



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1

Pittsfield, New Hampshire 03263

Phone: (603) 435-5526 • Fax (603) 435-5331

Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD
MEETING AGENDA

5:30 PM March, 21, 2024
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

Google Meet joining information:
Video call link: meet.google.com/ekb-odkn-dej

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. NOMINATION FOR BOARD CHAIR
4. NOMINATION FOR VICE CHAIR
5. ACTION ON AMENDED AGENDA
6. APPROVAL OF MINUTES
7. PUBLIC INPUT ON AGENDA ITEMS
8. STUDENT REPRESENTATIVE
9. DIRECTOR OF STUDENT SERVICES
10. SUPERINTENDENT OF SCHOOLS
 - 2024-2025 Draft Calendar
 - Enrollments
 - Grant Resources
 - Review of General Assurances

- Nomination for Music Teacher
- Update on Resolution (re: Franklin School Funding Resolution)

Policy Review First Reading

- EC Buildings and Grounds Management
- ECA Buildings and Grounds Security
- ECAC Vandalism
- EEAA Video and Audio Recordings in School and On School Property

Policy Review Second Reading

- CCB Line and Staff Relations
- CLA Treatment of Outside Reports
- EB Safety Program
- EBCB Fire Drills

12. COMMITTEE ASSIGNMENTS

- Budget Committee
- Drake Field and Facilities
- Negotiations
- Legislation
- Foss Family Scholarship
- Public Relations

13. PLAN AGENDA FOR NEXT MEETING

14. BOARD COMMENT

15. PUBLIC INPUT

16. ADJOURNMENT

DRAFT MINUTES OF THE PITTSFIELD SCHOOL BOARD
STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE
UNIT #51

PITTSFIELD SCHOOLBOARD
MINUTES

Pittsfield School Board Meeting March 7, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Adam Cote
Molly Goggin

OTHERS PRESENT: Bryan Lane, Superintendent
Kristen White, PES Principal
Derek Hamilton, PMHS Principal
Charlene Vary, Director of Student Services
Melissa Brown, PMHS Assistant Principal
Members of the Public

I. Mr. Gauthier calls the meeting into session at 5:30 and leads the Pledge of Allegiance

II. ACTION ON AMMENDED AGENDA

- a. Mrs. Adams- modification to the agenda, add February 15 to the line for minutes and Town Clock Winder
- b. Mr. Gauthier- process for selecting a new School Board Member
- c. Mr. Lane – additional document for cash flow
- d. Mr. Hamilton- Facility use request for Drake Field.

Mrs. Adams made a motion to accept the amended agenda, second by Mrs. Goggin
Vote 4-0 to approve the motion

III. APPROVAL OF MINUTES

- Mrs. Adams inquired to the Board if it would be acceptable to give grammatical and minor non-substantive corrections to Mr. Lane. Mr. Cote inquired what types of changes. Mrs. Adams gave examples, the Board agreed to this
- Mr. Cote- add page numbers
- Mrs. Goggin- Page 5- A zero missing in the dollar figure for Food Service should be \$12,000, Page 6 change add “for her classroom” in regard to receiving Night Locks. Add PTO to 100 day celebration
- Mrs. Adams- Page 3 Add celebrated 100th day of school

Mr. Cote made a motion to accept the minutes as amended, second by Mrs. Goggin

Vote 4-0 to approve the motion

IV. PUBLIC INPUT ON AGENDA ITEMS

None

V. STUDENT REPRESENTATIVE

No information at this time.

VI. PITTSFIELD ELEMENTARY- Mrs. White

Mrs. White read from her report highlighting the activities from each grade level and from Unified Arts teachers. Mrs. White chose to read the document because the information came directly from the teachers and she felt it was important to hear the information in the words of the teachers. The Board was complimentary of the work being done by the teachers and the staff at PES. Mrs. Goggin stated that it was a testament to a strength of the District in finding students where they are and working with them as individuals.

The 5th grade exhibition was well attended by families and was a source of pride for the students and families involved.

The celebration for the 100th day of school was a success.

The fund raiser for the American Heart Association brought in \$7,919.97. The effort ended in an event where Mrs. White and Mr. Curtin were "slimed". Mrs. White commented that it was a great example of a community being able to make a difference.

Hearts Across the World was a success for the students and staff with Valentines coming from across the country and from other countries.

Mrs. White reviewed the calendar of upcoming events.

Mr. Cote spoke to the positive nature of the school with the arrival of Mrs. White and Mrs. Kelly. This was echoed by other Board members.

VII. PITTSFIELD MIDDLE HIGH SCHOOL- MR. HAMILTON

Mr. Hamilton brought forward a request for the use of Drake Field by the Suncook Valley Rotary to use the field from July 30 to August 7 for the annual balloon festival.

Motion by Mr. Gauthier, second by Mr. Cote to approve the request.

Vote 4-0

Mr. Hamilton reviewed the Course of Studies for 2024-25 highlighting new course offerings and the new requirement for graduation.

Mr. Cote inquired as to whether this was an annual document. Mr. Hamilton responded that this was done annually and modified. Mr. Cote was complimentary of the new course offerings and noted that it was due to the efforts of teachers that the District was able to have a diverse set of offerings.

Mrs. Goggin was also complementary noting that the District does offer courses for both college bound and non-college bound students in meeting their needs.

Mr. Hamilton reviewed two letters that were sent home. A letter regarding health notifications with reminders for families on how to stay healthy and a letter regarding upcoming assessments students will be taking.

He also supplied a review of the emphasis on the professional development calendar which focuses on the school improvement plan.

Mr. Hamilton noted that the winter athletic season had ended. There were many successes in how the students improved their skills as well as working together and providing services to the community.

VIII. SUPERINTENDENT OF SCHOOLS-BRYAN LANE

Mr. Lane reviewed the resolution to the issues the District had with free and reduced lunch documentation.

- Several parents will be reimbursed a total of \$447.40 to reimburse them for meals that they did not have to pay for.
- The District would make a transfer of \$9,492.45 to the Food Service Account from the General Fund to account for meals that were given as free or reduced but without documentation should not have been.
- The District would make a transfer of \$1,956.25 to the Food Service Account from the General Fund to account for balances on student's accounts that should not have been charged to those accounts
- Mr. Lane reviewed the reasons for the issue and the steps that have been taken ensure appropriate record keeping, in the future.

Mrs. Goggin requested clarification on what the difference in the categories for reimbursement or budget transfers. Mr. Lane explained the differences and ensured that parents were not going to be negatively affected.

Mrs. Goggin inquired about the 25% of families that had not put in additional paper work and if it would be necessary to contact them through registered mail to satisfy the requirements from the DOE. Mr. Lane responded that the DOE was not looking for information on those families and that direct phone calls would be made to these families.

Mr. Lane verified that the Annual Report had been distributed and that he would continue to check to see if additional copies were needed at Town Hall and the Post Office.

Mr. Lane reviewed the encumbrance report which indicated that at the end of the school year the unexpended fund balance would be approximately \$145,000. This was approximately the target of 1% of the operating budget. Mr. Lane also presented the "cash flow map" which indicated that with the funds being received along with making sure that the District was being reimbursed for Grant funds, the District would have a positive cash balance through August 31.

Mr. Gauthier thanked Mr. Lane for his efforts.

IX. SCHOOL BOARD

- a. Policies for first reading
 - CCB- Line Staff Relations
 - CLA- Treatment of Outside Reports
 - EB- Safety Programs
 - EBCB- Fire Drills
- b. Policies- second reading

AC-E- CONTACT INFORMATION FOR HUMAN RIGHTS OFFICER, TITLE IX COORDINATOR, SECTION 504 COORDINATOR, AND CIVIL RIGHTS AGENCIES

Mr. Lane presented the policy with the new staffing changes.

A motion was made by Mr. Gauthier to accept the policy as presented, and seconded by Mrs. Goggin.

Vote 4-0 to approve the motion

Mrs. Goggin inquired what needed to be done to ensure that with any changes in staff that this policy would be current. Mr. Lane indicated that the policy should be reviewed annually in August.

Mr. Cote commended Mrs. Brown for her efforts with this responsibility.

ACE- PROCEDURAL SAFEGUARDS: NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

No Changes

ADC- TOBACCO PRODUCTS AND POSSESSIN IN AND ON SCHOOL FACILITES AND GROUNDS

The Board noted that Dean of Operations, multiple places, should be changed to administration. A discussion was had regarding including "vaping" in the policy. After lengthy discussion it was agreed that by adding "or vaping" in number 2

on page 2 after "E-cigarettes" that would be appropriate with the notation of the RSA 126-K:2.

Motion was made by Mr. Gauthier to accept the policy as amended, second by Mrs. Goggin.

Vote 4-0 to approve the motion

Mrs. Adams brought forward a request from the Town to see if there might be interest for a student to earn community service hours by being the "Town Clock Winder". Mrs. Adams clarified that there is a clock in local church that is the property of the town and it needs be wound manually each week. A discussion followed about the liability issues that may exist if this was considered to be a school activity. Mr. Lane expressed that as long as the District did not sponsor the activity, there should not be a problem. Mrs. Goggin compared this to other non-school sponsored volunteer opportunities. Mr. Hamilton will inquire to see if there is student interest.

- X. Committee Assignments
 - a. Budget Committee- none
 - b. Drake Field and Facilities- none
 - c. Negotiation- none
 - d. Legislation- Mrs. Adams brought forward two items one on parental rights that was inexpedient to legislate and another which was voted on March 7 with no information available.
 - e. Foss Family Foundation- Mrs. Adams reported the initial meeting was held on March 7 and applications would be reviewed in the coming months.
 - f. Public Relations- Fair funding, Fifth grade exhibition acknowledgement, update on Franklin School Funding Resolution.

- XI. PLAN FOR NEXT AGENDA
 - a. General Assurance
 - b. Process for selecting a new School Board member

- XII. BOARD COMMENTS
 - a. No comments

- XIII. PUBLIC INPUT
 - a. No comments

- XIV. ADJOURNMENT
 - a. Mr. Cote made a motion to adjourn, seconded by Mrs. Goggin

Vote 4-0 to approve the motion at 7:21



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Bryan Lane – Superintendent of Schools

SUPERINTENDENT'S REPORT MARCH 21, 2024

There were 396 citizens who came out to vote on March 12 for the School District warrant article. Mr. Robinson and Mr. Gauthier were chosen to serve on the School Board and Mr. Leduc will be retraining as School District Moderator. The Operating Budget passed with 60% of the vote supporting the Warrant. The three remaining Warrant Articles passed each with 84% of the vote or more.

I have included a draft copy of a school calendar for the 2024-25 school year that needs to be approved. The administrative team and I met to go over options. A point was brought up that prior to the start of school that the scheduling of open house was problematic with the limited amount of time available. There is also a limit to the number of days in CBA with the teachers. This calendar has reduced the number of school days from 180 to 179. This allows for one additional teacher workshop day prior to the start of school. We would adjust the teacher work day to accommodate parents as late as 7PM. The day that was removed from the calendar is Monday December 23rd. The calendar has been sent to the EAP for their review as required by the CBA. This will be up for a Board vote at the first Board meeting in April.

Bill Carr, Technology Director, has been very busy. He has overseen the installation of new surveillance cameras throughout the District. There is now enhanced coverage at PMHS and new coverage at both PES and the SAU office along with Drake Field. He has been negotiating with Breezeline, our internet service provider. The new contact will include a second fiber optic line to the video surveillance at Drake Field. The total cost savings to the District will be about \$1,500 annually with additional services for the District included. Kudos to Mr. Carr!

On March 14, I attended the State School Board meeting in an open session for a hearing concerning a family that has requested that the Pittsfield School District pay tuition through the Open Enrollment Statute. The hearing lasted about an hour. The discussion revolved around the District's vote, or to be accurate non-vote, to be an open enrollment school. The discussion with one Board member centered around the concept that since the District did not vote to participate as an open enrollment school, then we could not set a limit to the number of students who could participate and subsequently, the District would be responsible for the tuition. The District argued that since the voters of Pittsfield did not vote to participate and did not have a line in the budget for open enrollment tuition, as required by the statute, that we are not responsible for the tuition. The matter was tabled by the State Board so they could get the advice of legal counsel and this would be brought up for action at the next scheduled meeting on Thursday April 11. Since the hearing was held in public, I felt that discussing this in public would be appropriate.

The General Assurances must be signed by the Board and submitted by June 1. Also required is the Board reviewing the Grants we participate in on an annual basis. The approved minutes of the meeting must be submitted to the DOE along with the General Assurances annually in order to participate in the Grant Program.

PITTSFIELD SCHOOL DISTRICT 2024-2025 DRAFT CALENDAR

AUGUST. 4 SCHOOL DAYS
 8/15-16 SPED workshop
 8/19-20 New teacher orientation
 8/ 21-23 Teacher workshop
 8/ 22 Open house
 8/ 26- FIRST DAY OF SCHOOL
 8/ 28 Early Release
 8/ 30 No school

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	SW	SW	17
18	NT	NT	TW	TW	TW	24
25	26	27	ER	29	X	31

SEPTEMBER 20 SCHOOL DAYS
 9/2- Labor Day
 9/ 4, 11, 18, 28 Early Release

SEPTEMBER						
S	M	T	W	Th	F	S
1	X	3	ER	5	6	7
8	9	10	ER	12	13	14
15	16	17	ER	19	20	21
22	23	24	ER	26	27	28
29	30					

OCTOBER – 21 SCHOOL DAYS
 10/ 11-Teacher workshop
 10/ 14- Columbus Day
 10/ 2, 9, 16, 23, 30 Early release

OCTOBER						
S	M	T	W	Th	F	S
		1	ER	3	4	5
6	7	8	ER	10	TW	12
13	X	15	ER	17	18	19
20	21	22	ER	24	25	26
27	28	29	ER	31		

NOVEMBER – 16 SCHOOL DAYS
 11/1- End of first quarter
 11/ 5- Election day
 11/ 11- Veterans Day
 11/12-11/22 Student led conferences
 11/22- Conference day
 11/ 27-29 Thanksgiving break
 11/ 6, 13, 20 Early release

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	X	ER	7	8	9
10	X	12	ER	14	15	16
17	18	19	ER	21	X	23
24	25	26	X	X	X	30

DECEMBER- 15 SCHOOL DAYS
 12/ 23- 1/1 Holiday Break
 12/ 4,11,18 Early release

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	ER	5	6	7
8	9	10	ER	12	13	14
15	16	17	ER	19	20	21
22	X	x	X	X	X	28
29	X	X				

JANUARY- 22 DAYS
 1/ 1- New Year's Day
 1/17- End of second quarter
 1/ 20-Civil Rights/Indigenous Peoples Day
 1/ 8, 15, 22, 29 Early release

JANUARY						
S	M	T	W	Th	F	S
			X	2	3	4
5	6	7	ER	9	10	11
12	13	14	ER	16	17	18
19	X	21	ER	23	24	25
26	27	28	ER	30	31	

FEBRUARY- 15 SCHOOL DAYS
 2/ 24-28- Mid Winter Break
 2/ 5, 12, 19- Early release

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	ER	6	7	8
9	10	11	ER	13	14	15
16	17	18	ER	20	21	22
23	X	X	X	X	X	

MARCH – 21 SCHOOL DAYS
 3/21- End of third quarter
 3/ 5, 12, 19, 26 Early release

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	ER	6	7	8
9	10	11	ER	13	14	15
16	17	18	ER	20	21	22
23	24	25	ER	27	28	29
30	31					

APRIL- 18 SCHOOL DAYS
 4/7-4/18 Student led conferences
 4/18 Conference day
 4/28- 5/ 2 Spring Break
 4/2, 9, 16, 23 Early release

APRIL						
S	M	T	W	Th	F	S
		1	ER	3	4	5
6	7	8	ER	10	11	12
13	14	15	ER	17	X	19
20	21	22	ER	24	25	26
27	X	X	X			

MAY – 19 SCHOOL DAYS
 5/1 2 Spring Break
 5/26 Memorial Day
 5/ 7, 14, 21, 28 Early release

MAY						
S	M	T	W	Th	F	S
				X	X	3
4	5	6	ER	8	9	10
11	12	13	ER	15	16	17
18	19	20	ER	22	23	24
25	X	27	ER	29	30	31

JUNE- 9 SCHOOL DAYS
 LAST DAY OF SCHOOL WITH 5 SNOW DAYS
 JUNE 19
 6/4, 11, 18 Early release

JUNE						
S	M	T	W	Th	F	S
1	2	3	ER	5	6	7
8	9	10	ER	12	13	14
15	16	17	ER	19	20	21
22	23	24	25	26	27	28
29	30					

	Aug. 1	Aug. 15	Sept. 7	Sept. 15	Oct. 15	Nov. 15	Dec. 7	Jan. 15	15-Feb	15-Mar	April	May	June
Pres School	5	6	17	16	16	16	16	17	17	18			
Kindergarten	29	30	29	28	28	28	28	29	30	30			
First Grade	31	33	32	32	32	32	33	33	33	33			
Second Grade	30	29	27	27	27	27	27	27	28	27			
Third Grade	43	44	43	43	43	43	43	43	43	43			
Fourth Grade	35	35	34	33	33	33	33	33	33	33			
Fifth Grade	46	46	43	43	45	45	45	46	46	45			
Sixth grade	34	36	33	32	32	32	32	32	32	32			
Seventh Grade	41	41	38	37	37	37	37	37	36	36			
Eighth Grade	58	56	43	43	43	43	43	43	43	43			
Ninth Grade	51	53	61	64	64	63	62	64	66	65			
Tenth Grade	44	44	43	42	42	42	39	38	34	32			
Eleventh Grade	35	36	29	29	30	30	33	34	36	37			
Twelfth Grade	27	27	26	27	26	26	27	28	30	30			
Total	509	516	498	496	498	497	498	504	507	504			
PES	219	223	225	222	224	224	225	228	230	229			
MS	133	133	114	112	112	112	112	112	111	111			
HS	157	160	159	162	162	161	161	164	166	164			
Total	509	516	498	496	498	497	498	504	507	504			

SAU 51 Grant Resources

TITLE I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by “Every Student Succeeds Act” (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state

TITLE II

The purpose of Title II is to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders which includes:

- Increase student achievement consistent with the challenging state academic standards;
- Improve the quality and effectiveness of teachers, principals, and other school leaders;
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Title II, Part A can be used to improve teacher and principal quality which include induction programs, professional development and support professional growth, equitable access to quality educators and recruitment for hard-to-find educator positions. Title II, Part A equitable services must be offered to eligible nonprofit private schools located within the local educational agency (LEA) boundaries. LEAs must consult with participating private schools.

Title IV

The purpose of the Title IV-A Program is to improve students' academic achievement by increasing the capacity of the LEA schools, and local communities to:

- Provide all students with access to a well-rounded education;
- Improve school conditions for student learning; and
- Improve the use of technology in order to improve the academic achievement and digital literacy of all students.

Title V

The purpose of the Rural and Low-Income School (RLIS) program is to provide rural districts with financial assistance for initiatives aimed at improving student achievement. The grant is non-competitive, and eligibility is determined by statute. In order to be eligible school districts must have at least 20% of the children they serve come from families with incomes below the poverty line and be located in a rural area. RLIS funds pay for activities authorized under Titles I-IV of the ESEA, as well as parental involvement activities.

IDEA

The Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant provides funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. The priorities of IDEA are to:

1. Ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
2. Ensure that the rights of children with disabilities and their parents are protected;
3. Assist states, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities;
4. Assess and ensure the effectiveness of efforts to education children with disabilities.

CSI Grant

The CSI Grant is available to the District to find strategies to increase our graduation rate and to meet state minimum requirements for completion of a four-year cohort.

New Hampshire Department of Education

FY2025

GENERAL ASSURANCES, REQUIREMENTS AND DEFINITIONS FOR PARTICIPATION IN FEDERAL PROGRAMS

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

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

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

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

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

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

Should you have any questions please contact Lindsey Labonville at 603-731-4621 or Lindsey.L.Labonville@doe.nh.gov.

General Assurances, Requirements and Definitions for Participation in Federal Programs

A. General Assurances

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

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

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

- 17) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 18) Personnel funded from federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients must comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1, 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 19) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (P.L. 107-110, section 4303[a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (P.L. 107-110, Section 4303[b][1]). Any failure to comply with a prohibition in this Act shall be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (P.L. 107-110, section 4303[e][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will comply with the Buy America Preference for Infrastructure Projects as required by 2 CFR Part 184.
- 22) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 23) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].
- "By signing this General Assurances, Requirements and Definitions for Participation in Federal Programs document, I certify to the best of my knowledge and belief that the reports submitted are true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise."*
- 24) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 25) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or

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

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

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

B. Explanation of Grants Management Requirements

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

1. Financial Management Systems

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

Specifically, the financial management system must be able to:

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

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

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

3. Internal Controls

The subrecipient must:

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

4. Allowable Costs

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

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

5. Audits

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

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

The subrecipient assures it will implement the following audit responsibilities;

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

6. Reports to be Submitted

Audits/Management Decisions

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

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

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamohbp1j0hmyh1r45p1po1\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamohbp1j0hmyh1r45p1po1))/account/login.aspx)

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

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

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

Single Audit Certifications and Federal Expenditures Worksheet

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

7. Debarment, Suspension, and Other Responsibility Matters

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

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

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

The subrecipient certifies that it and its principals:

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

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

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

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

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

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

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

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

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

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

- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Ed 317.03 Standard for Expulsion by Local School Board.

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

11. Lobbying

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

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

cooperative agreement.

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

New Hampshire RSA 15:5 - Prohibited Activities.

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

12. Subrecipient Monitoring

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

13. More Restrictive Conditions

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

14. Obligations by Subrecipients

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

15. Personnel Costs – Time Distribution

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

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

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

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

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

16. Protected Prayer in Public Elementary and Secondary Schools

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

17. Purchasing/Procurement

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

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

18. Retention and Access to Records

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

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

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

19. The Stevens Amendment

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

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

20. Transfer of Disciplinary Records

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

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

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

C. Definitions (2 CFR 200.1)

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

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

CERTIFICATION

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

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: _____

District UEI: _____ SAM.gov Expiration Date: _____

Typed Name of Superintendent

Signature

Date

School Board Certification:

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

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

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



SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

TO: The Pittsfield School Board
FROM: Bryan Lane
DATE: 3/21/24
RE: Nomination of PMHS Music Teacher

Please accept this as the nomination for Evan Whitfield to fill the open position of Music Teacher at PMHS. Mr. Whitfield has a Bachelor's Degree in Music from Virginia Commonwealth University and a Master's Degree in Music in Contemporary Improvisation from the New England Conservatory of Music. While it has been some time since he taught formally, he has taught at the Dublin School, been an adjunct professor at Keene State College, as well as being the Music Director at Southern Utah University. Mr. Whitfield has attained a statement of eligibility and would be an Alternative 4 candidate. The District will need to find a mentor from another school district to act in that role.

Mr. Whitfield has been a professional musician for many years. He has experiences as music director, accompanist, conductor and band leader. He is accomplished on the piano and has experiences in many styles of music from classical to modern dance. For several years he has been a band leader and musician for various cruise lines. There is a recurrence of being a musical coach for both instrument and vocal performance. In our conversations, Mr. Whitfield is ready to get back to where he started as a teacher of music and inspiring young people finding the joy of music. His varied background and lifelong passion for music would be a strong addition to our staff.

Mr. Hamilton interviewed the candidate and all conversations have been remote as Mr. Whitfield is currently living in Florida. This is a position that we have been unable to fill in the current school year. The current budgeted funds for this position, including benefits, is \$73,772. The proposed salary and benefit package, including health benefits would be \$71,659. I recommend a motion to approve the nomination of Evan Whitfield as Music Teacher for PMHS at Master's Step 8, a salary of \$47,577.

EVAN B. WHITFIELD

evan.whitfieldpiano@gmail.com | www.linkedin.com/in/evanwhitfield | <https://soundcloud.com/evanwhitfield>
Home: 2326 S Peninsula Dr, Daytona Beach, FL 32118 | Cell: (435) 238-6991

Summary

Exceptional performer, improviser, and accomplished collaborative pianist with recent PhD research study in London, UK. Music director, accompanist, and vocal coach for numerous musical theater productions in the USA and abroad. Orchestra keyboardist, bandleader, and piano entertainer with over a decade of international performance experience in the cruise entertainment industry. Ballet and modern dance accompanist with over three years of collegiate experience. Classical and jazz pianist with multi-stylistic proficiency, specializing in 20th-century contemporary classical piano improvisation.

Music Direction, Vocal Coaching and Performance Experience

MUSIC DIRECTOR/ACCOMPANIST

Southern Utah University, Department of Theatre, Dance & Arts Administration August 2022 – May 2023, Cedar City, UT

Music Director, Accompanist – accompanist for selected ballet dance classes; accompanist and vocal coach for undergraduate MT applied group voice classes; music director and pit conductor for departmental musical theatre productions of *You're a Good Man, Charlie Brown* and *Cabaret*; collaborated as dance accompanist with the Repertory Dance Theatre (RDT) for their resident guest artist workshop at SUU, March 29, 2023.

East Carolina University, School of Theatre and Dance August 2016 – May 2019, Greenville, NC

Accompanist – ballet and modern dance accompanist for a diverse range of dance studios and guest artist workshops; instructional consultant for the dance and musical theater departments; vocal coach for undergraduate musical theatre and professional acting majors; assistant music director and pit orchestra conductor for departmental musical theatre productions of *1776*, *Hands on a Hardbody*, *Young Frankenstein*, *Reefer Madness* and *The Mystery of Edwin Drood*.

Magnolia Arts Center April – June 2018, Greenville, NC

Music Director for *Purlie* – taught all music and coached a diverse community of African-American actors in specific vocal styles; recruited local musicians; conducted all performances.

The Company Theatre Dec 2015 – February 2016, Norwell, MA

Music Director for *Avenue Q* – coached, rehearsed, and worked with actors and singers on interpretation, vocal production, speech, and musical phrasing; directed all rehearsals and conducted nine performances.

Royal Caribbean International, Royal Caribbean Cruises, Ltd August – November 2014, Southampton, UK, Europe and Mediterranean

Music Director for *Tell Me On A Sunday* – coached and rehearsed Louise Dearman, a London West End vocalist before and during final productions; directed all orchestra rehearsals and conducted all performances during the entire season on Royal Caribbean's *Adventure-of-the-Seas* luxury cruise-ship.

Carnival Cruise Line May – November 2013, Tampa, Florida, Mexico and Caribbean

Music Manager for the Carnival Paradise – supervised all musicians on board; directed a five-piece show-band in cabaret shows nightly; assisted in crew and passenger drills; oversaw scheduling of musical activities for all soloists and groups; was responsible for guest talent show rehearsals and performances every cruise; supervised the productions of Carnival shows *Shout!* and *Xtreme Country*.

Cunard Line 2010 – 2013, Southampton, UK and World

Conductor/Bandleader – led the Queens Room Ballroom Dance Orchestra in the performances of Latin, ballroom, tango, big band, swing, and world dance music for an international clientele; cataloged and arranged instrumental music; coordinated nightly performances with featured Canadian jazz vocalist, Paul Christopher Caldeira.

COLLABORATIVE PIANIST

Beethoven Bartók Now: Song & Dance, Blackheath Halls, Great Hall February 17th, 2022, London, UK

Collaborative Keyboardist – performed selections of Béla Bartók's final set of *Mikrokosmos* with a contemporary improvising ensemble of students from Trinity Laban's CoLab Project.

Princess Cruises September 2019 – January 2020, Los Angeles and Oceania

House Band Musician – accompanied Australian, New Zealand, and American vocal and instrumental acts in nightly, cabaret performances in main theater; performed solo jazz sets and jazz trio sets around ship; assisted with passenger and crew safety drills and training; performed in talent shows as accompanist.

Royal Caribbean International January – November 2015, Southampton, UK, and World

Orchestra Keyboardist – accompanied British, Canadian, and American vocal and instrumental entertainers in nightly, cabaret performances in main theater; arranged pop charts for guest entertainers when needed; rehearsed and accompanied guest passenger choirs for one performance each cruise; provided accompaniment for church services, weddings and functions.

Princess Cruises 2007 – 2010, Los Angeles, California, Mexico, Central America and Caribbean

Jazz pianist – played nightly jazz sets in supper club; arranged and adapted over 200 jazz standards and show tunes for jazz trio instrumentation.

Kelly Miller Circus February – October 2003, Hugo, Oklahoma and USA

Keyboardist – accompanied circus acts in two shows nightly; programmed patches on Yamaha keyboard synthesizers; toured twenty-five states in the USA.

ENTERTAINER/ARTIST

Azamara Club Cruises March – May 2015, Europe, Mediterranean, Asia and Pacific

The Evan Whitfield Piano Entertainer Show, *A Tribute to Lee* – adapted and arranged classical, Latin, and Broadway standards, and iconic film scores for a 7-9 piece orchestra in a cruise headlining act; performed several shows on the Azamara *Journey* to an audience of British, Canadian, and American clientele.

Teaching Experience

Keene State College, Department of Music September – December 2004, Keene, New Hampshire

Adjunct Instructor – designed and taught classes to undergraduate students in Aural Skills I and Intro to Music Appreciation.

French Woods Festival of the Performing Arts June – August 2004, Hancock, New York

Musical Theater Assistant and Vocal Coach/Accompanist – coached gifted youth on their musical, vocal, and acting interpretation; played piano in pit orchestra performances; assisted in camp counseling; assistant music director for the festival productions of *Sunday in the Park with George* and *A Chorus Line*.

The Dublin School August 2001 – July 2002, Dublin, New Hampshire

Upper School Music Teacher – taught courses in Music Theory/Composition, Aural Skills/Voice, Keyboard Lab, and Computers in Music; directed *The Dubliners*, the school's vocal ensemble in seasonal performances; musical director for *The Fantasticks*.

Education

Trinity Laban Conservatoire of Music & Dance, Greenwich, London, UK, 2021 – 2022: Completed one year of study in the Trinity Laban Conservatoire of Music and Dance Research Degree Programme (RDP) – PhD in Creative Practice, Music; primary supervisors were Douglas Finch, Alexander Szram, and Bruno Heinen

New England Conservatory of Music, Boston, Massachusetts, 1999 – 2001: Master of Music in Contemporary Improvisation

Longy School of Music of Bard College, Cambridge, Massachusetts, 1998 – 1999: Studies in the Master of Music in Piano Performance program

Virginia Commonwealth University, Richmond, Virginia, 1994 – 1998: Bachelor of Music in Music-Performance, *Cum Laude*

Awards

Independent Music Awards November 2013

Nominated in the 12th Independent Music Awards in the Jazz Song category, for “Transcontinental Shift”, from his 2012 debut album of jazz trio music, *Hillbilly Intercontinental Travelogue*.

Virginia Commonwealth University Symphony Orchestra Concerto Competition April 1998, Richmond, VA

Concerto competition winner – first place winner with Rachmaninoff's Piano Concerto No.1, and one performance of Rachmaninoff's Piano Concerto No. 1, *Vivace*, with the VCU Symphony Orchestra.

Conference Presentations, Masterclasses and Workshops

Utah Academy of Science, Arts & Letters Conference The Waterford School, Sandy, UT, March 18, 2023

Presented an abstract of a research paper entitled “Towards an Invention of Style: Encoding Aspects of the Twentieth Century Post-Tonal Tradition for use in Contemporary Classical Solo Piano Improvisation.”

Sound and Research Group Symposium Trinity Laban Conservatoire of Music & Dance, Greenwich, London, November 24, 2021

Presented a PowerPoint lecture entitled “Understanding Synchronicity Between Choreographers, Dancers and Musicians: How Improvised Piano Accompaniment Adapts Hypermeter, Popular Music and Tonal Harmonic Juxtapositions to Symmetrical and Asymmetrical Modern Choreography.”

The Dance Theater of Harlem Greenville, NC, February 2018

Rehearsal accompanist for The Dance Theater of Harlem's two day masterclass series and residency at The School of Theatre and Dance, East Carolina University.

The Knitting Factory Improvisation Workshop New York, NY, January 2001

Participant and performer in The Knitting Factory's first New York City improvisation workshop; individual coaching and masterclasses with Fred Hersch and Uri Caine.

Solo and Collaborative Performance YouTube links

1) *Sonata for Improvising Piano*, No. 1 (2022): Mvt. 1, Le Chatoyant - <https://youtu.be/feljm3GnPFg>

Mvt. 2, Les Pendules - <https://youtu.be/ptOD1A8VmzU>

Mvt. 3, Les Danses sur la Place - <https://youtu.be/KZyoYcMQKQ0>

Mvt. 4, L'Eclipse qui a Transformé la Montagne en Ombres - <https://youtu.be/LqcAummYuYo>

2) Classical Piano Recital with Improvisation! (2020): <https://youtu.be/TsVWhHJQcAs>

3) Collaborative Accompaniment Work with Teal Darkenwald, Assistant Dance Professor at East Carolina University's School of Theatre and Dance, for her *Modern Dance Science* classes (Spring, 2019): Beginning Modern - <https://www.youtube.com/playlist?list=PLa6LmHMjpBS4W8kxL4BqMK2XrS3XS7G8x>

Advanced Modern - <https://www.youtube.com/playlist?list=PLa6LmHMjpBS63g-F3IQIOFdDjivzblXSW>

EC

Pittsfield School District

BUILDINGS AND GROUNDS MANAGEMENT

The superintendent will have the general responsibility for the care, custody, and safekeeping of all school property, establishing such procedures and employing such means as may be necessary to discharge this responsibility.

At the building level, the dean of operations will be responsible for overseeing the school plant and for the proper care of school property by the staff and students.

Reading: October 15, 2009
Adopted: November 5, 2009
Amended: March 13, 2014
Reviewed: April 5, 2018

ECA

Pittsfield School District

BUILDINGS AND GROUNDS SECURITY

The Board will cooperate closely with local law enforcement and fire departments, and with insurance company inspectors.

Exterior doors will be locked while school is in session. Public may be admitted to the schools while school is in session utilizing the buzz-in system upon verification of identity and legitimate need for entry is made by office staff.

Records and funds will be kept in safe, locked locations.

Access to school buildings outside of regular school hours will be limited to school personnel whose work requires it and to authorized school or community groups for whom permission has been granted by the dean of operations.

An adequate key control system will be established to limit access to buildings to authorized personnel. Keys issued to school personnel shall not be loaned to anyone and under no circumstances shall school employees have extra keys made unless specifically authorized to do so by the superintendent or dean of operations.

School buildings will be closed and locked after the last school activity has concluded each day. Classroom windows and doors will be locked when teachers leave the building. Any employee using the building in the evening or on weekends must be certain that doors are locked after entering and upon leaving.

No exit doors shall be chained at any time, whether or not the building is occupied. The dean of operations, custodians, and other responsible persons are responsible for ensuring that all accessible exits are operable whenever a building is in use. Approved security bars or devices may be used to secure exterior doors when school is not in session.

In addition to this policy, the superintendent is charged with establishing further safety and security provisions as may be necessary. The dean of operations is responsible for enforcing this policy.

Proposed: September 24, 1992 (as Policy ECAA)
Adopted: October 15, 1992 (ECAA)
Reconsidered: April 7, 1997 (ECAA)
Reading: October 15, 2009 (ECA)
Adopted: November 5, 2009 (ECA)
Reading: August 23, 2010 (as Policy ECAB)
Amended: September 9, 2010 (ECAB)
Amended: February 13, 2014 (combining ECA and ECAB)

Pittsfield School District

VANDALISM

Vandalism is defined as the willful damaging, destruction, or defacing of school-owned property.

This definition also applies to any deliberate tampering with or misuse of district computer services or equipment. It shall also include the willful damaging, destruction, or defacing of property used by the school district in conjunction with related services, such as school buses, on field trips, and other school-sponsored events that may occur off campus.

Students found to have vandalized school property will face discipline in accordance with applicable Board policies. The dean of operations is authorized to report such acts of vandalism to local law enforcement authorities. Additionally, the district will seek financial reimbursement from either the students or the parents or guardians of the students for such damaged caused.

If the vandalism is caused by someone other than a student of the district, the district may proceed with all legal remedies available to it under the law, including criminal prosecution.

When vandalism is discovered, the administration is directed to take such steps as are necessary to identify the vandals. If students have taken part in vandalism, the dean of operations will:

1. Notify the students involved;
2. Notify the students' parents or guardians;
3. Decide upon disciplinary and/or legal action;
4. Take any constructive actions needed to guard against further student misbehavior; and
5. Seek appropriate restitution.

Students, staff, and community members are strongly urged to report incidents of vandalism and to cooperate with school officials in identifying the individuals responsible for causing vandalism.

Adopted: March 1, 1980 (as Policy ECAB)
Reviewed: September 24, 1992
Reconsidered: April 7, 1997
Reading: October 15, 2009
Adopted: November 5, 2009
Amended: March 13, 2014
Reviewed: April 5, 2018

Pittsfield School District

**VIDEO AND AUDIO RECORDINGS IN SCHOOL
AND ON SCHOOL PROPERTY**

The Board authorizes the use of video and/or audio devices on district property to ensure the health, welfare, and safety of all students, staff, and visitors to district property and to safeguard district buildings, grounds, and equipment. The superintendent will approve appropriate locations for surveillance devices. Placement of video cameras will be based on the presumption and belief that students, staff, and visitors have no reasonable expectation of privacy in areas or at events that occur in plain view. However, such devices are not to be placed in restrooms or locker rooms.

Signs will be posted on and in school buildings to notify students, staff, and visitors that video cameras may be in use. Students and parents will also be notified through the student handbook. Students will be responsible for any violations of school rules recorded by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished either by deletion or copying over with a new recording. The superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

Video recordings containing evidence of a violation of student conduct rules and/or local, state, or federal law will be retained until the issue of the misconduct is no longer subject to review or appeal as determined by Board policy or applicable law. Any release or viewing of a video recording will be in accordance with the law.

In the event a video or audio recording is used as part of a student discipline proceeding, such video may become part of a student's education record. If an audio or video recording does become part of a student's educational record, the provisions of Policy JRA shall apply.

The superintendent is authorized to contact the district's attorney for a full legal opinion in the event of such an occurrence.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law.

The school board authorizes the superintendent to use video and/or audio recordings to the extent either required or prohibited by law.

The school board permits the video and audio recording of the following school-related activities. These identified purposes are not intended to be exhaustive and may be expanded or contracted by either administrative determination or school board action:

- Extracurricular / co-curricular activities;
- Musical performances, band, concert band, ensemble, orchestra, choir;
- Drama activities;
- Club events;
- Sporting events, including both inter- and intra-scholastic;
- Other activities, such as site council, yearbook, student council, etc.;
- Ceremonies, orientation, presentations, school assemblies or meetings, or any school events which occur outside of the physical classroom.

Reading: January 21, 2010 (as Policy ECAF)
Adopted: February 4, 2010
Amended: March 13, 2014
Amended: October 1, 2015 (as Policy ECAA)
Amended: April 5, 2018 (as Policy EEAA)

Pittsfield School District

LINE AND STAFF RELATIONS

General Operations

The following principles shall govern the administrative operation of the school system;

1. Each school shall be encouraged to develop its educational program most **appropriate for the students attending that school, consistent with local school board policy, state law, and state board regulation.**
2. The superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from pre-kindergarten through grade twelve.
3. Responsibility shall flow simply and clearly from the students through teachers, principals, and the superintendent to the School Board.
4. Each member of the staff shall be told to whom he/she is responsible and for what functions.
5. Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
6. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the school program.

Line of Responsibility

Each employee in the district, except the clerk, treasurer, auditor, and counsel shall be responsible to the Board through the superintendent and school principal.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

The superintendent in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the established framework of **direct responsibility as preeminently desirable in the school or the district.** Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Adopted: November 10, 1982
Reviewed: September 24, 1992
Reviewed: September 3, 1996
Reviewed: May 21, 2009
November 16, 2017

CLA

Pittsfield School District

TREATMENT OF OUTSIDE REPORTS

Within a reasonable time after receiving reports from such outside agents as the auditor, fire department, and others, the superintendent shall inform the Board of action he/she has taken pursuant to recommendations made in such reports, assuming such action can be completed within the current budget. Otherwise, the superintendent shall prepare recommendations for Board action.

Reading: May 7, 2009
Adopted: May 21, 2009
Reviewed: November 16, 2017

Pittsfield School District

SAFETY PROGRAM

The superintendent will cause the formation of the District Safety / Joint Loss Management Committee as required by RSA 281-A:64 III, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the **district schools by incorporating educational programs in traffic and pedestrian safety**, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels.

The dean of operations shall be responsible for the supervision and implementation of the safety program for the schools. General areas of emphasis shall include, but not be limited to, staff training, accident record-keeping, facility inspection, driver and vehicle safety, fire prevention, catastrophe planning, emergency procedures, and traffic safety problems relevant to students and employees.

The dean of operations shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips and excursions), within school buildings (including classrooms, gymnasiums, laboratories, etc.), off school grounds during school sanctioned activities (including, but not limited to, extended learning opportunities), and in the use of online resources. The district's safety plan will be on file in each school building and in the school district office.

Reading: September 27, 1990 (as Policy EPS)
Adopted: October 11, 1990
Amended: September 24 1992
Reviewed: April 7, 1997
Reading: January 8, 2009
Amended: January 22, 2009
Amended: January 23, 2014
Reviewed: March 15, 2018

Pittsfield School District

FIRE DRILLS

Fire drills will be scheduled by the dean of operations. Fire drills should be conducted at least once per month while school is in session. Exceptions to the frequency of such drills may be granted pursuant to state law.

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The dean of instruction is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

Reading: October 15, 2009
Adopted: November 5, 2009
Amended: February 13, 2014
Reviewed: March 15, 2018

Pittsfield School District

**VIDEO AND AUDIO RECORDINGS IN SCHOOL
AND ON SCHOOL PROPERTY**

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Signs will be posted on and in school buildings to notify students, staff, and visitors that video cameras may be in use. Students and parents will also be notified through the student handbook. Students will be responsible for any violations of school rules recorded by cameras.

The district will retain copies of video recordings until they are erased, which may be accomplished either by deletion or copying over with a new recording. The superintendent will consult with the necessary personnel to determine how and when such recordings should be deleted.

Video recordings containing evidence of a violation of student conduct rules and/or local, state, or federal law will be retained until the misconduct is no longer subject to review or appeal as determined by applicable law. Any release or viewing of a video recording shall be in accordance with the law.

In the event a video or audio recording is used in a student discipline proceeding, such video may become part of the record. If an audio or video recording does become part of the record, the provisions of Policy JRA shall apply.

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The superintendent is authorized to contact the district's attorney for a full legal opinion in the event of such an occurrence.

Video and audio recordings may be used for special education or Section 504 purposes, when a student's individualized education program or accommodation plan includes audio or video recording as part of the child's education. All such recordings will be maintained in accordance with the Family Education Rights and Privacy Act, 20 U.S.C. section 1232g, and other applicable law.

The school board authorizes the superintendent to use video and/or audio recordings to the extent either required or prohibited by law.