Mr. Hamilton stated that the attorney has weighed in on the practices being implemented. Mr. Clough asked what students' response has been to the changes; Mr. Hamilton stated that students have noticed changes and that it creates an opportunity for there to be conversations with students to raise awareness of all students' needs. Mr. Clough stated that from his perspective, changes have been viewed as positive by students. Mr. Hamilton clarified that

Policy JBAB requires no changes at this time and is being used to guide practices being implemented. The Board provided Mr. Hamilton with affirmation that procedures are on track; they made suggestions to clarify the letter being sent to families.

X. DIRECTOR OF STUDENT SERVICES

A. Medicaid

Ms. Bickford explained that the special education team went through a mock audit of the Medicaid process, which highlighted what case managers were doing well and where they needed to improve. Overall, documentation and practices were found to be sound.

Ms. Bickford provided accolades to Beth Colon-Pagan, special education administrative assistant, who is leading the effort to secure doctor orders that allow the district to bill for services. Mr. Gauthier asked if families could be utilized to secure orders; Ms. Bickford said that often it takes families longer to get the appropriate signatures.

B. Spring Happenings

Ms. Bickford outlined tasks that make the spring a very busy time for the special education department.

XI. INTERIM SUPERINTENDENT OF SCHOOLS

A. Tuition Study Committee

Dr. Graziano stated that Ross Morse will be moderating the Saturday morning forum that has been scheduled. He is confident that the forum will help to gather more information for the Board.

B. School Board Training

Dr. Graziano stated that the NH School Board Association (NHSBA) provides training opportunities for Board members. Members can contact NHSBA to register for training sessions. Dr. Graziano offered to help Board members if they encounter any difficulties registering for training.

C. Tuition Request

Dr. Graziano reminded the Board that they decided at the previous meeting to pay the tuition for a student to attend an animal science course and that the Board had asked him to research liability for the student transporting herself. He explained

the ways in which the situation can be handled, including having permission from the parent in the file.

D. American Rescue Plan Act

Dr. Graziano thanked the Board for approving assurances related to the American Rescue Plan Act.

E. Senior Trip

Dr. Graziano wished the seniors well on their trip starting on Friday, April 16, 2021.

F. Staff Vaccinations

Dr. Graziano stated that staff will be receiving vaccinations on Friday, April 16, 2021.

G. Letter of Resignation

Dr. Graziano stated he has received a letter of resignation from Meg Foehl, preschool teacher at PES. On a motion made by Ms. Douglas and seconded by Mr. Clough, the Board voted unanimously to approve the resignation of Ms. Foehl.

H. Administrative Leadership Team Options - No discussion.

I. Roles and Responsibilities of School Board and Superintendent

Dr. Graziano provided the Board with policies relative to the role and responsibilities of the Board and superintendent.

J. Letter of Commendation

Dr. Graziano read a letter of commendation written to Cindy Caravella, Jessica Strohl, Mike Curtin, James Cobern, Jessica Bickford, Danielle Harvey, and Derek Hamilton thanking them for the work they have done to help make decisions to keep students, staff, and families safe during COVID-19.

Mr. Gauthier thanked people for their hard work. Ms. Douglas stated that she appreciates the hard work by the Steering Team and administration during this time of the pandemic.

XII. SCHOOL BOARD

XIII. COMMITTEE ASSIGNMENTS

- A. Budget Committee - Mr. Clough
- C. Drake Field & Facilities - Mr. Gauthier
- D. Negotiations – Ms. Douglas and Mr. Mitchell
- E. Foss Family Scholarship Foundation – Ms. Drouin

XIV. PUBLIC INPUT

Tracu Hyuck asked about professional development provided on Wednesday's early release day. Ms. Harvey explained that professional development is provided to the entire faculty, unless a person completes a request to have their training differentiated. She explained that teachers need a minimum of seventy-five hours of professional development within a three year period and that the time is used to train staff in school- and district-wide initiatives.

Ms. Hyuck asked at a student's individual education program (IEP) if parents are required to assist in asking their medical providers for documentation. Ms. Bickford stated that permission to bill Medicaid is a blind process in order to secure the confidentiality of parents relative to Medicaid eligibility. She stated that sometimes families will assist in the process but are not required or expected to do so. Ms. Hyuck asked what happens when a family has regular insurance. Ms. Bickford stated that the Medicaid process is in place for Medicaid only; private insurance is not part of the Medicaid to School program.

Ms. Hyuck stated that she thinks the public is going to want to see the tuition rates that other districts are proposing. Dr. Graziano stated he is aware that people will be interested in that information and he will be prepared to provide information at the forum.

XV. NON-PUBLIC SESSION

Mr. Gauthier stated that a discussion by the Board will be necessary relative to personnel.

At 7:11p.m. a motion was made by Mr. Mitchell and seconded by Ms. Douglas to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss personnel matters. The Board was polled and voted unanimously to enter into a non-public session (Mr. Clough, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

At 7:27 p.m. a motion was made by Mr. Clough and seconded by Mr. Gauthier to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Mr. Clough, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

XVI. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, May 6, 2021 at 5:30 p.m. in the Pittsfield Middle High School Lecture Hall.

XVII. ADJOURNMENT

On a motion made by Mr Mitchell and seconded by Adam Gauthier , the meeting was adjourned at 7:29 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary (via Zoom)

Pittsfield School District

To: Pittsfield School Board

From: PES Administration, Danielle Harvey and Kathy LeMay

Subject: Board Meeting – May 6th, 2021

Date: April 21st, 2021

ACTION

None at this time.

INFORMATION

1. Attendance: Over the last two weeks, daily absences have fallen into a more regular pattern of 15-18 students out; some due to illness and others due to vacations. We continue to reach out to support students/families who are chronically absent in order to encourage better attendance.
2. Kindergarten Registration: We currently have 18 students registered to attend Kindergarten next fall. This summer we are planning to hold our Kindergarten Camp for all incoming children. At K-Camp, the students will learn about the classroom and the school building, as well as the routines of Kindergarten. It also provides us with an opportunity to assess the students in a more comfortable environment so that we are ready to meet them when they come into school in the fall.
3. Budgeted Purchases: Now that we are in the last stretch of the school year, we wonder if the board would like to reconsider replacement of the broken playground equipment or the basketball hoops in the gym.

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, PMHS Principal
Subject: Board Meeting – May 6, 2021
Date: April 23, 2021

INFORMATION

1. COVID Report. This past week we had three confirmed positives cases of COVID-19 among students at Pittsfield Middle High School. To the best of our knowledge, these cases were not related and there was no evidence of school transmission. A total of 14 students and 2 staff members had to quarantine as close contacts. All close contacts with the exception of one will be able to return to school following the April Break provided they do not test positive or have any symptoms.
2. Face Coverings Statement. This past week we shared the following public statement: The lifting of the state-wide mask mandate in New Hampshire has led to some questions and clarifications about face coverings in Pittsfield schools. The Pittsfield School District will continue to follow its Reopening Plan and require the use of face coverings while we are in the teal status. The CDC and New Hampshire Department of Health and Human Services still recommend face coverings as a prevention strategy in schools. We will continue to monitor guidance from public health agencies and revisit our reopening plan as necessary.
3. Exhibition. Our Educational Leadership Team (ELT) spent time this past week developing an outline of our Student Exhibition on Thursday, June 3. The Exhibition provides an opportunity for students to showcase work from the past year that demonstrates their ability to think critically and problem solve. Students generally share written work, art work, experiments, performances, or other projects. This year there will be more of a focus on digital work. Due to COVID-19, we will not have visitors in the building this year, but we are planning for alternative ways to share student work with the community. We will record and post presentations on the school website and some presentations will be live with the opportunity for community members to join via Zoom. When we return from the April Break, students will start preparing for their presentations and writing abstracts. I will keep you posted with additional details as we work through a new format.
4. Transition Planning. As I noted at the last School Board meeting, we are beginning to prepare for students to transition from PES to PMHS and from middle to high school. Each transition plan includes opportunities for students to meet teachers and advisers, tour the building, and ask questions. Our Family Information Nights (open to students and parent/guardians) will be via Zoom again this year. The Fifth to Sixth Grade Family Information Night will be Tuesday, May 25, at 6:00 p.m. and Eighth to Ninth will be Thursday, May 27, at 6:00 p.m. These informational sessions include a general overview of the school day and programs and give parents and guardians the opportunity to ask questions. Teachers and teams will also use time during our professional learning blocks to plan together to support these transitions.

Pittsfield School District

To: Pittsfield School Board
From: Melissa Brown, PMHS Assistant Principal
Subject: Board Meeting – May 6, 2021
Date: April 23, 2021

ACTION

None at this time.

INFORMATION

1. Concord Regional Technical Center (CRTC). The CRTC office presented a virtual program preview day in February providing an overview of the amazing programs available to students. Online applications opened immediately following the presentation. The Guidance Department and Advisors collaborated to promote and support students who were interested in applying. There were a total of seventeen first-year applicants in grades nine and ten. Out of the seventeen applicants, five students received a ninth-grade letter of regret encouraging them to apply again for next year. Two students were conditionally accepted who will meet with the CRTC office and the PMHS Guidance Department to develop a contract for academic improvement. Ten students were accepted into their requested program.

Ten students who are currently enrolled in the program have met with their teachers to discuss continued participation with CRTC. Out of the ten currently enrolled students, three have been waitlisted. One student received a conditional acceptance and will meet with their teacher. Six students have been accepted to return for the second year of study in their desired program.

Four students have completed the two-year program, two of whom are graduating in June. Additionally, one student has expressed interest in the CRTC+ program. This affords students the opportunity to take charge of building the kind of senior year that will give them a head start on their college and career plans. The CRTC works with students to create a customized schedule that goes beyond the mainstream high school by attending on-campus college classes and/or engaging in deep work-based learning experiences.

2. Class of 2021 Update. There are 33 students who are in the class of 2021. This includes a student who has met graduation requirements in an out-of-district placement. One student graduated early at the end of first semester. Another

student in the class of 2022 is eligible to graduate a full year early this June. Plans with two students and their families have been made for needing additional time to earn their diplomas. Six students are closely being monitored by the Guidance Department to ensure they meet graduation requirements by June. Meetings with each of these six students and their families have taken place with individualized plans created, and consistent check-ins and support are ongoing. Additionally, letters have been mailed home to families outlining the specific concerns and the plan developed to help each student meet graduation requirements. Eight students in the class of 2021 are pursuing obtaining their High School Equivalency Test (HiSET) certificate. Four of the eight students transferred to PMHS within the past two years or less with minimal credits earned. Two out of the eight students have already successfully earned their HiSET certificate.

3. Scholarships. The 2021 Foss Family Scholarship application was released to current seniors and PMHS alumni this month. Numerous national, state, and local scholarships have been shared in the senior Google classroom throughout the year with the class of 2021. The Guidance Department created a virtual classroom for seniors that covers the following topics: graduation information, military information, college visits, scholarships, financial aid, career information, NH Scholars requirements, and college application information.
4. Armed Services Vocational Aptitude Battery (ASVAB). In March, three students took the ASVAB during the school day. The ASVAB is a heavily researched and well-respected aptitude test developed by the Department of Defense. The test also provides an interest assessment and planning tools to help young adults explore career field entry requirements and various career paths, both military and civilian.

Interim Superintendents report

A.

Tuition Study Committee

B

Capital improvements

C.

Snow days

D.

End of year celebrations



Frank Edelblut
Commissioner

Christine Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, N.H. 03301
TEL. (603) 271-3495
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April 6, 2021

TO: Superintendents

FROM: Timothy Carney, Administrator
Bureau of Federal Compliance

SUBJECT: General Assurances FY 2022

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

The submission of general assurances is required in part by:

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

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

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

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

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

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

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

New Hampshire Department of Education

FY2022

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

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

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

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

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

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

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

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

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

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

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

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

administer those funds and property.

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

"By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."
- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.
- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising

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

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

1 et seq.).

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

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

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

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

3. Internal Controls

The subrecipient must:

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

4. Allowable Costs

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

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

5. Audits

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

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

6. Reports to be Submitted

Audits/Management Decisions

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbpfj0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbpfj0hmyh1r45p1po1))/account/login.aspx)

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

- a) New Hampshire Department of Education
Bureau of Federal Compliance
101 Pleasant Street
Concord, NH 03301
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

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

Single Audit Certification

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

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

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

11. Lobbying

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

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

New Hampshire RSA 15:5 - Prohibited Activities.

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

12. Subrecipient Monitoring

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

13. More Restrictive Conditions

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

14. Obligations by Subrecipients

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

15. Personnel Costs – Time Distribution

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

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

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

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

16. Protected Prayer in Public Elementary and Secondary Schools

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

schools.

17. Purchasing/Procurement

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

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

18. Retention and Access to Records

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

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

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

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

19. The Stevens Amendment

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

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

20. Transfer of Disciplinary Records

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

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

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

C. Definitions (2 CFR 200.1)

- 1) **Audit finding** - *Audit finding* means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.
- 2) **Management decision** - *Management decision* means the Federal awarding agency's or pass-through entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) **Pass-through entity** - *Pass-through entity (PTE)* means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.
- 4) **Period of performance** - *Period of performance* means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.
- 5) **Subaward** - *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

- 6) **Subrecipient** - *Subrecipient* mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

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

Superintendent or other Qualifying Administrator Certification:

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

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

SAU Number: _____ District or SAU Name: _____

Typed Name of Superintendent
or other Qualifying Administrator

Signature

Date

School Board Certification:

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

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

Signature

Date

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

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

federalcompliance@doe.nh.gov

the public that a meeting is to be held.”¹⁹ Further, the minutes of the meeting must clearly spell out the need for the emergency meeting.²⁰

B. Nonpublic Sessions of Meetings

Often school boards need to discuss matters that may be, for any number of reasons, detrimental to an individual or the public good if they were discussed in public. Accordingly, RSA 91-A:3 provides a limited right to public bodies to hold meetings in nonpublic session. The Law states that, “[p]ublic bodies shall not meet in nonpublic session, except for one of the purposes [expressly stated in the Law].”²¹ These exemptions are set forth in RSA 91-A:3, II, and those most commonly applicable to school boards are as follows:

- (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. . . .
- (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. . . .
- . . .
- (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

¹⁹*Id.*

²⁰*Id.*

²¹RSA 91-A:3, I(a).

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.²²

The Law also requires that any nonpublic session be preceded by a motion properly made and seconded.²³ The motion to enter nonpublic session must state on its face the exemption under which the public body is entering nonpublic.²⁴ When entering nonpublic session, the public body must hold a roll call vote on the motion.²⁵ A majority vote is needed.²⁶ Once a motion to enter nonpublic passes, the board must excuse members of the public in attendance before they begin discussing the business to be accomplished in nonpublic session.

While in nonpublic session, board members (and those properly in attendance) may only discuss and/or act upon the subject matter that was the subject of the motion to enter nonpublic.²⁷ For example, if a board enters nonpublic under RSA 91-A:3, II(a) to

²²RSA 91-A:3, II (emphasis added).

²³RSA 91-A:3, I(a).

²⁴RSA 91-A:3, I(b).

²⁵*Id.*

²⁶*Id.*

²⁷RSA 93-A:3, I(c).

discuss the dismissal, promotion or compensation of a public employee, the board cannot then discuss the hiring of an individual as a public employee under RSA 91-A:3, II(b) in the same session. While it is tempting to discuss topics that board members think may be related in nonpublic session, the Law does not permit the board to do so without exiting nonpublic and re-entering a new nonpublic session under a different exemption. Alternatively, if the board is aware ahead of time that multiple exemptions may be required in a nonpublic session, the board can enter nonpublic under all the exemptions it intends to utilize in the session.

The public body may take any action during nonpublic session that it can take during public session, as long as it is related to the appropriate subject matter. For example, votes to hire, fire, promote, direct legal counsel, etc. all may be taken during nonpublic session. When the board is ready to exit nonpublic session, there must be a motion to return to public session. This is true even when the nonpublic session is the last thing on the board’s agenda. In every case, the board must re-enter public session to officially adjourn the meeting.²⁸

C. Meeting Minutes

Minutes must be kept for all public and nonpublic meetings.²⁹ Minutes must contain, at a minimum, the names of members, persons appearing before the public bodies, a brief description of the subject matter discussed and final decisions made, and names of those who made and seconded every motion.³⁰ Minutes for public sessions must be promptly recorded and open to public inspection no later than five (5) business days after the meeting.³¹ Except as outlined below, for nonpublic sessions, minutes must be prepared and available within 72 hours (three (3) days) after the nonpublic session.³² Draft minutes should be made available until the public body can approve the minutes at the next public meeting, but should be appropriately marked as “draft” minutes.

Nonpublic session minutes must include the same content as public minutes, except that nonpublic minutes must also include how every member voted on each motion.³³ Nonpublic minutes may be sealed in appropriate situations, thereby making those minutes unavailable for public inspection.³⁴ However, unless and until those minutes are sealed, they remain a public document.³⁵ A vote to seal nonpublic minutes may only

²⁸Remember that even though the public is not privy to the content of the public body’s discussion in nonpublic session, the minutes of the nonpublic session are public documents unless they are properly sealed pursuant to RSA 91-A:3, III. See *infra* Section E.

²⁹RSA 91-A:2, II; RSA 91-A:3, III.

³⁰RSA 91-A:2, II.

³¹*Id.*

³²RSA 91-A:3, III.

³³*Id.*

³⁴*Id.*

³⁵*Id.*

be taken once the board has returned to public session and it requires a two-thirds vote of the members present.³⁶ Nonpublic session minutes may only be sealed for one of the following reasons:

- Divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself;
- Divulgence of the information likely would render a proposed action ineffective; or,
- The minutes pertain to terrorism (i.e., matters relating to the preparation for, training for, and the carrying out of emergency 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).³⁷

If the public body votes, by a 2/3 majority, to seal minutes of a nonpublic session for one of the above-listed reasons, those minutes remain sealed until, in the opinion of a majority of members of the public body, the circumstances for sealing the minutes no longer apply.³⁸

D. Non-meetings

RSA 91-A is clear that while the majority of issues must be dealt with in public or nonpublic meetings, some subjects and situations do not qualify as meetings at all, even when a quorum of the board is present. Specifically, RSA 91-A:2 states that the term "meeting" does not include "a chance, social, or other encounter not convened for the purpose of discussing or acting upon [matters over which the public body has supervision, control, jurisdiction, or advisory power]" as long as no decisions are made regarding such matters. Thus, if the entire school board decides to attend the high school graduation, or march in the Memorial Day parade, the board is not convening to accomplish official board business and therefore no meeting need be posted.

Additionally, and importantly, the term "meeting" also does *not* include:

- (a) Strategy or negotiations with respect to collective bargaining;
- (b) Consultation with legal counsel;
- (c) A caucus consisting of elected members of a public body of the same political party who were elected on a partisan basis at a state general

³⁶*Id.*

³⁷*Id.*

³⁸*Id.*

CONCORD MONITOR

(<https://www.concordmonitor.com>)

COVID-19 update: There are signs that the recent rise in the number of new cases reported each day may be leveling off. However, the number of people in the hospital with COVID-19 continues to rise and the decline in deaths seen over the past two weeks may be ending. Click through for latest numbers and news about the pandemic and vaccination. (<https://www.concordmonitor.com/Special-Sections/Covid-19>)

News > Local (/News/Local/)

Ask an educator: Carson discusses finding her passion

By EILEEN O'GRADY (/byline?byline=By EILEEN O'GRADY)

Monitor staff

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Sarah Carson hasn't always been an English teacher, but a career change three years ago allowed her to pursue her passion of sharing literature with students.

Carson, 42, a ninth and tenth grade English teacher at Pittsfield Middle High School, has taught in the district for three years after spending most of her career in marketing. She said becoming an educator was something she didn't realize she could do mid-career, but would recommend it to anyone who is interested.

"I've had students ask randomly in class, 'Mrs. Carson why are you a teacher? Sometimes we're so awful.' I said 'well you're teenagers, so some of it I expect!' and I explained to them how much I love to share literature," Carson said. "If anybody that was ready to either make a switch or make a decision about a career asked me, I'd say if you're even thinking about it go be a substitute. You don't know unless you give it a try."





This year she has taught in both hybrid and remote models. Carson said some of her favorite moments as an educator are when the teachers do fun activities like dressing up during spirit week, causing shenanigans on St. Patrick's Day and participate in karaoke contests against students.

Carson lives in Northwood with her husband and stepson, two greyhound dogs, ten chickens and a mouse named Henry Jekyll. Carson sat down with the *Concord Monitor* recently to discuss teaching English during COVID-19. The following transcript has been edited and condensed for length and clarity.

What has been the biggest challenge with teaching English during COVID-19?

For me, as a ninth and tenth grade teacher it's really been the relationship-building. I really thrive and pride myself on those relationships with the students. You can get so much more out of them if you have some kind of connection on some level. I have freshman I have never met before. They haven't been to school, they haven't turned their cameras on, I can see their pictures next to their name when I look them up but I've never met them before. Not having the connection and the relationship with the student, especially at the ninth grade level, has been a huge, huge barrier this year.

Do you think this year has impacted the way you'll approach teaching in the future?

It definitely has, it's provided some new opportunities for us to learn different ways to teach students. Before COVID everything was physical, we did physical projects, packets and handouts. So switching to a remote atmosphere where everything needed to be digital, there are some things I'd definitely keep. We have some kids who have really thrived in this atmosphere. For other students, it's been a real struggle having things on a computer. It's this delicate balance right now of what can I physically give them to do, but I also want to offer this digitally because so many kids have thrived on their laptop or computer.

What got you interested in teaching English?

I made a big, big career change in 2017 and decided I wanted to switch to education. I was in marketing for many, many years and I just knew that was not where my passion was. I found my passion at Pittsfield. I have a Masters in English, it's something I always loved. I had a huge influencer, when I was in high school, my ninth grade English teacher was somebody who I looked up to, I loved his class. I knew that I did want to do something with teaching, I just never knew there was an alternate route to it. I always thought that if I didn't go to college to be a teacher right after high school that there wasn't a way for me to accomplish that dream that I had. It wasn't until I was at Pittsfield, looking to change gears that I learned about the opportunities that New Hampshire has to offer with their alternative programs. Given my education, it wasn't as difficult as I thought. It's something I've always worked for, I just hadn't had the opportunity to share it with anybody yet.

What are your favorite things to teach?

I do a passion project with my students. They get to choose their research topic (based on approval from me) and we go through this whole research process, and they get to learn whatever it is they want to learn about, they can expand on it and really dive into it. Having a passion project for the kids where they can guide their own research and I'm not telling them what to do it's a lot of fun. We do a showcase at the end, everybody presents their projects and tells each other what they learned. When I did passion projects last year it was during the time of the Hong Kong protests, COVID was coming, so they would take those interests and start to explore. They would get into some social issues, a lot of teens did social anxiety, mental health exploration, they would explore possible career paths as well.

What inspires you as an educator?

Right now I'm an eleventh grade advisor, so I'm getting ready to plan students' futures, essentially. As an advisor in Pittsfield we play a huge role. We're the ones who help them do their career exploration, their college planning, their explorations, we take on a real guidance role. Watching the growth over the years, I love that. And in my physical classes it's the 'aha' moment where they 'get it,' the hands start flying up, and they are participating because something has clicked. The 'aha' moment – you get chills.

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