**ROCHESTER SCHOOL BOARD MEETING**
**ROCHESTER CITY HALL**
**CITY COUNCIL CHAMBERS**
**31 WAKEFIELD STREET**
**SEPTEMBER 10, 2026**
**6:00 PM**

**ORDER OF BUSINESS**

A. **Call to Order**

B. **Roll Call**

C. **Pledge of Allegiance**

D. **National Anthem**

E. **Reading of Records**
   a. Approval of the minutes from the August 13, 2026 Full School Board meeting.

F. **Swearing-In of Student Representatives to the School Board**
   a. Josefine Kho
   b. Rusty Keefe

G. **Report of the Superintendent**
   a. Police Commission - Student Recognition
      i. Zander Connelly, Owen Vaughn, Holly Richard
   b. Board Consideration
      i. SHS Student Trip
         1. Greece
         2. Belize

H. **Public Comment**
While the Board both recognizes and respects the right to free speech enshrined in the First Amendment to our Constitution, the Board wishes to make all speakers aware that statements made at public comment, depending on their content, are not immune from potential civil or criminal liabilities.

I. **Standing Committee Reports**
   a. **Governance Committee**
      i. Review of the August 20, 2026 meeting.
      ii. The Governance Committee recommends that the Board review policy BCA-R - Board Member Ethics Acknowledgment for first reading.
      iii. The Governance Committee recommends that the Board review policy AB - NH Parental Bill of Rights for first reading.
      iv. The Governance Committee recommends  that the Board approve policy BCA - School Board Member Ethics for second reading and adoption.

v. The Governance Committee recommends that the Board approve policy BDDC - Agenda Preparation and Dissemination to the full Board for second reading and adoption.

vi. The Governance Committee recommends that the Board approve the following policies for second reading and adoption.
1. DAF - Administration of Federal Grants
2. KB - Title 1 Family & Community Engagement
3. JFABD - McKinney-Vento Allowable and Disallowable Supports
4. JFARD-A - Education of Homeless Children and Youth

**b. Teaching, Learning & Student Supports Committee**

i. Review of the August 20, 2026 meeting.
*No Board action required.*

**c. Operations Committee**

i. Review of the September 3, 2026 meeting.
*No Board action required.*

**d. Finance Committee**

i. Review of the August 20 & September 3, 2026 Finance Committee meeting.

ii. The Finance Committee recommends the Board approve the Operations and Project Specialist job description.

iii. The Finance Committee recommends the Board approve a donation in the amount of $10,000 for student lunch debt.

iv. The Finance Committee recommends the Board approve the following resignations:
- Alissa Austin — Kitchen Manager - SHS
- Kim Tessier — Paraeducator - Gonic
- Lynn Young — Kitchen Manager - SHS
- Allyson Smith — SS Grade 8 - RMS*
- Jessica Lovell — ELO - SHS
- Jennifer Young — Paraeducator - RMS
- Katherine James — Para - RMS
- Neal Baxter — Para - RMS
- Kathryn Leahy — Secretary - CSS
- Wayne Bryant — 2nd Cook/Cashier - McC

v. The Finance Committee recommends the Board approve the following nominations:
- Pamela Lepene — 2nd Cook/Cashier - ERS
- Tracey Donaldson — Guidance - BCA (OYC)
- Erin Burns — ISEP - McC
- Kathryn Gregoire — Journalism - RMS (OYC)
- Danielle Palmer — Lunch/Recess Monitor - CSS
- Skylar Wilcox — Lunch/Recess Monitor - McC
- Sheila Brewer — 2nd Cook/Cashier - McC
- Thomas Gardner — Grade 3 - CSS (OYC)
- Sebastian Sandorfi — Grade 8 - RMS (OYC)
- Olivia Filomeno — English - SHS* (Pending Cert)
- Joseph Castroginovanni — ISEP - SHS
- Brandy Masoian — Administrative Assistant - SHS
- Christina Vanlandingham — Science - SHS (OYC)

| | |
|---|---|
| Tina Sbrizza | Lunch Monitor - ERS |
| Jadyn Paesano | Lunch Monitor - Gonic |
| Kelsey Potvin | REACH - Para |
| Joseph Santos | Custodian - SFS |

**vi.** The Finance Committee recommends the Board approve the following stipends:

| | |
|---|---|
| Jon Billings | Basketball, Varsity (B) Asst |
| Phoebe Downer | Basketball, Varsity (G) Head Coach |
| Benjamin Gregoire | Bass Fishing |
| Katrina Taylor | Cheering, Varsity - Head Coach |
| Dennis 'Butch' Emerson | Golf, Varsity |
| Rob Fortier | Golf, JV |
| Tracy Smith | Intramural MS |
| Kelsey Lloyd | Intramural MS |
| Kenny Mazige | Soccer, Varsity (B) Head Coach |
| Dan Bastien | Soccer, Varsity (G) Head Coach |
| Mike O'Brien | Track-CC, Varsity - Head Coach |
| Stephanie Nesbitt | Volleyball, Varsity (G) - Head Coach |
| Eugene Constandaki | Volleyball, JV (G) - Head Coach |
| Victoria Garay | Pro-Start Club SHS |
| Tracy Smith | Adventure Leader - RMS |
| Kelsey Lloyd | Adventure Leader - RMS |
| Steve Eliscu | Audio Visual -RMS |
| Lea Marshall | Book Club - RMS |
| Jeremy Jason | Chess Club - SHS |
| Stacy Hurteau | Class Advisor Freshman |
| Kim Paris | Class Advisor Freshman |
| Jon Rourke | Class Advisor Sophomore |
| Lee Sims | Class Advisor Sophomore |
| Addison Kennamer | Class Advisor Junior |
| Alexa Demers | Class Advisor Junior |
| Evelyn French Dupont | Class Advisor Senior |
| Alisabeth Eaton | Class Advisor Senior |
| Evelyn French Dupont | Project Grad Facilitator - SHS |
| Alisabeth Eaton | Project Grad Facilitator - SHS |
| Sean Kenney | Computer Club - SHS |
| Patrice Hunt | CTE Ambassador - SHS |
| Stacy Hurteau | Dance Team - SHS |
| Evelyn French Dupont | Debate Club - SHS |
| Kevin McNair | Dungeons & Dragons Club - SHS |
| Patrice Hunt | Educators Rising - SHS |
| Kristin Lavrich | Educators Rising - SHS |
| Darren Scopel | Environmental Club - SHS |
| Krystle Beaulieu | FBLA Advisor - SHS |
| Kate Nye | French Honor Society - SHS |
| Cheryl Stifter | Graduation Coordinator - SHS |
| Mark Sampson | Guitar Club - RMS |
| Lisa Kumph | Health Occ. Advisor (HOSA) - SHS |
| Ryan Bernier | Interact Club - SHS |
| Jennifer Daly | Jewelry Club - SHS |
| Kevin McNair | Model UN - SHS |
| Bronald Vasalle | Mu Alpha Theta Advisor - SHS |
| Marissa Chapman | National Honor Society - SHS |
| Taylor Ramsay | National Honor Society - SHS |

- Korianne Moore — National Jr. Honor Society - RMS
- Lisa Kumph — National Tech Honor Society - SHS
- Hailey Nesbitt — SALT - SHS
- Bob Nienhouse — Skills USA - SHS
- Monica Ramirez Echeverria — Spanish Nat Honor Society - SHS
- Kristin Walsh — Spaulding News - SHS
- Robert Moore — Stem Club - RMS
- Ryan Bernier — Student Council - SHS
- Talyn McGarrity — Student Council - RMS
- Emma Knowles — Student Council - RMS
- David Suoth — Yearbook Advisor - SHS
- Alexa Demers — Yearbook Advisor - SHS
- Sarah Gerardi — Yearbook Advisor - RMS
- Lisa Hernandez Parsell — CA - Math Grade 6 - RMS
- Talyn McGarrity — CA - Math Grade 7 - RMS
- Sara Keller — CA - Math Grade 8 - RMS
- Michele Shaw — CA - Special Education - RMS
- Jen Duprat — CA - SS - Grade 6 - RMS
- Caryn Costello — CA - SS - Grade 7- RMS
- Kayla Wark — CA - SS - Grade 8 -RMS
- Cheryl Hanscom — CA - English Grade 6 - RMS
- Margaret DeTeso — CA - English Grade 7 - RMS
- Lea Marshall — CA - English Grade 8 - RMS
- Tim Farrington — CA - Science - Grade 6 - RMS
- Allen Spader — CA - Science - Grade 7 - RMS
- Braden Ott — CA - Science - Grade 8 - RMS
- Tracy Smith — CA - Unified Arts - RMS
- Ryan Bernier — Department Head - Special Ed
- Marcie Fracour — Department Head - Special Ed
- John Arias — Department Head - ROTC
- Marissa Chapman — Department Head - Art
- Lauren Despins — Department Head - Art
- Jay Keough — Department Head - CTE
- Bob Neinhouse — Department Head - CTE
- Susan Westfall — Department Head - English
- Lee Sims — Department Head - Foreign Lang
- Stephen Prescott — Department Head - Math
- John Vasalle — Department Head - Math
- Ron Goodwin — Department Head - Music
- Kristen Truax — Department Head - Health/PE/FCS
- Kim Corey — Department Head - Health/PE/FCS
- Michelle Forrestall — Department Head - Raider Pathway
- Karen McDermott — Department Head - Guidance
- Mary Evilsizer — Department Head - Science
- Taylor Ramsay — Department Head - Science
- Kevin McNair — Department Head - Social Studies
- Jennifer Ford — Department Head - Social Studies
- Robert Sturtevant — Anime Club - SHS
- Emmauell McGowan — Art Club Advisor - SHS
- Nikki Luciano-Bourgeois & Brett Branscombe — Auditorium Stage Manager -SHS
- Brett Branscombe — Band, Drill Master - SHS
- Nikki Luciano-Bourgeois — Drama - SHS

- Brett Branscombe — Drama, Musical Coach - SHS
- Nikki Luciano-Bourgeois — Drama, Technical Director - SHS
- Nikki Luciano-Bourgeois — Drama, Choreographer - SHS
- Meredith Vail — Jump Rope Club - McClelland
- Bailey Pavelot & Sarah Robinson — Jump Rope Club - Chamberlain
- Sandra Byrne — Jump Rope Club - ERS
- Sarah Robinson & Bailey Pavelot — Running Club - Chamberlain
- Sandra Byrne — Running Club - ERS
- Hannah Bieniek, Meredith Tansey, Jill Calderara & Jamie Ricco — Running Club - McClelland

- Jen Gilman, Amy Garland, Christy Stokel, Brooke Moody & Brittney Knight — Running Club - SFS

- Sally Stailey — Student Council - Chamberlain
- Pam Lutz & Cathy Olson — Student Council - SFS
- Samantha Gee — Student Council - Gonic
- Melissa Arsenault — Yearbook - Chamberlain
- Alyson Dolan & Mandie DeCost — Yearbook - McClelland
- Dan Saucier — ERS - Drama Club
- Lisa Forsley — SFS - Drama Club
- Jenna Buinicky — SFS - Drama Club
- Adam Black — RMS - Guitar Club
- Gail Corey — ERS - Student Council
- Nicole Merrigan — ERS - Student Council
- Dan Saucier — ERS - Yearbook
- Jenna Buinicky — SFS - Yearbook
- Tammy Hart — Gonic - Yearbook

**J. NH Legislative Bills**

**K. Additional Public Comment**

**L. Other**

**M. Non-Public Session**

RSA 91-A:3, II(k) consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations.

RSA 91-A:3(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

**N. Adjournment**

**DRAFT**
**ROCHESTER SCHOOL BOARD MEETING**
**ROCHESTER SCHOOL DISTRICT BOARDROOM**
**JAMES W. FOLEY COMMUNITY CENTER**
**150 WAKEFIELD STREET**
**AUGUST 13, 2026**
**6:00 PM**

**School Board Members Present:** Matt Pappas, Lisa Carlberg, Anne Grassie, Samantha Smith, Nick Bellows, Katherine Anderson, Sue Horne, Jerry Gregoire, Samantha Battis, Erik White, Kelli Campbell
**Student Members Present:** Josefine Kho, Rusty Keefe
**School Board Members Absent:** Shauni McGowan, Sam Oliver
**SAU Administration & Staff Present:** Jared Fulgoni, Sherri Nichols, Shannon Vitas
**City Council Members Present:** Mayor, Chuck Grassie, Dan Fitzpatrick, Les Horne, John Larochelle, Christine Gianotti, David Walker, Chuck Creteau, Susan Rice, Don Hamann, Matthew Richardson, Kevin Sullivan

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**Call to Order**
Chair Matt Pappas called the meeting to order at 6:05 p.m. A roll call was taken, followed by the Pledge of Allegiance.

**Reading of the Record**
Nick Bellows moved, seconded by Anne Grassie, to amend the July 9th, Full Board meeting minutes to reflect that the Special Full Board minutes on June 16th were also approved and to amend the non-public minutes of July 9th to reflect discussion of legal matters and that no vote was taken.
**Nay -** Lisa Carlberg. Motion carried 10-1

**Committee Overview**
Chair Matt Pappas welcomed city councilors and the new student representatives, Rusty Keefe and Josefine Kho to the school board meeting. Followed by a review of TLLS, Operations, Finance and Governance committees.

Mayor Grassie reviewed a consideration of consolidating some city and school services such as finance and IT departments and to eliminate duplication of resources. Finance Director, Mark Sullivan reviewed the creation of a potential CIP fund for the District that could be used for building and maintenance repair.

**Trustees of the Trust Fund**
Trustees, Brett Johnson, Jerry Rainville and Jill Trombley reviewed their fiduciary roles and responsibilities and how it impacts the city and school district. The trustees awarded over 50,000 in scholarships to high school students this past year.

**Public Comment**
None

**Governance Committee**
*The July meeting cancelled - no action was taken*

**Teaching, Learning & Student Supports Committee**
*The July meeting cancelled - no action was taken*

**Operations Committee**
*No Board action required*

**Finance Committee**
Matt Pappas moved, seconded by Nick Bellows, to approve the following resignations:
Motion tabled until after the non public session.

- Carson Holmes | Paraeducator - Gonic
- Vineivy Rodriguez Caba | Custodian - SHS
- Cassandra Tallant | Special Education Teacher - SFS*
- Jennifer Cyr | Reading Specialist - ERS*
- Kelly Bonsell | Paraeducator - ERS
- Rachel Breault | Grade 3 - CSS*

Matt Pappas moved, seconded by Nick Bellows, to approve the following nominations:
Motion carried unanimously. Rescued - Kelli Campbell

- Meredith Vail | Guidance - McC
- Alicia Watkinson | RBT
- Rosario Linck | Paraeducator - SFS
- Lisa Clark | Art - RMS
- Brycen Catania | SS - RMS (pending cert)
- Bryanna Bagley | RBT
- Kyla Kinney | RBT
- Cathy Hutchins | 2nd Cook/ Cashier - CSS
- Rachael Lavigne | Social Worker - BCA (pending cert)
- Bryan Hayward | Special Education - SFS
- Eryn Aubin | Administrative Assistant - BCA
- Amy Stanwick | Social Studies - SHS
- Kaiden Allen | PE (Long Term Sub) OYC - McC
- Sandra Blanchette | Food Service PT - ERS
- Julia Carr | Grade 1 - CSS (OYC, 2nd Year)
- Bailey Pavlot | Kindergarten (OYC)
- Nicholas Sullivan | Assistant Principal - RMS
- Cara McNevich | Reading Specialist - ERS

Matt Pappas moved, seconded by Nick Bellows, to approve the following stipends:
Motion carried unanimously.

- Ron Goodwin | Band Director – SHS
- Taylor Trudeau | Band – Elementary
- Jonathan Trudeau | Band – Elementary
- Maggie O'Neill | Chorus – RMS
- Kenny Mazige | Boys Varsity Soccer (Head Coach)

Matt Pappas moved, seconded Katherine Anderson, to approve the consolidation of Cash CIP funds in the amount of $500,000 and forward the recommendation to City Council for approval. Motion carried unanimously.

Anne Grassie moved, seconded by Jerry Gregoire, to table the approval of MS 26 proposed budget form. Motion carried unanimously.

Matt Pappas moved, seconded by Kelli Campbell, to approve the employee wellness bid submitted by Athletic Instinct in the amount of $30,000. Motion carried unanimously.

Matt Pappas moved, seconded by Katherine Anderson, to approve moving existing funds in MSMS clubs and activities to support other clubs and activities at existing schools. Motion carried unanimously.

Matt Pappas moved, seconded by Nick Bellows to approve using JUUL funds for student-centered programming in the amount of $97,800. Motion carried unanimously.

**Addendum**
Matt Pappas moved, seconded by Katherine Anderson, to approve the following resignation:
Motion carried unanimously.

- Kelsey Potvin — Paraeducator - ERS

Matt Pappas moved, seconded by Erik White, to approve the following list of nominations:
Motion carried unanimously

- Silas McIntire — Power Program UA - RMS
- Margot D'Eon — Special Education - RMS
- Avery Matera — Social Studies - RMS (OYC)
- Brigham Pendleton — Graphic Design - CTE/SHS
- Brett Branscombe — Music - SHS
- Katherine Bohne — RBT (Pending Cert)
- Julia Ertelt — Special Education - RMS
- Amber Wolfert — Paraeducator - McC

**Additional Public Comment**
None

**Other**
Samantha Smith moved, seconded by Anne Grassie, to approve the Lunch/Recess Monitor – Title I funded job description. Motion carried unanimously.

Erik White moved, seconded by Kelli Campbell, to accept the Crotched Mountain Fund - Kids Anchor Partnership Award. Motion carried unanimously.

**NonPublic Session**
Matt Pappas moved, seconded by Katherine Anderson to enter non-public session under RSA 91-A:3, II(a) the dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted and RSA 91-A:3(l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.

**Roll Call**

**Yes**: Matt Pappas, Lisa Carlberg, Anne Grassie, Samantha Smith, Nick Bellows, Katherine Anderson, Sue Horne, Jerry Gregoire, Samantha Battis, Erik White, Kelli Campbell.
Motion carried unanimously.
**No**:

**Public Session**
Katherine Anderson moved, seconded by Kelli Campbell, to return to public session at 9:20 pm. Motion carried unanimously.

Matt Pappas moved, seconded by Kelli Campbell, to approve the following resignations:
Motion carried unanimously.

- Carson Holmes — Paraeducator - Gonic
- Vineivy Rodriguez Caba — Custodian - SHS
- Cassandra Tallant — Special Education Teacher - SFS*
- Jennifer Cyr — Reading Specialist - ERS*
- Kelly Bonsell — Paraeducator - ERS
- Rachel Breault — Grade 3 - CSS*

Jerry Gregoire moved, seconded by Anne Grassie, to accept the superintendent's recommendation. Motion carried. (10-1)
**Nay**: Nick Bellows

**Adjournment**
Kelli Campbell moved, seconded by Katherine Anderson, to adjourn the meeting at 9:22 pm. Motion carried unanimously.

**BCA-R**

**SCHOOL BOARD MEMBER ETHICS ACKNOWLEDGMENT OF SCHOOL BOARD ETHICS POLICY**

I, ___________________, have read Rochester School District School Board Policy BCA – School Board Ethics.

I, ___________________, shall, to the best of my ability, strive to improve public education and to adhere to all ethical statements and considerations contained within that policy.

__________________________________________ ___________________
Signature of School Board Member Date

__________________________________________ ___________________
Signature of School Board Chair Date

Witness: ______________________
Superintendent

AB

# New Hampshire Parental Bill of Rights

A. New Hampshire Parental Bill of Rights

I. All parental rights are reserved to the parents of a minor child in this state without obstruction or interference from any school. These rights include, but are not limited to, the right:

1. To direct the upbringing and the moral or religious training.

2. To direct the education, including the right to choose to enroll the minor child in an assigned resident public school, a public charter school, a non-public school, including a religious school, a home education program, or any other state-based education program, as authorized by law, as an alternative to public education, as set forth in RSA 193:1 and RSA 194-F:1, et seq.

3. To request that a minor child be enrolled in a public school other than the public school assigned to them by their residence to avoid a manifest educational hardship, as set forth in RSA 193:3.

4. To enroll their minor child in gifted or special education programs if the child qualifies for such programs.

5. To inquire of the school or school personnel and promptly receive accurate, truthful, and complete disclosure regarding any and all matters related to their minor child, unless an immediate answer cannot be provided when the initial request is made, in which case, the answer shall be provided no later than 10 business days after the request.

6. To be informed of the school's policy regarding discipline policies and procedures, as set forth in RSA 193:13.

7. To obtain access for a minor child to public curricular courses and co-curricular programs offered by the local school district where the student resides while choosing to enroll their child in a non-public, public chartered, home education, or any other state based education program, as set forth in RSA 193:1-c and RSA 194-F:2, II(d).

8. To inspect any instructional material used as part of the educational curriculum within a reasonable period following a request, as set forth in 20 U.S.C. section 1232h(c)(1)(C).

9. To opt out of health or sex education and any other objectionable material, as set forth in RSA 186:11, IX-b and IX-c.
10. To be advised of and have the right to opt the minor child out of any nonacademic survey or questionnaire.

11. To opt out of any district-level data collection relating to their minor child not

required by federal or state law.

12. To exempt their public-school minor child from participating in required statewide assessments in English, language arts, mathematics, and/or science, as set forth in RSA 193-C:6.

13. To receive information regarding the level of achievement and academic growth of their minor child in the state academic assessments in English, language arts, mathematics, and/or science, as set forth in the Every Student Succeeds Act, 20 U.S.C. section 1112 (e)(1)(B)(i).

14. To receive a school report card and be informed of their minor child's attendance requirements and compliance with such requirements.

15. To access and review all education records relating to their minor child within 10 business days after the day the school receives a request for access, as set forth in RSA 189:66, IV and 34 C.F.R. 99.5.

16. To consent in writing before the state or any of its political subdivisions, including, without limitation, any school pursuant also to the provisions of RSA 189:68, III-V, makes a video or voice recording, unless such recording is made during or as part of a court proceeding or part of a forensic interview in a criminal or other investigation by the bureau of child protective services or it is to be used solely for the purpose of a safety demonstration, including the maintenance of order and discipline in the common areas of a school or on student transportation vehicles.

17. To be notified whenever seclusion or restraint has been used on their minor child as set forth in RSA 126-U:7.

18. To access and review all medical records of their minor child maintained by a school or school personnel, unless otherwise prohibited by law.

19. To exempt their minor child from immunizations if, in the opinion of a physician, the immunization is detrimental to the child's health or because of religious beliefs, as set forth in RSA 141-C:20-a and RSA 141-C:20-c.

II. Federal law provides for additional parent and family involvement for schools that are receiving Title I, Part A; Title I, Part C (migrant); Title III, Part A (EL) funds, including:

1. The right to receive information, including student reports, in an understandable and uniform format and to the extent practicable, in a language that parents can understand, as set forth in 20 U.S.C. sections 1112(e)(4); 1114(b)(4); 1116(e)(5); and 1116(f).

2. Upon request of the parent, the right to receive information regarding state qualifications of the student's classroom teachers and paraprofessionals providing services to their minor child, as set forth in 20 U.S.C. section 1112(e)(1)(A)(i-ii).

3. The right to receive an annual local educational agency report card that includes information on such agency as a whole and each school served by the agency, as set forth in 20 U.S.C. section 1111(h)(2)(A-B)(i-iii).

B. Dissemination

Pursuant to RSA 189-B:5, II, the Board directs that the Superintendent cause a complete copy of Section A (the Parental Bill of Rights) of this policy to be published:

1. Permanently on the District's website; and

2. Each year in every student and employee handbook.

***Legal References***

*RSA 126-U Limiting the Use of Child Restraint Practices*

*RSA 141-C:20-a Immunization*

*RSA 141-C:20-c Exemptions*

*RSA 186:11, IX-b Health and Sex Education*

*RSA 186:11, IX-c Objectionable Course Material*

*RSA 186:11, IX-d Duties of State Board of Education*

*RSA 186:11, IX-e Notice to Parents/Guardian Required*

*RSA 189:66 Data Inventory and Policies Publication*

*RSA 189:67 Limits on Disclosure of Information*

*RSA 189:68 Student Privacy*

*RSA 193:1 Duty of Parent; Compulsory Attendance by Pupil*

*RSA 193:13 Suspension and Expulsion of Pupils*

*RSA 193:3 Change of School or Assignment, Manifest Educational Hardship or Best Interest, Excusing Attendance*

*34 CFR. Part 99 Family Educational Rights and Privacy Act Regulations 20*

*U.S.C. § 1232h Protection of Pupil Rights Amendment (PPRA)*

Cross References

EEAA Video and Audio Surveillance on School Property and Buses IGE Parental

Objections to Specific Course Material IHAM Exemption from Health Education

IHAM-R Health and Sex Education Exemption: Opt-Out Form IK Earning

of Credit

ILD Non-Educational Questionnaires, Surveys & Research

JCA Change of Class or School Assignment - Best Interests and Manifest Hardship

JIC Student Conduct

JICD Student Discipline/Out-of-Schools Actions

JJJ Access to Public School Programs by Resident Non-Enrolled District Students

JKAA Use of Restraints and Seclusion

JLCB Immunizations of Students

JRA Family Educational Rights and Privacy Act (FERPA)

| ROCHESTER SCHOOL DISTRICT | POLICY: BCA |
|---|---|
| ADOPTED: APRIL 8, 1993 | LAST AMENDED: |

**SCHOOL BOARD MEMBER ETHICS**

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

2. ~~As a member of my local Board of Education, I will strive to improve public education, and to that end I will strive to adhere to the following expectations:~~

3. Attend all regular scheduled Board meetings insofar as possible, and become informed concerning the issues to be considered at those meetings;

4. Respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session;

5. Understand that the Board, as governing body, does not manage the District, but rather sets the broad goals and standards for the District by way of policies adopted by a quorum of the Board at proper meetings under the Right-to-Know law;

6. Recognize that individual Board members are without authority to act relative to School District business, and that I may not individually commit the Board to any action except as specifically designated to do so by Board action;

7. Make decisions and take votes based upon the available facts, the full deliberation of the Board, and my independent judgment, and refuse to surrender or subordinate that judgement to any individual or special interest group;

8. Recognize that as a general principle the District and its students benefit when Board decisions, which have been made following consideration of all sides and vote of a quorum, receive the subsequent support of the whole Board, whenever practicable.

9. Take no private action that will compromise the Board or administration, and respect the confidentiality of information that is privileged under applicable law or is received in confidence or non-public session;

10. Work with other Board members to establish effective Board policies and to delegate authority for the administration of the schools to the Superintendent of Schools;

11. Encourage the free expression of opinion by all Board members, and seek systematic communication channels between the Board and students, staff, and all members of the community;

12. Avoid being placed in a position of conflict of interest, and refrain from using my Board position for personal or partisan gain;

13. Communicate to the Superintendent and to the rest of the board (only as consistent with the Right-to-Know law) public sentiment and reaction including but not limited to board programs, policies, and other board actions. ~~expressions of public reaction to Board programs, policies and other Board actions;~~

14. Refer individual parents or community member's concerns to an Administrator or the Superintendent;

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

16. Inform myself about current educational issues by individual study and through participation in programs providing needed information, such as those sponsored by my state and national school boards associations;

17. Support the employment of those people's best qualified to serve as school staff, and insist on a regular and impartial evaluation of all staff;

18. Remember always that my first and greatest concern must be the educational welfare of the students attending the public schools.

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

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**Adopted**: April 8, 1993
**Amended**: June 12, 2008; April 17, 2017; November 12, 2020

| ROCHESTER SCHOOL DISTRICT | POLICY: BDDC |
|---|---|
| ADOPTED: APRIL 8, 1993 | LAST AMENDED: |

**AGENDA PREPARATION AND DISSEMINATION**

The Superintendent shall prepare all agendas for the meetings of the Board. In doing so, the Superintendent shall consult with the Board Chair and appropriate members of the executive staff.

~~Items to be placed in the agenda should be in the hands of the Superintendent on or before the seventh day preceding the meeting. Items not included in the agenda may be brought before the meeting provided it is agreed to by the Board.~~

Items of business may be suggested by any Board member, staff member, student, or citizen of the district. The inclusion of items suggested by staff members, students, or citizens shall be at the sole discretion of the Superintendent.

The Board shall follow the order of business set up by the agenda unless the order is altered by a majority vote of the members present and voting. Items of business not on the agenda may be discussed and acted upon if a majority of the Board agrees to consider them. The Board, however, may not revise Board policies, or adopt new ones, unless such action has been scheduled.

The agenda, together with supporting materials, shall be distributed to Board members, ~~sufficiently~~ 48 hours prior to the Board meetings, if at all possible, to permit them to give items of business careful consideration. The agenda shall also be made available to the press and others upon request.

The agenda will be posted at the City Hall, on the District website and the foyer of the Superintendent's Office, in accordance with RSA 91-A:2.

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**Adopted**: April 8, 1993
**Amended**: June 12, 2008; August 10, 2017

**DAF**

## ADMINISTRATION OF FEDERAL GRANTS

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:


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

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

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

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

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

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

**DAF-1 ALLOWABILITY**

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

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

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the Federal award and be allocable thereto under these principles.

   a. To determine whether a cost is “reasonable”, consideration shall be given to:

      i. whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the Federal award;

      ii. the restraints or requirements imposed by such factors as sound business practices, arm’s length bargaining, Federal, State, local, tribal and other laws and regulations; iii. market prices for comparable goods or services for the geographic area;

      iv. whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and

      v. whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While Federal regulations do not provide specific descriptions of what satisfied the “necessary” element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.

b. When determining whether a cost is “necessary”, consideration may be given to whether:

i. the cost is needed for the proper and efficient performance of the grant program;

ii. the cost is identified in the approved budget or application;

iii. there is an educational benefit associated with the cost;

iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or

v. the cost addresses program goals and objectives and is based on program data.

c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.

2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.

3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.

4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.

5. Be determined in accordance with generally accepted accounting principles.

6. Be representative of actual cost, net of all applicable credits or offsets.

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

7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.

8. Be adequately documented:

   a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;

b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

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

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

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

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

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

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

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

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

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

   a. Administrative or clerical services are integral to a project or activity.

   b. Individuals involved can be specifically identified with the project or activity.

c. Such costs are explicitly included in the budget or have the prior written approval of the Federal awarding agency.

d. The costs are not also recovered as indirect costs.

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

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

E. **Timely Obligation of Funds:** Obligations are orders placed for property and services, contracts and sub awards 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.

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

## DAF-2 <u>CASH MANAGEMENT AND FUND CONTROL</u>

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.

2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of $500 per year on Federal cash balances.

3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.

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

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

**DAF-3 PROCUREMENT**

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

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

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

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate, are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with Federal funds.

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

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

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

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

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

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

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

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

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

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

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

C. **<u>Procurement Methods</u>:** The District shall utilize the following methods of procurement:

1. <u>Micro-purchases</u>

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. <u>Small Purchases (Simplified Acquisition)</u>

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

3. <u>Sealed Bids</u>

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

4. <u>Competitive Proposals</u>

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

If this method is used, the following requirements apply:

a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent practical.

b. Proposals shall be solicited from an adequate number of sources.

c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.

d. Contracts shall be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered.

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

5. Noncompetitive Proposals

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

a. the item is available only for a single source;

b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or

d. after solicitation of a number of sources, competition is determined to be inadequate.

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

1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

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

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

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

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

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

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

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

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

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

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

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

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

1. **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 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 (J).

5. **Negotiation of 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 200.323(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.

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.

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.

## 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;

6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and

7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

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

**C. “Buy American” Requirement:**

Under the “Buy American” provision of the National School Lunch Act (the “NSLA”), school food authorities (SFAs) are required to purchase, to the maximum extent practicable, *domestic commodity or product*. As an SFA, the District is required to comply with the “Buy American” procurement standards set forth in 7 CFR Part 210.21(d) when purchasing commercial food products served in the school meals programs. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District’s behalf (e.g., food service management companies, group purchasing cooperatives, shared purchasing, 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 using “*substantial”* agricultural commodities that are produced in the United States. For purposes of the act, “*substantial*” means that over 51 percent of the final processed product consists of agricultural commodities that were grown domestically. Products from Guam, American Samoa, Virgin Islands, Puerto Rico, and the Northern Mariana Islands are allowable under this provision as territories of the United States.

1. Exceptions: The two main exceptions to the Buy American requirements are:
   a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
   b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Superintendent, 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
   e) Require suppliers to provide specific information about the percentage of U.S. content in food products from time-to-time.

## 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-throughentity, 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** **<u>INVENTORY MANAGEMENT - EQUIPMENT AND SUPPLIES PURCHASED WITH FEDERAL FUNDS</u>**

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. **<u>"Equipment" and "Pilferable Items" Defined</u>:** 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. **<u>Records</u>:** The 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 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. **<u>Inventory</u>:** No less than once every two years, the Superintendent 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, inventories shall be conducted consistent with District policy.

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

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

**DAF-7** **<u>TRAVEL REIMBURSEMENT – FEDERAL FUNDS</u>**

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 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 Superintendent shall maintain sufficient records to justify that:

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

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

## DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

All fiscal transactions must be approved by the Superintendent who can attest that the expenditure is allowable and approved under the federal program. The 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.

The District will also follow any time and effort requirements imposed by NHDOE or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent 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 date 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 relative to federal grant funds 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 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 Number (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 subaward 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.
   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 subaward during the negotiation process.

4. Monitor financial and programmatic progress and ability of the subrecipient to meet 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 invoice 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 (nonfederal)/in-kind match work from the subrecipient.
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
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 findings pertaining to the Federal award.

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 200.338 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.
f) Take other remedies that may be legally available.

***<u>Legal References</u>:***
*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)*
*200 Appendix II*
*7 CFR Part 210*
*210.16; 210.19; 210.21; 215.14a; 220.16*

**Adopted: July 8, 2021**
**Amended: February 10, 2022**

## TITLE I FAMILY AND COMMUNITY ENGAGEMENT

The Board of School Committee endorses the family and community engagement goals of the Every Student Succeeds Act and encourages regular collaboration between family members, community members, and school leadership. The education of children is viewed as a cooperative effort among the parents, school and community, as well as other family members who are involved in supporting the child's development and education.

Pursuant to federal law, the Rochester School District will develop jointly with distribute to parents of children participating in the Title I program a written family and community engagement policy.

The goal of this policy is to:

1. Honor and recognize families' funds of knowledge,
2. Connect family engagement to student learning,
3. Create welcoming, inviting cultures, and
4. Develop the capacity of families to negotiate the roles of supporters, advocates, and collaborators.

The Rochester School District will implement at least one annual meeting that is available to all families of students attending Title I schools and/or for families that include a student who receives Title I services (Targeted Schools). These meetings will provide parents and family members opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Additional meetings may be held at the will of the Superintendent or the School Board Committee. These meetings will be used to:

1. Involve parents in the joint development of the Title I program plan, the process of reviewing the implementation of the plan, and suggesting overall school improvements goals.
2. Provide the coordination, technical assistance and other support necessary to assist participating schools in planning and implementing effective family and community engagement activities to improve student academic achievement and school performance.
3. Build the schools' and parents' capacity for strong family and community engagement.
4. Coordinate and integrate Title I family and community engagement strategies with those of other educational programs.

5. Conduct, with the involvement of families, an annual evaluation of the content of the family engagement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The Rochester School District will use the findings of such evaluation to design strategies for more effective parental involvement and to revise, if necessary, the parental involvement policies.

6. Involve families in the activities of the schools served.

Title I funding, if sufficient, may be used to facilitate parent attendance at meetings through payment of transportation, childcare costs, food for the event, and academic based supplies and activities during the event. In targeted assistance programs, the families of children identified to participate in Title I programs will receive from the school Principal and/or Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home.

**NHSBA Note, September 2016**: Changes to this Sample Policy are required pursuant to the recent passage of the Every Student Succeeds Act (ESSA). ESSA contains various changes to Title I requirements and certain aspects of community and parental involvement. The changes made throughout this policy are intended to address those requirements. The changes made throughout this policy relative to Title I parental involvement are recommended by the New Hampshire Department of Education in collaboration with NHSBA.

***Legal References:***

*20 U.S.C. §6318, Title I - Parental Involvement*

NHSBA Code KB

First Reading Coordination:

Second Reading and. Approval:

# McKinney-Vento Allowable and Disallowable Supports Policy

### Transportation, Educational Hardship Supports, Supplies, and Cost Sharing

### (Aligned with Federal EDGAR Requirements and New Hampshire DOE Guidance)

## Purpose

This policy establishes allowable and disallowable expenditures under the McKinney-Vento Homeless Assistance Act program to ensure compliance with federal grant requirements under EDGAR and guidance from the New Hampshire Department of Education.

The purpose of McKinney-Vento funds is to remove barriers to enrollment, attendance, participation, and academic success for students experiencing homelessness.

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# Legal Authority

This policy is guided by:

- U.S. Department of Education EDGAR Uniform Grant Guidance
- 2 CFR Part 200 – Uniform Administrative Requirements and Cost Principles
- Transportation Costs under 2 CFR §200.474
- Travel Costs under 2 CFR §200.475
- New Hampshire Department of Education transportation reimbursement guidance and administrative rules

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# General Allowability Standards

All expenditures must be:

1. Necessary and reasonable;
2. Directly connected to removing educational barriers;
3. Allocable to the McKinney-Vento program;
4. Properly documented;
5. Consistent with district policy and federal cost principles.

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# Allowable Supports

## 1. Educational Hardship Supports

Allowable educational hardship supports may include:

- School supplies;
- Backpacks;
- Basic classroom materials;
- Hygiene products needed for school participation;
- Required uniforms;
- Academic fees;
- Graduation fees;
- Chromebook or technology access when tied to educational participation;
- Emergency educational materials;
- Tutoring and supplemental educational services;
- Fees necessary for participation in school programs.

These supports must directly assist students in maintaining school stability and educational access.

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## 2. Transportation Reimbursement

Transportation may be supported when necessary for:

- School attendance;
- Maintaining school of origin;
- Participation in educational programming;
- Access to tutoring or approved educational activities.

Allowable reimbursement methods include:

### Mileage Reimbursement

Districts may reimburse mileage at the approved federal or district reimbursement rate when:

- The transportation is necessary for educational access;
- Documentation is maintained;
- Mileage logs are submitted.

### Public Transportation

Allowable costs include:

- Public bus passes;
- Regional transit passes;
- City bus tokens;
- School-approved shuttle services.

Preference should be given to the lowest reasonable transportation cost available.

Transportation costs are allowable under federal cost principles when properly documented.

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# Cost Sharing and Transportation Coordination

Whenever feasible, districts should implement cost-sharing measures to maximize grant resources.

## Preferred Transportation Hierarchy

1. Existing school district transportation;
2. Public transportation routes;
3. Shared district transportation arrangements;
4. Parent/guardian mileage reimbursement;
5. Contracted transportation services only when no reasonable alternative exists.

Districts are encouraged to coordinate:

- Existing bus routes;
- Regional transit systems;
- Cooperative agreements with neighboring districts;

- Shared transportation planning.

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# Regular Bussing and Public Transportation Access

The district may support:

- Daily or weekly public bus passes;
- Student transit cards;
- Coordination with local transit authorities;
- Access to regularly scheduled school transportation.

The district should prioritize transportation systems that are:

- Sustainable;
- Cost-effective;
- Consistently available to students;
- Equitable across the student population.

Under New Hampshire transportation guidance, reimbursement structures recognize both regularly scheduled transportation and self-transportation arrangements.

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# Disallowable Costs

The following costs are generally NOT allowable under McKinney-Vento funds unless specifically approved and documented as the only reasonable option:

## Uber, Lyft, Taxi, and Ride Share Services

The district shall not routinely use:

- Uber;
- Lyft;
- Taxi services;
- On-demand ride share applications.

These services are considered high-cost transportation options and may create concerns regarding:

- Cost reasonableness;
- Consistency;
- Procurement compliance;
- Student safety documentation;
- Lack of equitable transportation planning.

Ride-share or taxi services may only be used in documented emergency situations when:

- No public transportation exists;
- No district transportation is available;
- Immediate educational access would otherwise be prevented;
- Administrative approval is obtained in advance.

The district must maintain written justification demonstrating why lower-cost transportation alternatives were unavailable.

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# Additional Disallowable Expenses

McKinney-Vento funds may NOT be used for:

- Entertainment expenses;
- Non-educational incentives;
- Vehicle purchases;
- Vehicle lease payments;
- Gas cards without documentation;
- Personal family expenses unrelated to school participation;
- Luxury transportation services;
- Unapproved travel expenses.

All unallowable costs are subject to repayment under federal grant audit findings.

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# Documentation Requirements

The district shall maintain:

- Mileage logs;

- Bus pass receipts;
- Transportation approvals;
- Student support documentation;
- Proof of educational necessity;
- Cost-sharing calculations;
- Purchase receipts;
- Administrative approvals.

All records must comply with federal record retention requirements.

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# Administrative Review

All expenditures shall be reviewed by:

- McKinney-Vento Liaison;
- Business Administrator;
- Federal Grants Manager.

Questionable expenditures may require prior written approval under EDGAR standards.

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# Compliance Statement

Failure to comply with federal cost principles, EDGAR regulations, or New Hampshire Department of Education requirements may result in:

- Audit findings;
- Repayment of grant funds;
- Loss of federal funding eligibility.

This policy shall be reviewed annually and updated as federal or state guidance changes.

# Education of Homeless Children and Youth Policy

## Purpose

The School District is committed to ensuring that all children and youth experiencing homelessness have equal access to a free, appropriate public education, consistent with federal and state law. This policy establishes the District's obligations under the McKinney-Vento Homeless Assistance Act, Title I, Part A of the Elementary and Secondary Education Act, the Education Department General Administrative Regulations (EDGAR), and applicable New Hampshire statutes and regulations.

## Legal Authority

This policy is adopted in accordance with, but not limited to:

- McKinney-Vento Homeless Assistance Act, 42 U.S.C. §§ 11431–11435
- Elementary and Secondary Education Act (ESEA), Title I, Part A
- Education Department General Administrative Regulations (EDGAR), 2 C.F.R. Part 200
- New Hampshire Revised Statutes Annotated (RSA) 193, 193-E, and related provisions
- New Hampshire Department of Education (NHED) rules and guidance

## Policy Statement

The District shall ensure that homeless children and youth:

- Are identified by school personnel and through coordinated efforts with community agencies
- Are enrolled in and have a full and equal opportunity to succeed in school
- Are not stigmatized or segregated on the basis of their homeless status
- Receive services comparable to those provided to other students, including educational, transportation, and supplemental services

## Definition of Homeless Children and Youth

Consistent with the McKinney-Vento Act and New Hampshire law, homeless children and youth are individuals who lack a fixed, regular, and adequate nighttime residence, including but not limited to:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason
- Those living in motels

DRAFT
**ROCHESTER SCHOOL BOARD**
**TLSS COMMITTEE MINUTES**
**ROCHESTER SCHOOL DISTRICT BOARDROOM**
**JAMES W. FOLEY COMMUNITY CENTER**
**150 WAKEFIELD STREET**
**AUGUST 20, 2026**
**6:00 PM**

**Committee Members Present:** Erik White, Samantha Smith, Shauni McGowan, Samuel Oliver, Jerry Gregoire, Kelli Campbell, Lisa Carlberg
**Committee Members Absent:** None
**School Board Members Present:** Sue Horne, Anne Grassie, Nick Bellows, Matt Pappas, Samantha Battis
**SAU Present:** Jared Fulgoni, Katy Keough, Kathy Cotton, Kristen White, Jacqi Shirey, Shannon Vitas

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**Call to Order**
Chair Erik White called the meeting to order at 6:12 pm on roll call followed by the Pledge of Allegiance.

**Reading of the Record**
Kelli Campbell moved, seconded by Lisa Carlberg, to approve the minutes of June 18, 2026. Motion carried unanimously.

**Public Comment**
None

**Concussion Protocol**
Athletic Director Sheila Colson reviewed the Sway Medical concussion protocol that will be implemented this year. The protocol will assist athletic trainers in establishing baseline scores and conducting rapid sideline assessments to support concussion evaluation and return-to-play protocols.

**BCA Presentation - A Re-Envisioned Program for 2026/2027 School Year**
Jacqi Shirey, Principal of Bud Carlson Academy, provided an update on Bud Carlson Academy (BCA), the alternative high school serving approximately 75–100 students. BCA offers students the same opportunities for future success as a comprehensive high school through personalized learning, flexible scheduling, strong relationships, and trauma-informed practices.

Staff recently completed a comprehensive program review using the National Dropout Prevention Center's Alternative School Effectiveness Assessment. The review helped clarify BCA's identity, purpose, and areas for improvement.

BCA offers several pathways, including a traditional 20-credit diploma, HiSET preparation, credit-recovery opportunities, and extended-day scheduling. Students may attend at different times based on individual circumstances, including employment or family responsibilities. Advisory and flexible learning periods provide additional opportunities for academic support, career exploration, self-reflection, and future planning.

For the upcoming school year, BCA is expanding project-based learning through nine-week project cycles that integrate competencies from multiple subject areas. Planned projects include farm-to-table gardening, theatrical production, development of an artisan-based small business and craft fair, and travel planning.

**Summer Update**
Approximately 289 elementary students, 87 middle school students, and 100 Spaulding High School and Bud Carlson Academy students participated in summer learning programs. Activities included literacy, mathematics, project-based learning, and opportunities for students to remain academically and socially connected.

KinderCamp also supported incoming kindergarten students by introducing them to their schools, classrooms, staff, peers, and daily routines before the start of the school year.

Professional development focused on creating a more consistent instructional system through the Pathfinder initiative. Staff continued developing competency frameworks, curriculum scope and sequences, learning plans, and common assessments. This work is intended to connect curriculum, instruction, assessment, and student support around clear expectations for student learning.

The District also continued strengthening Multi-Tiered Systems of Support (MTSS), particularly universal Tier One practices available to all students. Elementary work focused on relationships, clear expectations, positive behavior practices, and social-emotional learning. New Teacher Orientation reinforced these priorities and prepared educators for the upcoming school year.

Moving forward, the District will continue implementing the summer work in classrooms, advancing Pathfinder alignment, sustaining Tier One practices across schools, and monitoring progress toward the Vision of a Learner.

**Additional Public Comment**
None

**Other**
None

**Non-Public Session**
None

**Adjournment**
Kelli Campbell moved, seconded by Samantha Smith, to adjourn the TLSS meeting at 6:59 PM. Motion carried unanimously.

DRAFT
**ROCHESTER SCHOOL BOARD**
**OPERATIONS COMMITTEE MINUTES**
**JAMES W. FOLEY COMMUNITY CENTER**
**SCHOOL DISTRICT BOARDROOM**
**150 WAKEFIELD STREET**
**SEPTEMBER 3, 2026**
**6:00 PM**

**Committee Members Present:** Anne Grassie, Nick Bellows, Samantha Battis, Katherine Anderson, Sue Horne, Matt Pappas, Rusty Keefe, Josefine Kho
**Committee Members Absent:** None
**School Board Members Present:** Sam Oliver, Samantha Smith
**SAU Administration & Staff Present:** Jared Fulgoni, Katy Keough, David Rychlik, Shannon Vitas

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**Call to Order**
Chair Anne Grassie called the meeting to order at 6:00 PM. Roll call was taken with a quorum present, followed by the Pledge of Allegiance.

**Approval of Minutes**
Matt Pappas moved, seconded by Nick Bellows, to approve the minutes of the August 6, 2026 Operations Committee meeting. Motion carried unanimously.

**Public Comment**
None

**SFE Food Service Vendor**
The food service team provided an update on its commitment to serving nutritious, scratch-made meals featuring fresh produce and minimally processed proteins. Staff training is underway to strengthen food preparation skills and improve meal quality. The team shared positive student feedback and thanked the Facilities Department for its support in maintaining kitchen equipment and ensuring smooth operations.

**Facilities Report**
Facilities provided updates on several active projects:

- SHS Sports Complex: Phase I is nearing completion, with Phase II underway. Due to cost and logistical challenges of purchasing or installing a temporary concession stand, the existing ticket booth will be converted into a concession area for the current season.
- Gonic Renovation: The project remains on schedule and within budget and is undergoing the state's closeout review. Required inspections, reports, testing, and facility plans are being finalized.
- Maple School Closure: Transfer of the property to the City will take effect September 13, 2026 with the District offering support during the transition.
- Critical Incident Mapping: Facility walkthroughs were completed August 11–12. Police and Fire Department contact information was provided to finalize first-responder map access and sharing.
- A district-wide building assessment is planned as an upcoming initiative.

**Work Orders**
Facilities reported 199 total work orders, with 106 closed and 93 remaining open. An average of 7.4 work orders were completed per day, and work orders remained open for an average of 7.8 days.

**Transportation Report**
FY27 bus routes were finalized and posted before the September 1 start of school. Following a data synchronization between Infinite Campus and Traversa, STA reconciled the changes and posted updated routes. Families may use the My Ride K-12 app to track bus arrivals in real time.
Walking-distance policy exception requests will be reviewed 30 days after school opens, when actual ridership and route capacity can be evaluated. Requests supported by an IEP, 504 Plan, or physician's documentation may be considered sooner.

**Additional Public Comment**
None

**Non-Public Session**
None

**Adjournment**
Katherine Anderson moved, seconded by Matt Pappas, to adjourn the Operations Committee meeting at 7:20 PM.  Motion carried unanimously.

DRAFT
**ROCHESTER SCHOOL BOARD**
**FINANCE COMMITTEE MINUTES**
**JAMES W. FOLEY COMMUNITY CENTER**
**SCHOOL DISTRICT BOARDROOM**
**150 WAKEFIELD STREET**
**SEPTEMBER 3, 2026**
**6:00 PM**

**Committee Members Present:** Anne Grassie, Nick Bellows, Samantha Battis, Katherine Anderson, Sue Horne, Matt Pappas, Rusty Keefe, Josefine Kho
**Committee Members Absent:** None
**School Board Members Present:** Sam Oliver, Samantha Smith
**SAU Administration & Staff Present:** Jared Fulgoni, Katy Keough, David Rychlik, Shannon Vitas

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**Call to Order**
Chair Matt Pappas called the meeting to order at 7:23 PM roll call was taken with a quorum present.

**Approval of Minutes**
Sue Horne moved, seconded by Nick Bellows, to approve the minutes from the August 6, 2026 Finance Committee meeting and the Special Finance meeting on August 20, 2026. Motion carried unanimously.

**Public Comment**
None

**Personnel**
Matt Pappas moved, seconded by Katherine Anderson, to accept the following resignations: Motion carried unanimously.

- Katherine James — Para - RMS
- Neal Baxter — Para - RMS
- Kathryn Leahy — Secretary - CSS
- Wayne Bryant — 2nd Cook/Cashier - McC

Matt Pappas moved, seconded by Katherine Anderson, to accept the following nominations: Motion carried unanimously.

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| Thomas Gardner | Grade 3 - CSS (OYC) |
| Sebastian Sandorfi | Grade 8 - RMS (OYC) |
| Olivia Filomeno | English - SHS* (Pending Cert) |
| Joseph Castroginovanni | ISEP - SHS |
| Brandy Masoian | Administrative Assistant - SHS |
| Christina Vanlandingham | Science - SHS (OYC) |
| Tina Sbrizza | Lunch Monitor - ERS |
| Jadyn Paesano | Lunch Monitor - Gonic |
| Kelsey Potvin | REACH - Para |
| Joseph Santos | Custodian - SFS |

Matt Pappas moved, seconded by Anne Grassie, to accept the following stipends:
Motion carried unanimously.

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|---|---|
| • Dan Saucier | ERS - Drama Club |
| • Lisa Forsley | SFS - Drama Club |
| • Jenna Buinicky | SFS - Drama Club |
| • Adam Black | RMS - Guitar Club |
| • Gail Corey | ERS - Student Council |
| • Nicole Merrigan | ERS - Student Council |
| • Dan Saucier | ERS - Yearbook |
| • Jenna Buinicky | SFS - Yearbook |
| • Tammy Hart | Gonic - Yearbook |

**Addendum**

Matt Pappas moved, seconded by Nick Bellows, to accept the following resignations: Motion carried unanimously.

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| • Jennifer Young | Paraeducator - RMS |

Matt Pappas moved, seconded by Katherine Anderson, to accept the following nominations: Motion carried unanimously.

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|---|---|
| • Sheila Brewer | 2nd Cook/Cashier - McC |

Matt Pappas moved, seconded by Nick Bellows, to accept the following stipends: Motion carried unanimously.

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| • Robert Sturtevant | Anime Club - SHS |
| • Emmauell McGowan | Art Club Advisor - SHS |
| • Nikki Luciano-Bourgeois & Brett Branscombe | Auditorium Stage Manager -SHS |
| • Brett Branscombe | Band, Drill Master - SHS |
| • Nikki Luciano-Bourgeois | Drama - SHS |
| • Brett Branscombe | Drama, Musical Coach - SHS |
| • Nikki Luciano-Bourgeois | Drama, Technical Director - SHS |
| • Nikki Luciano-Bourgeois | Drama, Choreographer - SHS |
| • Meredith Vail | Jump Rope Club - McClelland |
| • Bailey Pavelot & Sarah Robinson | Jump Rope Club - Chamberlain |
| • Sandra Byrne | Jump Rope Club - ERS |
| • Sarah Robinson & Bailey Pavelot | Running Club - Chamberlain |
| • Sandra Byrne | Running Club - ERS |
| • Hannah Bieniek, Meredith Tansey, Jill Calderara & Jamie Ricco | Running Club - McClelland |
| • Jen Gilman, Amy Garland Christy Stokel, Brooke Moody | Running Club - SFS |

& Brittney Knight

- Sally Stailey — Student Council - Chamberlain
- Pam Lutz & Cathy Olson — Student Council - SFS
- Samantha Gee — Student Council - Gonic
- Melissa Arsenault — Yearbook - Chamberlain
- Alyson Dolan & Mandie DeCost — Yearbook - McClelland

**Finance Report**

The District reported that 19.2% of the fiscal year had passed as of August 28, 2026. About $18.1 million of the General Fund has been spent or set aside for known costs. This was lower than the 25.1% reported at the same time last year. No major budget concerns were noted.

The District has collected 32.5% of its expected General Fund revenue. Some local, state, and federal funds have not yet been received, which is normal this early in the year.

Federal grants were 65.1% spent or set aside, while 34.7% of grant revenue have been received. This is expected because the District must often spend the money before it can ask for repayment. Staff will continue to watch the timing of these payments.

The School Lunch Fund showed a temporary deficit of about $20,600. This is normal for the summer because meal sales and federal payments had not yet started. The fund is expected to receive more revenue now that school is open.

The District has received about $4.4 million in Juul settlement funds and has spent or set aside about $4 million. Capital projects were 96.9% committed, which reflects that many projects are close to completion.

**Donation**

Anne Grassie moved, seconded by Katherine Anderson, to approve a $10,000 donation for negative meal balances.

**Other**

The Committee reviewed the proposed job description for an Operations and Project Specialist. The position would report to the Director of Operations and Finance and provide administrative, project, and financial support. Responsibilities would include managing assigned projects, tracking deadlines, preparing reports, organizing records, reviewing contracts and accounts, and working with staff, vendors, and community partners. The position would support several departments, including facilities, transportation, food service, technology, custodial services, and finance. Funding would come from the Operating Fund.

Katherine Anderson moved, seconded by Anne Grassie, to approve the Operations and Project Specialist job description. Motion carried unanimously.

**Additional Public Comment**

None

**Non-Public Session**
None

**Adjournment**
Katherine Anderson moved, seconded by Nick Bellows to adjourn the Finance meeting at 8:26 PM. Motion carried unanimously.

**JOB TITLE:** Operations and Project Specialist
**REPORTS TO:** Director of Operations & Finance
**LOCATION:** Operations & Finance Department, Superintendent's Office

**JOB DESCRIPTION:**
The Operations and Project Specialist provides administrative, organizational, and financial needs of the school district. This is a working partner role, not a purely clerical one; the Director will assign operational support or financial projects - a reconciliation, a vendor or contract review, a process cleanup, a report or analysis - and the Specialist is expected to own that project from assignment through completion, working independently, exercising judgment, and looping in the Director at key decision points or when escalation is warranted. The Specialist serves as a key organizational partner to the Director, helping coordinate priorities, track projects and requests, maintain records, prepare information and reports, communicate with internal and external stakeholders, and ensure that important operational and financial matters receive timely follow-through.

The Specialist will work across multiple areas of district operations, including food service, transportation, information technology, facilities and building maintenance, grounds, custodial services and finance department. The successful candidate will be highly organized, detail-oriented, dependable, professional, and comfortable managing multiple priorities in a fast-paced school district setting.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**
**Administrative & Organizational Support:**

- Provide day-to-day administrative support to the Director of Operations & Finance.
- Receive assignments from the Director for operational and financial projects — for example, an account reconciliation, a vendor or contract review, a process cleanup, or a report or analysis — and own each project from assignment through completion.
- Work independently to plan, research, and execute assigned projects, exercising sound judgment in determining approach, priorities, and next steps.
- Identify issues, discrepancies, or risks that surface during a project, and determine when to resolve them independently versus when to loop in the Director for input or escalation.

- Track the status of multiple concurrent projects, meet agreed-upon timelines, and follow through until each is fully resolved.
- Manage calendars, meetings, appointments, agendas, and follow-up items.
- Help organize and prioritize the Director's workload and competing deadlines.
- Prepare meeting materials, correspondence, spreadsheets, reports, presentations, and other documents.
- Maintain organized electronic and physical files, records, contracts, invoices, and operational documentation.
- Maintain confidential information and exercise appropriate discretion when handling financial, personnel, student, and district matters
- Serve as a professional and responsive point of contact for operational and financial matters as directed by the Director.
- Communicate effectively with district employees, administrators, vendors, contractors, community members, and other stakeholders.
- Maintain a professional, courteous, and solutions-oriented approach when addressing concerns or competing priorities.
- Protect confidential and sensitive district information.

**QUALIFICATIONS:**

Required

- Bachelor's degree in business administration, finance, accounting, public administration, education administration, or a related field preferred.
- Strong organizational and time-management skills.
- Excellent written and verbal communication skills.
- Strong attention to detail and accuracy.
- Ability to manage multiple projects, deadlines, and priorities simultaneously.
- Ability to work independently while also functioning effectively as part of a team.
- Ability to handle confidential information with discretion and professionalism.
- Experience working in a school district, municipal organization, government agency, or similarly complex organization.
- Familiarity with school district operations, facilities, transportation, food service, technology, or custodial services.
- Strong spreadsheet and data-management skills.

**KNOWLEDGE, SKILLS, & ABILITIES:**

The successful candidate will demonstrate:

- Exceptional organization and the ability to keep multiple areas of work moving forward.
- Follow-through and the ability to track details from initial request through completion.

- Problem-solving skills and good judgment in determining when an issue requires the Director's attention.
- Financial awareness and the ability to work accurately with budgets, invoices, purchasing records, and expenditures.
- Communication skills necessary to work effectively with a wide range of district employees and external partners.
- Discretion and professionalism when handling confidential or sensitive matters.
- Adaptability and the ability to shift priorities as district needs change.
- Initiative to anticipate needs, identify outstanding items, and help prevent tasks from falling through the cracks.
- Technology proficiency and the ability to learn new software and district systems quickly.

**KEY PERFORMANCE EXPECTATIONS:**

The Assistant to the Director of Operations & Finance will be expected to:

- Keep the Director organized and informed.
- Ensure important deadlines, meetings, projects, and follow-up items are tracked.
- Maintain accurate and accessible financial and operational records.
- Help improve communication and coordination among operational departments.
- Identify outstanding issues before they become larger problems.
- Provide reliable follow-through on assigned responsibilities.
- Support efficient, professional, and fiscally responsible district operations.

**PHYSICAL & WORK ENVIRONMENT:**

The position primarily involves office and administrative work but may require periodic visits to district schools, offices, facilities, transportation areas, kitchens, grounds, and other operational locations. The position may occasionally require walking through school buildings, grounds, mechanical/service areas, or other work environments to support operational coordination.

**EQUAL OPPORTUNITY STATEMENT:**

The Rochester School District is an equal opportunity employer and is committed to providing a workplace free from discrimination and harassment. Employment decisions are made without regard to race, color, religion, national origin, sex, gender identity, sexual orientation, age, disability, veteran status, or any other status protected by applicable law.

**FUNDING:** Operating Fund

ADOPTED: