

Posted: 05/06/2022

At: All Hudson schools, SAU building, district website



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

**6:30 pm**

followed by

**Regular Meeting**

Non-public Session (if necessary)

## **Agenda**

### **May 9, 2022**

Estimated  
time

6:30pm

**A. Call to Order**

Pledge of Allegiance

6:33pm

**B. Public Input**

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

6:48pm

**C. Presentations to the Board**

**1. Girl Scout Troop 10158 (Decision)**

Girls Scouts will present "Tables for Teens," a project for Hudson Memorial School

**2. Alvirne High School Exchange Student**

Alvirne High School exchange student, Mariia Diahilieva, will share her experience with the board

7:10pm

**D. Old Business**

**1. Website Update (Information)**

Director of Strategic Engagement & Communication Terry Wolf will share an update about the new website

**2. Alvirne High School – Schedule Update (Information)**

Superintendent Russell will share an update on the "flex time" pilot at Alvirne High School

**3. Year-End Spending Requests (Discussion/Decision)**

Business Administrator Jen Burk will review year-end spending requests.

[Year-End Spending Request Memo - Updated](#)

7:35pm **E. New Business**

**1. Policies – First Reading**

First reading - Include descriptor – who is presenting and what and/or why  
Name of supporting material with link

a) <a href="#"><u>DAF Administration of Federal Funds</u></a>	Revised with tracked changes
b) <a href="#"><u>DBJ Transfer of Appropriations</u></a>	Revised with tracked changes
c) <a href="#"><u>EHB Data and Records Retention</u></a>	Revised with tracked changes

**2. Budget Transfer**

Budget transfer to cover the cost of the facilities study approved at the last Board meeting (for Lavallee)

[Budget Transfer Request](#)

7:45pm **F. Recommended Action**

1. Manifests – Recommended action: Make necessary corrections and sign
2. Minutes
  - a. [School Board Minutes - April 18, 2022](#)
  - b. [School Board Training Minutes – April 21, 2022](#)

7:50pm **G. Reports to the Board (Information)**

District administrators will share updates for the board and public

1. Superintendent Report
2. Assistant Superintendent Report
3. Director of Special Services Report
4. Business Administrator Report

8:00pm **H. Committee Reports**

Board members will share committee updates (if necessary)

8:10pm **I. Board of Selectmen – Liaison Comments**

8:13pm **J. Board Member Comments**

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

**Student Matter**

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

*These conditions are:*

- a. *The dismissal, promotion or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him, unless the employee (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.*
- b. *The hiring of any person as a public employee.*
- c. *Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the body or agency itself, unless such person requests an open meeting.*
- d. *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*
- e. *Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the body or agency or any subdivision thereof, or against any member thereof because of his membership in such body or agency, until the claim or litigation has been fully adjudicated or otherwise settled.*
- i. *Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.*

8:45pm **L. Adjourn**

**Upcoming Meetings**

<b>Meeting</b>	<b>Date</b>	<b>Time</b>	<b>Location</b>	<b>Purpose</b>
School Board	Monday, May 23, 2022	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	Tuesday, June 7, 2022	6:30 pm	Hills Memorial Library	Regular Meeting
School Board	Monday, June 20, 2022	6:30 pm	Hills Memorial Library	Regular Meeting

**HUDSON SCHOOL DISTRICT**

SAU # 81  
20 Library Street  
Hudson, NH 03051-4240  
phone (603) 883-7765 fax (603) 886-1236

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To: Hudson School Board  
From: Jennifer Burk  
Date: Year-End Spending Requests  
Re: April 22, 2022

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This memo summarizes the requests to date for year-end spending from the projected fund balance for FY22.

Two warrant articles passed in March for year-end spending:

- Playground at HO Smith .....\$75,000
- School renovation capital reserve account transfer .....\$150,000

On April 18, the Board approved the facilities use study for Lavallee ....\$85,000

**Recommended by Administration**

Principals/Administration Requests:

- NWES Library refresh (similar to HMS project from FY21) – estimate \$50,000
- AHS Art Faculty Request – Digital Book Illustration technology (iPads) – estimate \$14,500

Facilities Requests:

- HO Smith replacement of the lift – estimate \$30,000
- AHS Sound System – estimate \$15,530

Technology Requests:

- New server to support expansion of cameras at HGS and NWES – estimate \$20,000
- LSS additional laptop cart (1 is in the budget for FY23, this would add another so they would have 4 in total) – estimate \$9,000
- HOS additional laptop cart (1 is in the budget for FY23, this would add another so they would have 4 in total) – estimate \$9,000

One additional request may be eligible for funding through a grant (Rachel is looking into options through ARP): refreshing the HMS Life Skills space, which is estimated to cost around \$30,000.

**Total Recommended = \$148,030** (excluding the grant-related item noted above)

## **Items Not Approved from the FY21 Year-End Spending Requests as of June 21, 2021**

Recommended by Administration:

- Classroom Vanity Replacements at NWES - \$32,000
- Deployment of 1:1 Computers at the Elementary level - \$200,000

Not Recommended by Administration:

- Class of 2021 – Funding for Graduation \$25,000 and Funding to offset Prom ticket costs - \$15,000

# HUDSON SCHOOL DISTRICT

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## ADMINISTRATION OF FEDERAL GRANT FUNDS

This Policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

DAF-1	ALLOWABILITY.....	2
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*NOTICE: Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any Federal grant or subsidy programs shall be administered in accordance with this Policy, and any administrative procedures adopted implementing this Policy.*

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

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

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

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

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

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

### DAF-1 ALLOWABILITY

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

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

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

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- c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
5. Be determined in accordance with generally accepted accounting principles.
6. Be representative of actual cost, net of all applicable credits or offsets.

The term "applicable credits" refers to those receipts or reductions of expenditures that operate to offset or reduce expense items allocable to the Federal award. Typical examples of such transactions are: purchase discounts; rebates or allowances; recoveries or indemnities on losses; and adjustments of overpayments or erroneous charges. To the extent that such credits accruing to/or received by the State relate to the Federal award, they shall be credited to the Federal award, either as a cost reduction or a cash refund, as appropriate.

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
  8. Be adequately documented:
    - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
    - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- B. Selected Items of Cost:** The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant.

When applicable, District staff shall check costs against the selected items of cost requirements to ensure the cost is allowable. In addition, State, District and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable and District personnel shall follow those rules as well.

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



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### **D. Determining Whether A Cost is Direct or Indirect:**

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

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

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

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

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

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

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

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

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by NHDOE or the pass-through entity (Federal funds subject to 2 C.F.R Part 200 pertaining to determining indirect cost allocation).

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

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

When the obligation is for:

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

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

~~**F.** Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they would have been allowable if incurrent after the date of the Federal award and only with the written approval of the initial Federal awarding agency or of the NHDOE or other pass-through entity.~~

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

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

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### **DAF-2 CASH MANAGEMENT AND FUND CONTROL**

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of NHDOE or other applicable pass-through-entity.

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

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

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

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

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

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
  1. The District receives less than \$120,000 in Federal awards per year.

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2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
  3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
  4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

## DAF-3 PROCUREMENT

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

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

The Superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 CFR 200.317-.~~326~~[327](#)) for the administration and management of Federal grants and Federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District’s documented general purchase policy DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases.

Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources.

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No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

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

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

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

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

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

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

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

**B. Solicitation Language:** The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards

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to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

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

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

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

1. Micro-purchases

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

2. Small Purchases (Simplified Acquisition)

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

3. Sealed Bids

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

a. In order for sealed bidding to be feasible, the following conditions shall be present:

- i. a complete, adequate, and realistic specification or purchase description is available;
- ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
- iii. the procurement lends itself to a firm ~~fixed~~ price contract and the selection of the successful bidder can be made principally on the basis of price.

b. When sealed bids are used, the following requirements apply:

- i. Bids shall be solicited in accordance with the provisions of State law and Policy DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.

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- ii. The invitation for bids will include product/contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
- iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
- iv. A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
- v. The Board reserves the right to reject any and all bids for sound documented reason.
- vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.I.

#### 4. Competitive Proposals

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

If this method is used, the following requirements apply:

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

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

#### 5. Noncompetitive Proposals

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

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

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**D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area**

**Firms:** The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

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

**E. Contract/Price Analysis:** The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.324~~3~~(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

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

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

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

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



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methods and effective cost controls, and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

- G. Suspension and Disbarment:** The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

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

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

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

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

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

**H. Additional Requirements for Procurement Contracts Using Federal Funds:**

1. Clause for Remedies Arising from Breach: For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II.(A)).
2. Termination clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for

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convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II\_(B)).

3. [Anti-pollution clause:](#) For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II\_(G)).
4. [Anti-lobbying clause:](#) For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II ([L](#)).
5. [Negotiation for profit:](#) For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.3243(b)).
6. ["Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf \(e.g. subcontractor, food service management companies, etc.\). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also additional "Buy American" provisions in DAF-4.C regarding food service procurement.](#)
- ~~5.~~7. [Huawei Ban: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.](#)

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

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

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

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

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

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

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

- A. Mandatory Contract Clauses:** The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
  2. The contractor must separately identify for each cost submitted for payment to the school food authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
  3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
  4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
  5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

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6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

- B. Contracts with Food Service Management Companies:** Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the NHDOE, including standard forms, procedures and timelines for solicitation, selection and approval of proposals and contracts.
- C. “Buy American” Requirement: NOTE – See DAF-3.H.6 regarding “domestic preference” requirements for procurements other than for food service.**

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

Under the NSLA, “domestic commodity or product” is defined as an agricultural commodity or product that is produced or processed in the United States under “substantial” agricultural commodities that are produced in the United States. For the purposes of the act, “substantial” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. Exceptions: The two main exceptions to the Buy American requirements are:

- a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
- b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.

2. Steps to Comply with Buy American Requirement: In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent shall:

- a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
- b) Monitor contractor performance;
- c) Require suppliers to certify the origin of the product;
- d) Examine product packaging for identification of the country of origin; and

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[e\) Require suppliers to provide specific information about the percentage of U.S. content in food products.](#)

**B.**

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### DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

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

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

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

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

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

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

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

- A. **"Equipment" and "Pilferable Items" Defined:** For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.
- B. **Records:** The ~~school-district~~ Superintendent shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award

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under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.

- C. **Inventory:** No less than once every two years, the ~~Superintendent~~~~school-district~~ shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records ~~at least once every two years~~. Except as otherwise provided in this policy [DAF-6](#), inventories shall be conducted consistent with Board Policy DID.
- D. **Control, Maintenance and Disposition:** The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
1. prevent loss, damage, or theft of the property; ~~A~~any loss, damage, or theft must be investigated;
  2. to maintain the property and keep it in good condition; and
  3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

### DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

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

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

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

The validity of payments for travel costs for all district employees and school officials shall be determined by the ~~school-district accountant~~[Superintendent](#).

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

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

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

In addition, for any costs that are charged directly to the federal award, the ~~District Accountant~~[Superintendent](#) shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.

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B. The costs are reasonable and consistent with Board policy.

## DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the ~~Finance Director~~ Superintendent who can attest that the expenditure is allowable and approved under the federal program. The ~~District Accountant~~ Superintendent submits all required certifications.

## DAF-9 TIME-EFFORT REPORTING / OVERSIGHT

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

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

- A. Compensation:** Compensation for employment services includes all remuneration, paid currently or accrued, for services of employees rendered during the period of performance under the Federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations, and that the total compensation for individual employees:
1. is reasonable for the services rendered, conforms to the District’s established written policy, and is consistently applied to both Federal and non-Federal activities; and
  2. follows an appointment made in accordance with the District’s written policies and meets the requirements of Federal statute, where applicable.
- B. Time and Effort Reports:** Time and effort reports shall:
1. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
  2. be incorporated into the official records of the District;
  3. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
  4. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
  5. comply with the District’s established accounting policies and practices;
  6. support the distribution of the employee’s salary or wages among specific activities or cost objectives if the employee works on more than one (1) Federal award, a Federal award and non-Federal award, an indirect cost activity and a direct cost activity, two (2) or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.



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

## DAF-10 GRANT BUDGET RECONCILIATION

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

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

**B. Grant Closeout Requirements:** At the end of the period of performance or when the Federal awarding agency determines the District has completed all applicable administrative actions and all required work under the grant, the agency will close out the Federal award. If the award passed through the State, the District will have 90 days from the end of the period of performance to submit to the State all financial, performance, and other reports as required by the terms and conditions of the award.

Failure to submit all required reports within the required timeframe will necessarily result in the Federal awarding agency reporting the District's material failure to comply with the terms of the grant to the Office of Management and Budget (OMB), and may pursue other enforcement actions.

The District must maintain all financial records and other documents pertinent to the grant for a period of three years from the day of submission of the final expenditure report, barring other circumstances detailed in 2 CFR 200.344.

## DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "subrecipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330 "Subrecipient and contractor determinations". Generally, "subrecipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., DAF-3 relative to federal grant funds, DJE relative to bidding requirements for non-federal money projects, etc.). Subrecipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its subrecipients, and as such requires that subrecipients comply with applicable terms and conditions (flow-down provisions). All

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subrecipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

### **A. Sub-award Contents and Communication**

In the execution of every sub-award, the District will communicate the following information to the subrecipient and include the same information in the sub-award agreement.

1. Every sub-award will be clearly identified and include the following Federal award identification:
  - a) Subrecipient name
  - b) Subrecipient's unique ID number (DUNS)
  - c) Federal Award ID Numbers (FAIN)
  - d) Federal award date
  - e) Period of performance start and end date
  - f) Amount of federal funds obligated
  - g) Amount of federal funds obligated to the subrecipient
  - h) Total amount of the Federal award
  - i) Total approved cost sharing or match required where applicable
  - j) Project description responsive to FFATA
  - k) Name of Federal awarding agency, pass through entity and contact information
  - l) CFDA number and name
  - m) Identification of the award is R&D
  - n) Indirect cost rate for the Federal award
2. Requirements imposed by the District including statutes, regulations, and the terms and conditions of the Federal award.
3. Any additional requirements the District deems necessary for financial or performance reporting of subrecipients as necessary.
4. An approved indirect cost rate negotiated between subrecipient and the Federal government or between the pass-through entity and subrecipient.
5. Requirements that the District and its auditors have access to the subrecipient records and financial statements.
6. Terms and conditions for closeout of the sub-award.

### **B. Subrecipient Monitoring Procedures**

The Superintendent is responsible for having all the District project managers monitor subrecipients. The District will monitor the activities of the subrecipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
  - a) Prior experience with the same or similar sub-awards.

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- b) Results of previous audits and single audit (if applicable).
    - c) New personnel or new or substantially changed systems.
    - d) The extent and results of Federal awarding agency monitoring.
  - 3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
  - 4. Monitor financial and programmatic progress and ability of the subrecipient to meeting objectives of the sub-award. To facilitate this review, subrecipients are required to submit sufficient invoice detail and a progress report. The District project managers will encourage subrecipients to submit regular invoices.
  - 5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
  - 6. In conducting regular oversight and monitoring, the District project managers will:
    - a) Verify invoices that include progress reports.
    - b) Review progress reports to ensure project is progressing appropriately and on schedule.
    - c) Compare invoices to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
    - d) Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
    - e) Obtain report, certification and supporting documentation of local (non-federal)/in-kind match work from the recipient.
    - f) Review subrecipient match tasks for eligibility.
    - g) Initial the progress report and invoice confirming review and approval prior to payment.
    - h) Raise any concerns to the Superintendent.
  - 7. The Superintendent, upon recommendation from the project's manager, will approve the invoice payment and will initial invoices confirming review and approval prior to payment.
  - 8. Payments will be withheld from subrecipients for the following reasons:
    - a) Insufficient detail to support the costs billed;
    - b) Unallowable costs;
    - c) Ineligible costs; and/or
    - d) Incomplete work or work not completed in accordance with required specifications.
  - 9. Verify every subrecipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.
- C. Subrecipient Project Files.** Subrecipient project files will contain, at a minimum, the following:
- a) Project proposal;
  - b) Project scope;
  - c) Progress reports;
  - d) Interim and final products; and
  - e) Copies of other applicable project documents as required, such as copies of contracts or MOUs.

### **D. Audit Requirements.**

All subrecipients are required to annually submit their audit and Single Audit report to the District for review to ensure the subrecipient has complied with good accounting practices and federal regulations. If a deficiency is identified, the District will:

1. Issue a management decision on audit finding pertaining to the Federal award.

# HUDSON SCHOOL DISTRICT

<b>POLICY NUMBER: DAF Administration of Federal Funds</b>	<b>ADOPTED: 6/3/2019</b>
Page <b>23</b> of <b>23</b>	First Reading: 6/3/2019 Second Reading: waived

2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through entity's own records.

## **E. Methodology for Resolving Findings.**

The District will work with subrecipients to resolve any findings and deficiencies. To do so, the District may follow up on deficiencies identified through on-site reviews, provision of basic technical assistance, and other means of assistance as appropriate.

The District will only consider taking enforcement action against non-compliant subrecipients in accordance with 2 CFR 200.339 when noncompliance cannot be remedied. Enforcement may include taking any of the following actions as appropriate:

- a) Temporarily withhold cash payments pending correction of the deficiency;
- b) Disallow all or part of the cost of the activity or action not in compliance;
- c) Wholly or partly suspend or terminate the sub-award;
- d) Initiate suspension or debarment proceedings;
- e) Withhold further Federal awards for the project or program; and/or
- f) Take other remedies that may be legally available.

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### Legal References:

42 USC 1751 – 66 National School Lunch Act  
2 C.F.R Part 180  
2 C.F.R Part 200 200.0 – 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406;  
200.413 (a)-(c); 200.430; 200.431; 200.458; 200.474(b)  
7 CFR Part 210 210.16; 210.19; 210.21; 215.14a; 220.16

Revision: 05/XX/2019  
First Adoption: 05/XX/2019  
Second Reading 05/XX/2019  
Initial Reading: 05/XX/2019

## HUDSON SCHOOL DISTRICT

POLICY CODE: DBJ Transfer of Appropriations

FIRST ADOPTION: 5/19/2014

RELATED POLICIES: [Related Policy Codes]

LATEST REVISION: 8/5/2019

Page 1 of 2

### TRANSFER OF APPROPRIATION

In the event it becomes necessary to expend an amount greater than what was appropriated for a specific purpose, the Board is authorized to transfer funds from an unexpended balance of one appropriation to a different appropriation that is in deficit. All transfers will be made consistent with the provisions of RSA 32:10.

The Board authorizes the Superintendent to transfer funds between line items up to \$5,000. Any such transfers shall be reported to the school board on a quarterly basis as part of the monthly financial reports. Any transfers in excess of \$5,000 shall first require Board approval and authorization. Budget transfers made within the same object code (i.e. health insurance into health insurance) will not need School Board approval. Any transfer of funds between line items by the Superintendent shall be done so only to achieve purposes set forth the goals or aims to be accomplished through the expenditure of public funds.

In no circumstance shall the total amount spent exceed the total amount appropriated at the school district annual meeting.

The Superintendent is authorized to develop administrative rules or regulations to accompany this Policy.

~~Budgetary transfers between accounts are allowed and required when it is anticipated that expenditures will result in an account being overspent or when it is desired to transfer budgeted funds for any other purpose. All budget transfers shall be subject to the following:~~

- ~~1. The total amount of all appropriations including all transfers (the total amount to be spent) shall not exceed the total amount of all funds appropriated for all purposes at the meeting of the Hudson School District where the budget was adopted.~~
- ~~2. If, at any meeting of the Hudson School District, the meeting reduces any budgeted appropriation to zero, no amount shall be transferred to or expended for that purpose.~~
- ~~3. Any amount appropriated under a special warrant article at a meeting of the Hudson School District may be used only for the purpose(s) specified in that article and shall not be transferred.~~
- ~~4. Transfers shall be requested on forms developed and provided by the Superintendent of Schools as approved by the Hudson School Board. Such forms shall include the account from which funds are being transferred, the account to which the funds are being transferred, and the reason for the transfer.~~
- ~~5. Budget transfers made within the same object code (i.e. health insurance into health insurance) will **not** need School Board approval.~~
  - ~~a) For transfers less than \$500, the budget transfer must be approved at the discretion of the administrator responsible for the affected accounts and by the Finance Director.~~
  - ~~b) For budget transfers \$500 and above, in addition to section 5a above, the transfer must also be approved by the Business Administrator.~~

## HUDSON SCHOOL DISTRICT

**POLICY CODE: DBJ Transfer of Appropriations**

**FIRST ADOPTION: 5/19/2014**

**RELATED POLICIES:** [Related Policy Codes]

**LATEST REVISION: 8/5/2019**

Page 2 of 2

- ~~6. Budget transfers may be made only within the accounts overseen by the administrator wishing to make the budgetary transfer.~~
- ~~7. Approval of such transfers shall be as follows with the exception of transfers made within the same object code
  - ~~a) For budget transfers less than \$500, the budget transfer must be approved at the discretion of the administrator responsible for the affected accounts and by the Finance Director.~~
  - ~~b) For budget transfers not less than \$500 and less than \$1,500, in addition to section 6a above, the transfer must also be approved by the Business Administrator.~~
  - ~~c) For budget transfers not less than \$1,500 and less than \$5,000, in addition to sections 6a and 6b above, the transfer must be approved by the Superintendent of Schools.~~
  - ~~d) For budget transfers \$5,000 and above, in addition to sections 6a, 6b and 6c above, the Hudson School Board must also approve the transfer.~~~~
- ~~8. The Superintendent of Schools shall provide the Hudson School Board with quarterly transfer activity reports as part of the monthly financial reports provided to the School Board.~~
- ~~9. No funds for which a budget transfer is anticipated shall be spent, encumbered, or otherwise obligated unless and until a budget transfer has been approved.~~

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Legal References:

RSA 32:10	Transfer of Appropriations
RSA 282-A:71, III	Unemployment Compensation

Revision:	08/05/2019
Second Reading	08/05/2019
First Reading	07/22/2019
First Adoption:	05/19/2014
Second Reading	Waived
Initial Reading:	05/19/2014

# HUDSON SCHOOL DISTRICT

**POLICY NUMBER: EHB Data and Records Retention**

Page 1 of 2

**ADOPTED: 7/20/2014**

First Reading: 7/20/2014

Second Reading: waived

## DATA/RECORD RETENTION

The Superintendent shall develop procedures for a records retention system that is in compliance with RSA 189:29-a and Department of Education regulations, and also addresses retention/destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. ~~Additionally, t~~The Superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

This policy shall apply to all district records, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

### A. Special Education Records

1. Upon a student's graduation from high school, his or her parent(s)/guardian(s) may request in writing that the District destroy the student's special education records, including any final individualized education program.
2. The parent(s)/guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parents to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the District shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.
4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed may be maintained without time limitations. 34 CFR 300.624.
5. The District shall provide parents/guardians, or where applicable, the adult student, with a written notice of the District's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The District shall provide public notice of its document destruction policy at least annually.

### B. Litigation Hold

On receipt of notice from legal counsel representing the District in that a litigation hold is required, the routine destruction of governmental records, including paper and electronic or digital records, which are or may be subject to the litigation hold shall cease. The destruction of

## HUDSON SCHOOL DISTRICT

**POLICY NUMBER: EHB Data and  
Records Retention**

Page 2 of 2

**ADOPTED: 7/20/2014**

First Reading: 7/20/2014

Second Reading: waived

records subject to a litigation hold shall not resume until the District has received a written directive from legal counsel authorizing resumption of the routine destruction of those records in accordance with the retention requirements of this policy and the associated procedures.

### **C. Right-to-Know Request Hold**

On receipt of a Right-to-Know law request to inspect or copy governmental records, the Superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA Chapter 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt under this chapter, the requested material shall be preserved for no less than ninety (90) days and until any lawsuit pursuant to RSA 91-A:7-8 has been fully resolved, all appeal periods have expired, and a written directive from legal counsel representing the District authorizing destruction of the records has been received.

### **Legal References:**

*RSA 91-A, Right to Know Law*

*RSA 189:29-a, Records Retention and Disposition*

*NH Code of Administrative Rules, Section Ed 306.04(a)(4), Records Retention*

*NH Code of Administrative Rules, Section Ed 306.04(h), Records Retention*

*NH Code of Administrative Rules, Section Ed 1119.01, Confidentiality Requirements*

*20 U.S.C. 1232g, Family Educational Rights and Privacy Act (FERPA)*

*Appendix EHB-R, Records Retention Schedule*

### **Board Policy History:**

*First Reading: 07/20/2014*

*Second Reading/Adopted: 07/20/2014*

### **District Revision History:**



School Board Reading <span style="float: right; border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></span> Date	SAU Office only # <span style="float: right; border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></span> School Board Approval SB# <span style="float: right; border: 1px solid black; width: 60px; height: 15px; display: inline-block;"></span>
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## HUDSON SCHOOL DISTRICT BUDGET TRANSFER FORM

This form should be used any time that you are making a request for purchase that will cause a budget line to be over expended. For such a purchase to be approved, you must show the purpose of th the purchase, the amount you expect to spend, and in what other sections of your budget you propose to find the funds to pay for the purchase. No purchase that requires a budget transfer will be made without approval from the Business Office.

School: District Wide

Date: 04/19/2022

Purpose: To fund the facilities study as recommended by the Capital Improvement Committee

Org	Object	Description	Current Available	Amount Reduced	New Balance
10005221	930	Transfer to Food Service	\$ 200,000.00	-\$ 85,000.00	\$ 115,000.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Total Reduced: -\$ 85,000.00

Org	Object	Description	Current Available	Amount Added	New Balance
10012311	321	SB Contracted Services	-\$ 11,228.00	\$ 85,000.00	\$ 73,772.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00
					\$ 0.00

Total Added: \$ 85,000.00

APPROVED:

**Lise Tucker**  
Digitally signed by Lise Tucker  
 DN: dc=org, dc=sau81,  
 ou=Buildings, ou=SAU, ou=Staff,  
 ou=Business, cn=Lise Tucker  
 Date: 2022.04.19 13:22:06 -04'00'  
 Principal/Supervisor

*Jenny Gordon*  
 Finance Director

*Jen Burk*  
 Business Administrator

*Lawrence Russell*

Superintendent of Schools

Hudson School Board



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**HUDSON SCHOOL BOARD**  
Hills Memorial Library  
18 Library Street Hudson, New Hampshire

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**DRAFT Minutes**  
**April 18, 2022**

**In attendance:**

**Board Members**

Gary Gasdia, Chairman  
Gretchen Whiting, Vice-chair  
Ethan Beals  
Mike Campbell  
Maureen Dionne

Kara Roy, Board of Selectmen Liaison

**SAU Staff**

Larry Russell, Superintendent of Schools  
Rachel Borge, Director Special Services  
Jen Burk, Business Administrator  
Kim Organek, Assistant Superintendent of Curriculum & Instruction

**A. Call to Order [0:00:12]**

**1. Pledge of Allegiance**

Mr. Gasdia called the meeting to order at 6:30pm. Ms. Dionne led the Pledge of Allegiance.

**B. Public Input [0:00:30]**

Diana LaMothe of St. Laurent Drive had questions regarding end-of-year fund balance (reporting vacant positions) and the recommendations of using the end-of-year fund balance and the capacity study to evaluate the needs at the Early Learning Center.

Kevin Walsh of Stoney Lane spoke about challenges facing the School Board in the next few years and the facility capacity study. Years ago, after the Capital Improvement Committee disbanded and gave their report, there was concern about overcrowding at the elementary level. As a result, Hills Garrison School was built and Memorial was left as a grade 6-8. Hudson was one of the last towns in NH to implement kindergarten. He was concerned about the back and forth between schools regarding the transitions from preschool, kindergarten, first grade and second grade. He

mentioned that in Hudson, housing was increasing while school enrollment was declining and multi-family housing was growing.

### C. Recognition

Mr. Russell lauded Diana LaMothe for her dedication to the Board and the Hudson School District, notably her work with the Budget Committee and Capital Improvement Committee.

### D. Presentations to the Board [0:10:10]

#### 1. Pathways for Success (Information)

Alternative Education Instructional Coordinator Marybeth Hammond, teacher Kempton Pierce and Pathways students shared an update on the Pathways for Success program. The goal is to re-engage students at the high school with a flexible learning environment to gain competency. Students have made progress through hands-on/project-based learning and volunteering. Some students have already found employment in the community as a result of the program. There were student presentations: Lilianna Nunn spoke about the history behind the name of the program (not traditional schooling/different pathways to education); Troy Alves spoke about his growth at school while in the program; and Peyton Coggins distributed Pathways t-shirts. Mr. Russell read an email from Olivia Secovich, an Alvirne freshman, about her success while in the Pathways program and increased interest in learning.

#### 2. Hudson Media Center (Information)

Hudson Memorial librarian Beth Sloat shared photos of the updated media center, including a walkthrough video by Tristan, a student at HMS. Updates included an electronic bulletin board, circular couches, charging stations, movable tables, and shorter non-fiction shelving and compatibility with how students looked for books. Improvements make the space more flexible for a variety of uses and have increased the use of the media center.

#### 3. Alvirne High School SkillsUSA Travel Request (Decision)

CTE Director Eric Frauwirth presented a travel request to Atlanta for the National SkillsUSA conference from June 22 -25, 2022. Luke Bryan, a student also attending the DECA trip, spoke about SkillsUSA. He placed first in the state for the construction tool demonstration (circular saw). Only first place winners are eligible to attend nationals and Alvirne had first-place winners in three categories: Culinary Arts, Construction Trades and Welding. The request was for approval for chaperones to put the trip together; no funds were requested due to fundraising efforts and Perkins funding that was pre-allocated for the chaperones (welding and culinary instructors).

*Ethan Beals made a motion to approve the National SkillsUSA conference trip from June 22-25, 2022 in Atlanta as presented. Mike Campbell seconded the motion. Motion passed 5:0.*

#### 4. Technology Plan (Information)

IT Director Kevin Peterson reviewed the technology plan (3-5 years) to support the strategic goal of the district, incorporating hardware (standardization), software (consistency in district) and philosophy (making technology a service and more proactive). There was an inventory system for the IT-specific assets and there was approval through data compliance. A list of individual software programs was being compiled. A shift to using a cloud platform is projected. E-rate funding will be used for wireless access points. Once trained staff is in place, proactive work can begin.

### E. New Business [1:01:05]

#### 1. Alvirne High School Scheduling (Information)

Dean of Academics Sue Bureau and Jen LaFrance discussed the work of the Schedule Committee at Alvirne High School. The purpose of the committee was to study the impact of the current modified block schedule on teaching and learning and explore other models. The charge was to make recommendations on the master schedule based on student needs. Highlights included: Committee review (school data, observations, faculty collaboration activities, etc.); profile of an undergraduate; collaborative meeting feedback such as dysregulation/stress/gaps in education, interaction with kindness and understanding, and students anxious to make a connection; and goals of providing embedded time for social/emotional learning and for professional collaboration/development for teachers. Action research projects included: reducing teacher duty minutes by restructuring study hall and applying minutes to professional learning, collaboration and student interventions; and flex time pilot (embed 35-minute support/flex time into existing block days - to pilot in May 2022). Almost 78% of the full Alvirne staff voted to try piloting and implementing flex time. This was a way to address student needs. Grade data, intervention planning, etc. would be collected during the pilot period. Other schools such as Pinkerton Academy used this model. Committee members agreed that the current modified block schedule did not meet the needs of Alvirne High School students and faculty and should be adjusted to address the 2 goals.

Recommendations were to implement an A/B schedule with embedded flex time for FY23 and to form a Planning, Implementation and Review Committee to aid this process in June 2022. Takeaways included schools being able to function without traditional study halls (more production/less stress). There was concern about the mental capacity/anxiety of the students if the District went towards an A/B schedule next year with 80-minute classes every day. Rising Seniors had changed scheduling multiple times. Student and teacher feelings were considered. Ms. Whiting was concerned about the change in schedule next year and communication that had not yet been sent out. Ms. Bureau said that people felt that flex time was essential and that part of teaching students was about change and the ability to cope and plan. The recommendation was just given to Mr. Russell. Communication would go out to students for feedback in the spring. The following was clarified: after spring break, block scheduling would not occur and the school day start and end times would not be changing; and students would get the classes for which they signed up next year.

## 2. Proposed CTE Staff Changes (Decision)

CTE Director Eric Frauwirth reviewed proposed staffing changes for the Palmer Center, including a request to exchange adding three new Paraprofessionals to hiring two additional part time teachers (for extra sections of welding and diesel mechanics). Alternative sources would be used for applicants, such as retired military servicepeople. If necessary, extra coverage was possible in-house. It was noted that about 33% of applications were for area students (providing unanticipated income from tuition). There was no budgetary impact.

Gretchen Whiting made a motion to approve the change in request for three Paraprofessionals to two part-time teachers in CTE as presented. Mike Campbell seconded the motion. Motion passed 5:0.

In the approved budget, additional part-time faculty would be added in Culinary, Health and Computer Sciences, bringing the total number of CTE teachers to 13 full-time and 8-10 part-time with one department chair. There was a request for a second department chair, dividing responsibilities between full and part time teachers and adding support for CTSOs and dual enrollment courses. There was comment about uniformity and preparation periods and concern about changing a position that was budgeted for (in a default budget).

Enrollment in Careers in Education had decreased in NH so it did not require a teacher's full teaching load. There was a request to transition the current teacher to a new co-department role while also teaching. This was within the current salary range. An idea was to modify this program into a Human Services one. There was a request to have a presentation on current and future enrollments and wait lists.

*Gretchen Whiting made a motion to alter the Careers in Education role to be both educator and co-chair. There was no second. Motion failed.*

## 3. Staff Renominations (Decision)

*Gretchen Whiting made a motion to accept staff re-nominations as presented. seconded the motion. Motion passed 5:0. Maureen Dionne seconded the motion.*

## 4. Financial Update & Year-End Spending (Discussion)

Jen Burk reviewed the financial reports.

The projection for the year-end fund balance is approximately \$3.5 million (6% of budget). The fund balance is primarily driven by the salaries and benefits of vacant positions. Two warrant articles that will be funded from the fund balance include \$75,000 for a playground at HO Smith and \$150,000 to go to the school renovation Capital Reserve Fund— have been accounted for in the fund balance calculation. Other major drivers are:

- The \$200,000 food service transfer is not anticipated to be needed this year due to the free meals program through the federal government. The program ends this year.
- A premium holiday from Primex from worker's compensation (savings due to returned premiums)

- Balance from charter schools based on services that students received there
- Savings on roof replacements cost

Vacant positions continue to be a serious issue. Staff are covering empty positions and its not sustainable. Current vacancies include teachers, paraprofessionals, monitors, custodians, food service, IT, maintenance personnel and others.

There was discussion on the increased fund balance being addressed earlier; positions (e.g. paras) were decreased in the budget to \$1 due to anticipation of some not being filled (there was a question if this helped the end-of-year fund balance). The budget is developed with all staff positions being filled from the start of the year, however in some years school may start without all positions being filled.

Mr. Gasdia had concerns about the district spending some of the fund balance before turning money back to taxpayers. Mr. Beals felt it was too early to decide on the percent of the balance to turn back (based on staffing and educational needs). There was a request to provide the fund balance with and without vacant positions being filled as well as the total number of teachers (head count). Mr. Beals requested a list of items that were funded and leftover from last year's requests.

*Mr. Gasdia made a motion that 90% of the fund balance go back to the taxpayers first. Mike Campbell seconded the motion. Motion passed 4:1.*

There was review of the list for year-end spending: projects for FY23 budget:

#### Principals/Administration Requests

- NWES Library refresh (similar to HMS project from FY21) – estimate \$50,000
- AHS Art Faculty Request – Digital Book Illustration technology (industry-standard iPads and Apple pencils that work with Procreate that is currently used in classes) to accommodate a new course in comic and children's illustration – estimate \$14,500

#### Facilities Requests

- HO Smith replacement of the lift – estimate \$30,000
- AHS Sound System – estimate \$15,530

#### Technology Requests

- New server to support expansion of cameras at HGS and NWES – estimate \$20,000
- LSS additional laptop cart (1 is in the budget for FY23, this would add another so they would have 4 in total) – estimate \$9,000
- HOS additional laptop cart (1 is in the budget for FY23, this would add another so they would have 4 in total) – estimate \$9,000

One additional request may be eligible for funding through a grant (looking into options through ARP): refreshing the HMS Life Skills space, which is estimated to cost around \$30,000.



Total Recommended = \$148,030 (excluding the grant-related item noted above)

Mr. Beals requested when the NWES library project was last refreshed. Mr. Campbell felt that the CIP facility use study was important; Mr. Beals was in support but felt that it was uncertain now that money would be available.

*Mike Campbell made a motion to approve the Capital Improvement Committee's facility use study for a cost of \$85,000 using end-of-year fund balance. Gretchen Whiting seconded the motion. Motion passed 4:0:1 (abstention/ "not at this time" - E. Beals)*

Results of the Federal Fiscal Monitoring conducted by the New Hampshire Department of Education included:

- Updates to policies/procedures (adequately covering federal regulations referenced in policies)
- Internal procedures needing to be updated with references, etc.
- Timecards used by staff (tracking work by Federal grants with correct dates, names, etc. - not using electronic signatures)
- Required statement on purchase orders specifically for Federal grants (all District P.O.s would now state having preference for domestic (US) products and support for minority and women-owned businesses)
- iReady program procurement process in accordance with the policy.

Some portions of the work on the above areas had been completed already. All updates will need to be completed by August.

#### **5. General Assurances FY23 (Decision)**

Mr. Russell reviewed the general assurances document from the NH Department of Education regarding compliance of grant funding.

#### **6. Superintendent Staffing Authority (Decision)**

Mr. Russell requested the authority to hire teachers between Board meetings due to the highly competitive job market (from tonight until the end of August 2022).

*Ethan Beals made a motion to give Mr. Russell authority to hire teachers between Board meetings (until August 2022). Maureen Dionne seconded the motion. Motion passed 5:0.*

### **F. Recommended Action [3:16:54]**

#### **1. Minutes - March 21, 2022 and April 4, 2022**

*Mike Campbell made a motion to approve the minutes of March 21, 2022 and April 4, 2022. Gretchen Whiting seconded the motion. Motion passed 5:0.*

#### **2. Alvirne High School Budget Transfer**

Ms. Burk noted that the manifests were all set, prior to reviewing the request from the High

School to transfer \$6,000 into the equipment account to purchase interactive technology for classrooms

*Gretchen Whiting made a motion to approve the \$6,000 transfer for monitor equipment. Mike Campbell seconded the motion. Motion passed 5:0.*

### **G. Committee Reports [3:18:28]**

Mr. Campbell mentioned that the Cable Committee met and went over bylaws regarding VHS tapes and the office at Town Hall.

Ms. Whiting noted that the Policy Committee met and reviewed policies and how to allow for a yearly review (divvying up policy sections and selecting some for review on a rolling 3-year period). The Budget Committee met. RSA 32 referenced members of School Board/Select Board as “ex-officio” members (to other Boards).

*Gretchen Whiting made a motion to refer (e.g. in policies and minutes) to the individual associated with the Budget Committee as “ex-officio member” and not as a liaison. Mike Campbell seconded the motion. Motion passed 5:0.*

Budget Committee members asked about end of year balance and job descriptions that correlated with positions. This will be worked on.

### **H. Board of Selectmen - Liaison Comments [3:22:06]**

Ms. Roy was impressed with students who presented at meetings. She informed the board that this would be the last meeting she would attend as representing the Board of Selectmen unless she filled in for Selectmen Gagnon. She said that it was a pleasure working with the Board.

### **I. Board Member Comments [3:23:23]**

Mr. Campbell noted that his son came home with an Alvirne Class of 2023 by the “ruler of the schools” (Mr. Russell).

Mr. Gasdia mentioned that the Board received an invitation from the Greater Hudson Chamber of Commerce for a banquet honoring the following: 2021 Citizen of the Year (Chrissy Peterson), and Joyce Hurd (2020); Large Business of the Year (Erickson Foundation Solutions and Granite Subaru); Small Business of the Year (Karascene and Cookies Cafe); Community Partner Hudson Memorial VFW Post 571 and Family Promise of Southern NH and Junior Citizens of the Year Molly Maclin (2021) and Evan Beals (2020) and Jack Gasdia (2019). All were congratulated.

### **J. Non-Public Session - Per RSA 91-A: 3 II c [3:25:35]**

*At 9:56pm, Mike Campbell made a motion to enter into non-public session per RSA 91-A:3 II c. Gretchen Whiting seconded the motion. Motion passed 5:0. Roll call vote.*

The Board discussed a staff issue and a student issue.



**K. Return to General Session and Adjourn**

*At 10:37 pm, Mr. Beals made a motion to return to general session and adjourn. Mr. Gasdia seconded the motion. Motion passed 5:0. Roll call vote.*

Respectfully submitted by  
Susan DeFelice

DRAFT



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## HUDSON SCHOOL BOARD

20 Library Street Hudson, New Hampshire

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### DRAFT Minutes

Thursday, April 21, 2022  
6pm

#### In Attendance

##### Board Members

Gary Gasdia, Chairman  
Gretchen Whiting, Vice Chair  
Ethan Beals  
Mike Campbell  
Maureen Dionne

##### SAU Staff

Jen Burk, Business Administrator  
Terry Wolf, Director Strategic Engagement &  
Communication  
Dan Moulis, Superintendent-Elect

#### New Hampshire School Boards Association - Training

##### Will Phillips, NH School Board Association

Mr. Phillips presented an overview of the role the School Board and of board members according to NH RSA and NH ed rules (Boards – Ed rules 303.01; Superintendents – Ed. 302.02). He reviewed the roles and responsibilities for school boards in governance, financial oversight, educational programming and personnel.

The key responsibilities of the board are to:

- Set and establish policy
- Set and establish the budget and provide budget oversight
- Hire and evaluate the superintendent
- Conduct various hearings
- Collective bargaining
- Communicate with the public
- Strategic planning

Mr. Phillips also provided a quick overview of RSA91-A, New Hampshire's Right to Know Law and the legal definitions of Meetings, Non-Meetings and Non-Public Sessions.

The training adjourned at 8:16pm.

Respectfully submitted by Terry Wolf