

AUBURN SCHOOL BOARD MEETING
Tuesday, February 11, 2020 at 6:00 p.m.
LOCATION OF MEETING: Auburn Village School Media Center

- I. **CALL TO ORDER** – Alan Villeneuve, Board Chair
- II. **PLEDGE OF ALLEGIANCE** –
- III. **PROOF OF POSTING** – William Rearick, Superintendent of Schools

-AFTER SCHOOL SCIENCE AND ART PRESENTATION-
- IV. **PINKERTON LIAISON** - Kyle Walker
- V. **APPROVAL OF MINUTES**
 - A. Minutes of the Auburn School Board Meeting on January 14, 2020* (**action required**)
 - B. Minutes of the Special Auburn School Board Meeting on January 22, 2020* (**action required**)
 - C. (Sealed) Minutes of the Non-Public Auburn School Board Meeting on January 14, 2020* (**action required**)
- VI. **OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD**
- VII. **SUPERINTENDENT’S UPDATES*** – William Rearick
- VIII. **REPORTS**
 - A. Reports of Administrators*
 - B. Standing Committees
 - Budget
 - NHSBA
 - Sick Leave
 - Technology
- IX. **PERSONNEL** (if necessary)
- X. **OLD BUSINESS**
 - A. Renovations-Discussion
 - B. Renovation Dashboard
 - C. Goals*
- XI. **NEW BUSINESS**
 - A. Draft 2020-2021 School Calendar*
 - B. Busing Kindergarten*
 - C. Substitute Teacher Rate of Pay*-Discussion
 - D. Superintendent’s Evaluation-Discussion

XII. FINANCIAL

- A. Expenditure Report
- B. February 11, 2020 Manifest Approval (**action required**)
- C. February 11, 2020 Construction Manifest Approval (**action required**)

XIII. POLICIES

- A. First Reading*- ADC/GBED/JICG Use and Possession in and on School Facilities and Grounds, AC Non Discrimination, ACE-E Annual Notice of Contact, BEDG Minutes, BEDG-R Access to Minutes and Public Records, EH Public Access to School District Records, EH-R Administrative Procedures for Public Access to District Records 'Right to Know Requests', EBCA Emergency Plans, and EBCB Evacuation Drills.
- B. First Reading* (previously tabled)- EFAA Meal Charging, DAF Administration of Federal Grant Funds, JLCF Wellness.

NOTE: NO CHANGES SUGGESTED BY THE COMMITTEE OR THE BOARD AFTER THE FIRST READING WILL CONSTITUTE IT BEING 'REVIEWED' AND WILL NOT BE BEFORE THE BOARD FOR A SECOND READING

XIV. INFORMATIONAL ITEMS AND CORRESPONDENCE, and/or MISCELLANEOUS INFORMATION

Enrollment Reports

XV. NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (if necessary)

XVI. ADJOURNMENT (action required)

The next regularly scheduled meeting of the Auburn School Board will be on **Monday, March 9, 2020** at 6:00 p.m. at the Auburn Village School Media Center.

The SAU #15 Board will meet on Wednesday, February 19, 2020 at 6:30 p.m. in the Auburn Village School Media Center.

**Materials provided in packet*

**AUBURN SCHOOL BOARD MEETING
JANUARY 14, 2020 AT 6:00 P.M.
AUBURN VILLAGE MEDIA CENTER**

These minutes have not been approved.

Alan Villeneuve, Chair, called the meeting to order at 6:00 p.m. Those in attendance were Board members, Samantha Belcourt, Barbara Carpenter, and Janice Baker; Principal, Lori Collins; Assistant Principal, Lindsay Murray; Director of Student Services, Deena Jensen; Technology Director, Bob Strobel; Superintendent William (Bill) Rearick; Assistant Superintendent, Marge Polak; and Business Administrator, Amy Ransom.

PLEDGE OF ALLEGIANCE

Sydney Sexton, grade 7, led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Superintendent Rearick provided proof of posting.

MODERATOR AND SCHOOL DISTRICT CLERK

Deliberative Session Procedure

Acting School District Moderator, Jim Tillery was in attendance to review Warrant Articles and the Deliberative Session Procedure. Mr. Tillery spoke briefly to the board and introduced Tom Lacroix, who will run for the remainder of the Moderator's open position.

Alan Villeneuve explained to Mr. Tillery that they plan on having a 10 minute overview of the renovation at the start of the meeting which will include BPS and the Turner Group, after which time they will go into the warrant articles. Janice Baker will speak to Article #1, and Alan Villeneuve will speak to all others.

PINKERTON ACADEMY LIAISON

Kyle Walker updated the board with events at Pinkerton Academy which included:

- Working on 'Bridgestock' a family event and prom fundraiser
- Midterms this week

APPROVAL OF MINUTES

Motion by Samantha Belcourt, seconded by Janice Baker, to approve the meeting minutes of December 10, 2019, and the motion carried unanimously.

OPPORTUNITY FOR PUBLIC TO ADDRESS THE BOARD

Keith Lee spoke to the board with his concerns regarding a non-certified substitute filling in for a teacher out for an extended period of time. He felt that a certified substitute would have been more appropriate given the amount of time the teacher was out, and that his concerns were not addressed until he made a call to the state. Superintendent Rearick said that the long term position was posted on a number of sites. He said the lack of substitutes is a state wide issue, but suggested that the board increase the rate of pay for subs in hopes of getting more interest. Jillian Lee stated there was not much communication to keep the parents in the loop.

SUPERINTENDENT'S UPDATES

Bill Rearick summarized his report which was in the packet.

REPORTS

Reports of Administrators

Reports of Administrators were in the packet for review.

Janice Baker told Marge Polak that it would be nice to know what the targets are. Janice asked if there are any connections with business and industry in order to assess skills, to which Marge stated the 'Work-study Practices' portion of reports cards came from business.

Lori Collins stated that supervision has been lacking during recent basketball games. She said fans making inappropriate comments were asked to leave. She will ask the Athletic Director to be more present. Alan Villeneuve suggested pop-ins by the Auburn Police Department as well.

Samantha Belcourt stated that the Travel League games seem more orderly than the Recreation League ones. She said kids run amok. Janice Baker suggested that Samantha email Brett Cote with her concerns. Alan Villeneuve reported that he attended the tree lighting ceremony at the Auburn Historical Association, and if possible, he'd like to see the tree in front of AVS be lit.

Deena Jensen explained the addendum to her report which was in the packet. Alan Villeneuve asked Deena how the transition is going due to Denise Charbonneau's retirement has been going. Deena stated that Laura Magargee is currently working part time in that position, and that Denise has been available via phone.

Standing Committees

Budget-Alan Villeneuve stated that they have a meeting on Thursday night.

NHSBA-Samantha Belcourt thanked board members for their input. She will vote accordingly at the School Board Association's Delegate Assembly.

Sick Leave-Alan Villeneuve stated the sick leave request was approved.

Technology-Bob Strobel stated there will be a meeting in late February.

OLD BUSINESS

Renovation Discussion

Samantha Belcourt asked if the basketball hoops are placed properly, to which Alan Villeneuve stated they are. Sam then asked if they will be moving the scoreboard or would they be getting another so it was visible to the fans. Janice Baker stated that a new scoreboard is on the list of alternates, but that they must take care of fire and safety requirements first. Alan Villeneuve stated that they are hoping for a wood gym floor. Janice stated that they hope to get help from the Auburn Recreation Basketball League to help fund a new scoreboard and for repainting the gym.

Janice Baker updated the board on the renovations which included

- Submission of the last Crier update
- Work is slowing down
- Classrooms are full
- Nurse has moved into her area
- Administration is in the process of moving in
- Closeout meeting with BPS and the Turner Group
- Upcoming: Fire and Safety
- Wood gym floor

With regard to the wood floor, Alan Villeneuve stated that it would be best to fund it with the renovation money, as it is something that would never be funded otherwise. He said they are still working on the baseball field.

Goals

Goals were reviewed. Marge Polak explained the goal statuses that will change.

Land Sale Proceeds

Alan Villeneuve stated that there has been interest in the Hooksett Road property. He said the board currently has no ability to take any proceeds to put into a Capital Reserve Fund. The new warrant article would allow for that. He said he felt capital dollars should remain as capital in a reserve fund. Barbara Carpenter asked if proceeds could be used for special education (SPED), to which Alan stated it could not as SPED is operational. Alan stated he would not consider selling it for less than what was put into it. Discussion ensued. Janice Baker and Samantha Belcourt felt that Warrant Article #4 should read \$900,000, and Barbara Carpenter felt it should be \$850,000 - \$900,000 as opposed to \$1,500,000 as proposed in the draft.

Motion by Janice Baker, seconded by Barbara Carpenter for Warrant Article #4 to read \$900,000, and the motion carried unanimously.

NEW BUSINESS

Approval of AEA Tentative 2020-2023 Agreement

The board was provided a copy of the Auburn Education Association's Tentative Agreement. Janice Baker summarized the negotiation process.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the Auburn Educational Association's Tentative Agreement for 2020-2023 as presented, and the motion carried unanimously.

Warrant Articles

The board considered recommendations of each warrant article.

Motion by Barbara Carpenter, seconded by Janice Baker, to recommend Article #2 as presented, and the motion carried unanimously.

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to recommend Article #3 as presented, and the motion carried unanimously.

Motion by Janice Baker, seconded by Samantha Belcourt, to recommend Article #4 as amended, and the motion carried unanimously.

Discussion of February 11, 2020 Board Meeting Date (Presidential Primary)

The board will not move its February 11, 2020 regularly scheduled meeting date.

Incentive Program

Discussion ensued relative to a possible incentive program as discussed at the last board meeting.

Per the board request, Amy Ransom provided documentation for funding for sign-on bonuses and raises.

Each were reviewed and discussed.

Motion by Janice Baker, seconded by Samantha Belcourt, to offer a \$300 sign-on bonus for all new paraprofessionals after three months of employment, and the motion carried unanimously.

FINANCIAL

The Expenditure Report was reviewed.

Manifest Approvals

Motion by Janice Baker, seconded by Barbara Carpenter, to approve the January 14, 2020 construction manifest in the amount of \$568,371.40, and the motion carried unanimously.

Motion by Janice Baker, seconded by Samantha Belcourt, to approve the January 14, 2020 manifest in the amount of \$1,227,196.83 and the motion carried unanimously.

POLICIES

2nd Reading-Policies BEDDA, Board Meeting, Rules of Procedure & Order-JFABD, Education of Homeless Children and Unaccompanied Youth-JFABE, Education of Children in Foster Care-JICD, Student Discipline and Due Process-JIA, Student Due Process-JLCC, JLCC/R, Head Lice/Pediculosis, and JLF, Reporting Child Abuse or Neglect were reviewed as a second reading.

Motion by Samantha Belcourt, seconded by Barbara Carpenter, to approve the second reading of the policies, and the motion carried unanimously. By doing so, policy JIA has been eliminated as presented.

First Reading-Motion by Janice Baker, seconded by Barbara Carpenter, to table the first reading of the policies and the motion carried unanimously.

INFORMATIONAL Items

Enrollment Reports

NON-PUBLIC SESSION: RSA 91-A:3 Section II (a-k) (if necessary)

Motion by Janice Baker at 8:10 p.m., seconded by Samantha Belcourt, to enter into a non-public session under RSA 91-A:3 Section c. A poll vote was taken. With all in favor, the motion carried unanimously.

The board resumed public session at 8:17 p.m.

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to seal the non-public minutes in perpetuity, because the divulgence of the information would likely adversely affect the reputation of a person/people other than a member of the board itself, and the motion carried unanimously.

ADJOURNMENT

Motion by Samantha Belcourt, seconded by Barbara Carpenter to adjourn the meeting at 8:17 p.m., and the motion carried unanimously.

The next meeting of the Auburn School Board will be February 11, 2020 at 6:00 p.m. at the Auburn Village School Media Center.

The Auburn School District Deliberative Session will be held on Saturday, February 1, 2020 at 9:00 a.m. at the Auburn Village School Gymnasium. A building tour will follow the town's portion of the Deliberative Session.

Respectfully submitted.

Rebecca SJ McCarthy,
Recording Secretary

AUBURN SCHOOL BOARD SPECIAL MEETING
JANUARY 22, 2020 AT 6:00 P.M.
AUBURN VILLAGE MEDIA CENTER

These minutes have not been approved.

Alan Villeneuve, Chair, called the meeting to order at 6:02 p.m. Those in attendance were Board members, Samantha Belcourt, and Barbara Carpenter; and Superintendent William (Bill) Rearick.

PLEDGE OF ALLEGIANCE

Alan Villeneuve led the attendees in the Pledge of Allegiance.

PROOF OF POSTING

Superintendent Rearick provided proof of posting.

OLD BUSINESS

Warrant Article Discussion

Alan Villeneuve explained that the reason for this special meeting came from the recent Budget Committee meeting. The committee reviewed school district warrant articles, deciding whether to 'recommend' or 'not recommend' each. Alan stated that Warrant Article #4 (**Sell Property and Deposit Proceeds into ETF**) was the focus of discussion. He said the Budget Committee would vote to recommend the Article if the board changed the amount from \$900,000 to \$750,000. Because the original amount was voted on by the board, it was necessary to hold a special meeting to change or reverse that vote.

Discussion ensued.

Alan Villeneuve stated that some funding went into site work on the property, and that he'd prefer more money from the sale of the property to go into the Expendable Trust Fund. Samantha Belcourt agreed, but that a recommendation by the Budget Committee is valuable.

Motion by Barbara Carpenter, seconded by Samantha Belcourt, to amend Warrant Article #4 from \$900,000 to \$750,000 as recommended by the Budget Committee. With all three members voting yes, the motion carried unanimously.

ADJOURNMENT

Motion by Samantha Belcourt, seconded by Barbara Carpenter to adjourn the meeting at 6:12 p.m., and the motion carried unanimously.

The next meeting of the Auburn School Board will be February 11, 2020 at 6:00 p.m. at the Auburn Village School Media Center.

The Auburn School District Deliberative Session will be held on Saturday, February 1, 2020 at 9:00 a.m. at the Auburn Village School Gymnasium. A building tour will follow the town's portion of the Deliberative Session.

Respectfully submitted.

Rebecca SJ McCarthy,
Recording Secretary

VII.

Hooksett School District

Superintendent's Report

February 3, 2020

- On January 23rd I attended the Pinkerton Winter Dinner. Before dinner, Pinkerton students participating in Architecture and Construction Program presented their design plans to remodel the rooms in the house that Pinkerton recently purchased for its CTE Program. Students had their plans posted around the room and were available to explain their design. Dr. Tim Powers provided updates on the following topics:
 1. Strategic Plan Update
 2. Campaign Update
 3. Fall Athletic Report
 4. Winter Mid-Season Report
 5. Requested items from Sending Town School Board Chairs

- On January 31st I met with Dr. Collins and we discussed her progress in meeting the objectives that she established for the 2019-20 school year. After our meeting, I held a meeting with the SAU 15 principals. The meeting was held in the AVS conference room. The following topics were discussed at the meeting:
 1. Teacher Evaluation Schedule
 2. Deliberative Session Reminder
 3. PD Schedule 2020-21
 4. K-Transportation
 5. State Assessment Schedule

After the meeting Dr. Collins gave a tour of the school.

- On February 11th I held my monthly meeting with Dr. Collins. After our meeting we conducted a walkthrough of the classrooms in the new wing.

**Auburn School Board Meeting
Assistant Superintendent Report
2/11/20**

State-Wide Superintendent Training

- On January 13th I attended a training on the online reporting platforms school districts use on a regular basis.
 - **i4see** (Initiative for School Empowerment and Excellence) – Student level data is collected including a variety of enrollment and general student placement reports. This information is used to calculate district/school adequacy funding.
 - **ESS** (Educator Statistics System) – Information is collected related to Immigrant Data; Class Size and Staffing; Central Office Personnel; Home Schooled Count; Teacher Attainment and Average Salary; SAU, District, and School Demographics; Critical Shortage; School Board; and School Health Profiles.
 - **iPlatform** This platform has three components. **iReport** provides information about schools and districts including student achievement, academic growth, school environment, finance and educator profiles. It also provides information on the 14 IDEA Indicators. **iExplore** includes more dynamic information about individual schools and comparative tools between schools, districts and state level information. **iDefine** includes a data dictionary that explains acronyms and specific data elements.

Full Day Kindergarten Committee Meetings

- The committee met on 1/27/20 and 2/10/20 to finalize the Full Day Kindergarten Report prior to the review at the February Board meeting. Cheryl Violette and Cheryl Kaake shared insights from their visits to observe the programs in Chester and Candia.
- Final staffing and budgetary requirements were reviewed.

SAU-Wide Curriculum Meeting

- On 2-4-20 representatives from each district met to review procedures for accessing and revising curriculum documents. The group also made preliminary plans for summer curriculum projects and training opportunities. Additional information will be available in the upcoming months.
- The group made immediate plans to begin work on a new science pacing guide for grades k-5. Cheryl Violette and Nicole Blanchard will be leading this work from Auburn.
- Chris Harper will be working on unit design with 8th grade science teachers from the three districts on 2/11/20.

Administrators Meeting Update

- On 1/31/20 the Superintendent and I meet with the building principals throughout the SAU. Discussion included a number of management and instructional topics. Lori provided a tour of the addition and renovation and everyone was very impressed with the changes and updates.

Winter Assessment Schedule	
DIBELS	2/3/20 – 2/14/20
NWEA MAP	1/27/20 – 2/7/20



Auburn School District

VIII.A.

Principal's Report February 2020

Martin Luther King Day

The school celebrated Martin Luther King Day by participating in a number of separate service projects that students were involved in for this special day. First grade created care bags for the homeless, second grade designed placemats for the elderly, and fourth grade wrote letters to nursing home patients. The other grade levels were busy preparing other activities to commemorate this important day. Some of those activities included writing books for children in local hospitals, constructing backpacks of warm clothing for the homeless, and participating in the Pass Along Project - packing gently worn outfits for kids going to foster care. The day culminated with the UA team organizing a call and response song and presenting on overview of the meaning of the day. Our Martin Luther King Day absentee rate was 103 students or 16%, down from 18% last year.

Martin Luther King Commemorative Day

Crissy Ouellette's Extended Curriculum Block (ECB) students participated in an MLK Essay contest sponsored by the MLK Coalition. Our own Anna Stanton (5th grade) came in second, overall, and Camryn McNulty, Ryleigh Michaud, Quinn Manning, Gabrielle Bedard and Audrey Howard all earned Honorable Mention.

NWEA Testing

We began our winter NWEA testing on January 28th for grades K-8. Students out due to illness have been one of our major obstacles this session. We will be doing make up sessions for at least two more weeks.

Algebra

The placement test to test into Algebra II will be Thursday, February 6th and Wednesday, February 12th. The placement test is from 4-5pm and will be held in room 6-330 of the Freshman Academy Building on both days. This test is not mandatory and is for students who are interested in taking Algebra II next year as a freshman since they are currently taking Algebra I. Results will be available in March.

Pinkerton Information

On January 21st, students were invited to talk directly with other students about their experiences in the areas of Junior ROTC, the Arts, Athletics, and Career and Technical Education. Students moved through these four programs during the full-day activity. The Pinkerton Academy 8th Grade Course Night was held on January 30, 2020 in the Academy Building.

Project Safeguard:

Project Safeguard will be held on March 13th, at Assembly of God Church for all parents and students of our 7th grade. The day is designed for parents and their children to learn together the latest information regarding substance abuse, health related issues and peer pressure that can influence the quality of a young adolescent's life.

Kindergarten Registration and 1st Graders "New" to AVS

Registration packets were available at the main office beginning January 6th. Completed registration information packets are due in the main office by Friday, January 31st. All children living in Auburn who will be five years old on or before September 30, 2020 are eligible to enter kindergarten in the fall of 2020. The kindergarten parent information meeting is tentatively set for Tuesday, May 5, 2020 in Mrs. Kaake's room at 6:30 pm. To date, we have confirmed that we have 49 registered kindergartners creating three sections of between 16 and 17 for the 20-21 school year. One of our major challenges is the requirement of It's a Child's World students to go to the afternoon section. We will be meeting with their administration to come up with an alternative solution or we will consider having one morning session and two afternoon sessions. We have eleven 1st graders who will be new to AVS bringing our total first graders to 68 in three sections of 22-23 students for the 2020-2021 school year.

Literacy and Math Night on March 24th

Time: 6:30-7:30

Come and join Sonia McDaniel, elementary reading specialist, and Christina Spain, math support teacher, for some fun literacy and math games. Discover ways to help your child learn and review reading and math skills while having fun! This Literacy and Math night is geared for grades K-4.

-Games will be set up around the cafeteria

-Literacy games will focus around phonics, decoding, spelling, and comprehension skills

-Math will be basic math skills as well as more complex Math in Focus concepts.

-Snacks and waters will be provided

Thank you to our PTA for supporting this fun event!

Read Across America

A reading challenge is taking place during Read Across America in March. This is a school wide reading challenge for elementary schoolers with prizes given at the end of each week. There will be additional fun activities during the month of March. Some of these activities include an author visit for grades K-3, guest readers, an assembly, great presenters and so much more! We will be sending information home soon. If anyone is interested in being a guest reader, please contact Melissa Prunier at mprunier@sau15.net.

Geography Bee

AVS middle school students participated in a Geography Bee on January 29th. Two students from each advisory/homeroom in grades 5-8 participated in the school level bee. The National Geographic GeoBee includes three levels of competition; school, state, and national. Schools conduct a GeoBee and name a school champion. Our school champion was Sophie Hayes who will take a proctored online qualifying test. If she ranks in the top 100 ranked of our state, she will represent AVS at the state level GeoBee competition. Thank you to Jon Wheeler for organizing this valuable event.

No Name Calling Week

The week of February 3-7th will be No Name Calling week at AVS. For more information about this National event, you can check GLSEN's website here: <https://www.glsen.org/no-name-calling-week>. There will be a door-decorating contest and the "winner" will get extra outdoor break time. Mrs. Avellino will provide quotes about kindness/name calling for the announcements and will teach lessons in 5th and 6th grade guidance ECB. We will also be creating Kindness Friendship bracelets during lunchtime. Middle school volunteers will help elementary students with this activity. Thank you to our guidance counselors, Mrs. Avellino and Ms. Stamoulis for spearheading this great event.

Athletics

Both girls' and boys' basketball teams played hard in the Division IV Tri-county league Championship games on February 1st, but lost to Chester. The Winter Sports Awards will be held on February 13, 2020 at 6:30 pm.

Enrollment -

	9/10/2019	10/8/19	11/12/19	12/10/19	1/14/20	2/11/20
Kindergarten	50	47	46	46	46	45
Grade 1	83	85	86	86	86	86
Grade 2	71	71	70	71	70	70
Grade 3	79	79	77	77	77	76
Grade 4	68	69	68	69	69	70
Grade 5	76	76	76	76	76	76
Grade 6	61	61	61	61	61	61
Grade 7	73	72	71	71	71	71
Grade 8	82	83	85	85	85	86
Total	643	643	640	642	641	642

Upcoming Events:

Feb 10- Setup for Voting/3pm/no access to gym

Feb 11- Voting Day/NO SCHOOL

Feb 11- School Board Meeting

Feb 13- Winter Sports Awards

Feb 14- School Dance

Feb 18- PTA Meeting

Feb 24 through Feb 28- February Vacation

Mar 9- SETUP for ELECTION @ 3pm

School Board Meeting @ 6pm

Mar 10- NO SCHOOL for students/Voting Day

Mar 11- Snow date for 8th gr Musical

Mar 12- "SCREENAGERS" the Movie

Mar 13- Project Safeguard (7th grade)
8th gr Musical

Mar 14- Pinewood Derby 8am-1pm

Mar 16 through Mar 21 PTA Theatre

Mar 17- PTA Meeting @ 6:30pm

Mar 24- Literacy & Math Night (media center @ 4pm: café @
6pm)

Mar 26- PTA BINGO @ 6:30 pm

Director of Student Services Report-February 2020

SERESC Services Update:

On January 30th, the South Central Special Education Administrators met with members of SERESC (Paul Hebert-Executive Director, Liz Keliher-Program Director, Nate Jones-School Psychologist/BCBA Lead and Linda LaFleur-Accounting) to discuss regional needs. The following topics for further discussion came out of this meeting:

- Contracting with physicians to help get order forms for Medicaid signed to enable districts to submit for reimbursement
- PD for districts with a focus on helping staff understand how to assist students within the regular education classroom with ADHD, Autism and behavioral needs
- The potential of developing a MOU with the South Central region to have a School Psychologist on retainer and available as needed to assist with challenging cases

South Central Special Education Administrator's Meeting Update:

The South Central Special Education Administrator's monthly meeting was on February 3rd. The following items were of note:

- Rebecca Fredette was introduced as the new Bureau of Special Services Administrator. She is still transitioning into this position and is currently fulfilling two roles with the state through the end of February. She shared the following as focuses at the state level:
 - Working to streamline processes (including grant approval)
 - Expanding the training available to districts
 - Teacher recruitment and retention
- Charter schools and service delivery for special education-questions frequently arise surrounding things such as billing for services (districts sometimes have trouble getting verification surrounding group size, for example), whether or not a charter school can be its own LEA and the understanding of needing certified staff working with students in special education (charter schools do not require staff to be certified).
- HB1329-A bill to keep an eye on-permits official school records to be transferred from paper to electronic records and stored accordingly.

Miscellaneous Updates:

- Everyone loves the new conference room! Parents have commented about how much they love the colors and the space in general.
- The administrative offices are finished and we are fully moved in. The space is gorgeous and it is amazing to be able to settle into a permanent home!
- February vacation will bring the final moves for the special education teachers. They are also looking forward to moving into their "forever" homes.
- Child Find will be held during a TBD weekend in March. More details will be forthcoming.

Respectfully Submitted,

DJensen

Deena Jensen

February, 2020**Differentiation/Data Review**

Most recently we have completed our latest round of meetings to review data with classroom teachers. Dibels and NWEA tests were administered during the last two weeks of January. Following testing, the reading specialist, math teacher and I met with grade level groups to plan for interventions for those who are need of support. These collaborative meetings include supporting teachers with tier I classroom plans. In other words, what instructional plans should be carried out in the classroom as result of our data findings.

Reading/Math Data Professional Development

This month, the reading specialist and I held an after school professional development meeting for first grade teachers. I worked with the team to produce skill reports for individual students found in NWEA. It was a great opportunity for teachers to learn how to plan for instruction of individual students. In addition, we determined students who are to be pulled to work in small groups within the classroom to fill in gaps in skills as indicated on NWEA.

Long Term Substitutes

This month we have had a fourth grade long term substitute. We are lucky that we have an experienced substitute who has been working in our school to fill this position.

Mentoring: New Teachers/ Teachers Changing Positions/New Staff

I have continued to work with the Director of Mathematics, Accountability and Assessment from Hooksett as well as our Assistant Superintended to formalize our mentoring procedures. I continue to work with new staff; specifically, we are working on pacing and planning for our programs. In addition, supporting our newest staff members means gathering of materials, classroom furniture and the day to day needs of being a new teacher in a new building. As the year progresses we work on behavioral strategies, review of procedures, review of data and teacher language.

Technology Report January 2020

Inventory:

- Quantity 40 new Acer C731 chromebooks were added to inventory and assigned to the Kindergarten classrooms. These will stay with Kindergarten classrooms instead of advancing with students as per our 1:1 program.
- Quantity 50 HP 11A EE chromebooks were ordered to continue the replacement of older devices.

Incidents / Tickets:

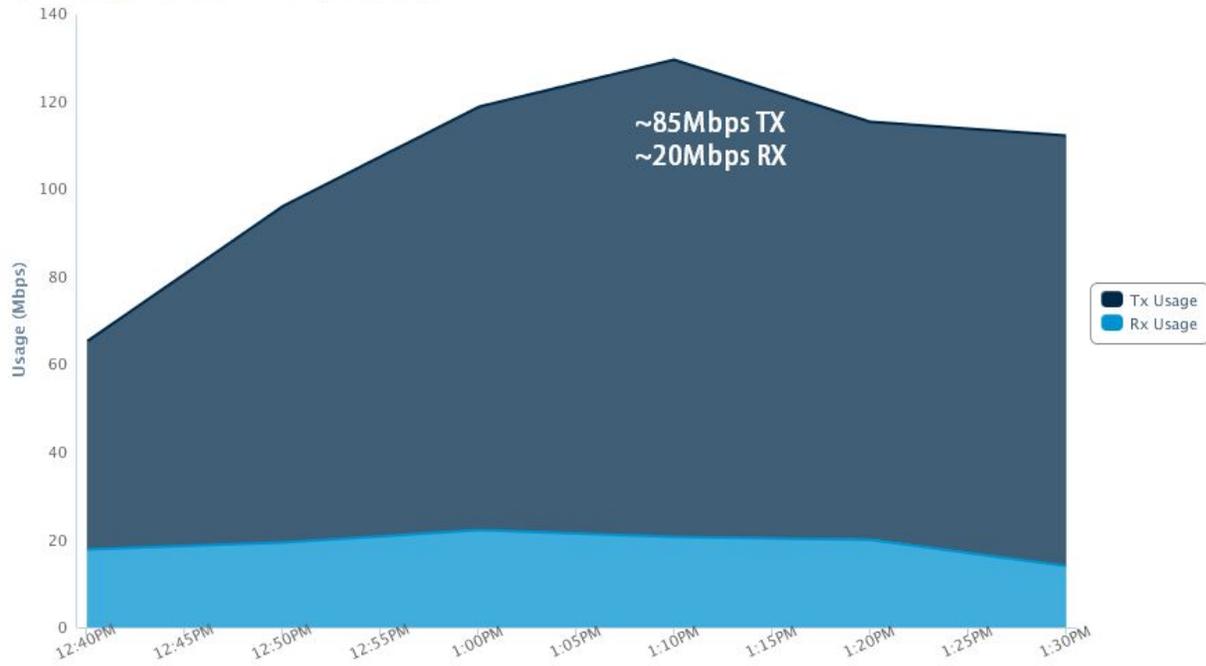
- Tickets closed in January: 5
- Tickets in progress: 2
- Tickets opened: 15
- The new interactive whiteboards and projectors were tweaked to resolve some operational errors. The regional Epson sales engineer visited to diagnose problems. Each projector requires up to one hour for readjustment.
- Projectors are scheduled for February vacation to be lowered by BPS in 3 classrooms to resolve issues with focus and image distortion. Tech staff will recalibrate these once they are lowered.
- One whiteboard remains to be installed by BPS to be completed by the end of February break. The projector interactivity modules will be installed and configured by tech staff.
- Two teacher training classes on the use of the interactive whiteboards were held on January 16 and 23.

Administration:

- NWEA testing was largely completed in January with half of students testing simultaneously.
- Wifi bandwidth was fully utilized at times during NWEA testing as per the following graph. We are provided with 100Mbps total bandwidth and utilized approximately 105Mbps. Our peak use has reached our available bandwidth occasionally during the year, with sustained average usage of ~40Mbps during school hours.

Bandwidth Usage over Time

Report Period: Jan 28, 2020, 12:40PM - Jan 28, 2020, 1:40PM



- Technology Committee meeting is scheduled for the week of 17 February.

Respectfully submitted:

Robert Strobel
Technology Director

Auburn School District Strategic Plan Dashboard (July 2019 - June 2020)

2/11/20



X.C.

Short-Term Goals:

1. Finish the construction and renovation of AVS (School Board)
2. Negotiate teacher contract (SAU and School Board)
3. Continue to invest in social-emotional learning (SAU and AVS)
4. Conduct full-day kindergarten study (SAU)
5. Develop multi-year curriculum strategy and plan (SAU)

Goals and Success Metrics	Status	Plan to get to Blue
Goal #1: Finish the construction and renovation of AVS (School Board)		
<i>Description: Open up new classroom wing in time for 2019/2020 SY and complete renovation of existing space by December 2019.</i>		
Open new classroom wing	August 2019	
Open renovated cafeteria	August 2019	
Open new nursing space	August 2019	
Open new administration space*	December 2019	
Open renovated classrooms/hallway*	December 2019	
Address all residual issues promptly	June 2020	
Goal #2: Negotiate teacher contract (SAU and School Board)		
<i>Description: Negotiate fair contract that recognizes performance and allows Auburn to be an employer of choice.</i>		
School Board, SAU and AEA representatives negotiate contract proposal*	December 2019	
School Board and AEA ratify proposed contract	December 2019	
Proposed contract discussed at public hearing*	January 2020	
Warrant article vote	March 2020	
Goal #3: Continue to invest in social-emotional learning (SAU and AVS)		
<i>Description: Continue to provide opportunities for students to develop skills such as resiliency, coping, kindness, empathy, how to disagree, etc.</i>		
Provide training and consultation to faculty and staff regarding strategies to support student social-emotional wellness	Ongoing - June 2020	
Work with teachers through a PLC model to create guidelines for establishing a positive classroom culture	Ongoing - June 2020	
Ongoing opportunities for students to learn about and engage in strategies promote social emotional wellness	Ongoing - June 2020	
Provide parent informational session on this topic*	April 2020	
Goal #4: Conduct full-day kindergarten study (SAU)		
<i>Description: Determine the educational, financial, and facilities impact of offering full-day kindergarten at AVS.</i>		
Full-day kindergarten program is proposed*	December 2019	
Facilities and financial impact is determined*	December 2019	
Full-day kindergarten report is presented to School Board	February 2020	
Goal #5: Develop multi-year curriculum strategy and plan (SAU)		
<i>Description: Develop an SAU-wide plan to ensure curriculum is appropriately up to date and will stabilize funding level year to year.</i>		
Updated curriculum review and purchase schedule is presented to SAU Board for review*	Oct/Nov 2019 - May 2020	
Legend		
Initiative or metric has been achieved.		
Initiative or metric is on track/will be achieved.		
Initiative or metric is slightly behind schedule / at moderate risk of		
Initiative or metric is significantly behind schedule / at significant risk of being achieved.		

Auburn School District Calendar Draft 2020-2021

XI.A.

X=No School
ER=Early Release
PD=Professional Development

August 2020						
Su	M	Tu	W	Th	F	Sa
						1
2	X	X	X	X	X	8
9	X	X	X	X	X	15
16	X	X	X	X	X	22
23	PD	PD	26*	27	28	29
30	31					

September 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	X	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 2020						
Su	M	Tu	W	Th	F	Sa
				1	PD	3
4	5	6	7	8	9	10
11	X	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	X	31

November 2020						
Su	M	Tu	W	Th	F	Sa
1	2	X	4	5	6	7
8	9	10	X	12	13	14
15	16	17	18	19	20	21
22	23	24	X	X	X	28
29	30					

December 2020						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	X	X	26
27	X	X	X	X		

January 2021						
Su	M	Tu	W	Th	F	Sa
					X	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	X	X	X	X	X	27
28						

March 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	PD	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 2021						
Su	M	Tu	W	Th	F	Sa
				1	X	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X	X	

May 2021						
Su	M	T	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	X					

June 2021						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	ER*	12
13	X	X	X	X	X	19
20	X	X	X	X	X	26
27	X	X				

August 24-25: Professional Development
 August 26*: First Day of School
 September 7: Labor Day Observed
 October 2: Professional Development
 October 12: Columbus Day Observed
 October 30: Parent/Teacher Conference
 November 3: No School-Voting Day
 November 11: Veteran's Day Observed
 November 25: Early Release
 November 26-27: Thanksgiving Break
 December 24- January 1: Winter Vacation

February 22-26: February Vacation
 March 9: Professional Development
 April 2: Parent/Teacher Conference
 April 26- 30: April Vacation
 May 31: Memorial Day Observed
 June 11*: 180th Day (Early Release)
 June 14- June 30: Possible Make-Up Days (If more than 5 Cancellations)

Hourly Calendar Start/Stop Times
 Middle School 7:50am-2:30pm
 Elementary School: 8:50am-3:25pm

Early Release Times
 Middle School: 12:00pm
 Elementary School: 1:00pm

Note: If school cancellations exceed five days, the AEA and Auburn School Board will meet to discuss the implications and the need to make up any lost instructional time.

XI.B.

Hi Gordon,

Bill asked that I reach out to you to see if there are new laws regarding transportation of kindergarten students. I can't find anything definitive, though it looks like there is some chatter out there. I see nothing in an RSA addressing the transportation of kindergarteners, just grades 1 – 8.

Thank you.

Becki

Becki and Bill:

The transportation law was amended during the last session. Here is the amendment that was approved:

Chapter 181

181:1 Transportation of Pupils. Amend RSA 189:6 to read as follows:

189:6 Transportation of Pupils. The local school district shall furnish transportation to ~~[all]~~ pupils in ~~[grade 1]~~ **kindergarten** through grade 8 who live more than 2 miles from the school to which they are assigned. ~~[The local school board may furnish transportation to kindergarten pupils, pupils in grades above the eighth or to any pupils residing less than 2 miles from the school to which they are assigned.]~~ **The local school district may furnish transportation to pupils in kindergarten through grade 8 who live 2 miles or less from the school to which they are assigned, and to pupils in grades 9 through 12,** when it finds that this is appropriate, and shall furnish it when so directed by the commissioner of education.

181:2 Effective Date. This act shall take effect July 1, 2020.

Approved: July 10, 2019

Effective Date: July 01, 2020

As you can see the law goes into effect at the start of the next school year. Students attending Kindergarten programs in 2020-2021 must be provided transportation.

The general consensus is that if the district operates a DOE approved program that is an alternative to full day kindergarten (half day KG) the district is required to provide mid day runs. If the district just operates a full day program but as required by law, it allows parents to pick their kids up at a half day the district is not required to provide mid day runs but is required to provide transportation for the full day students. In short, if the district's kindergarten program is half day they get transportation. If the program is full day they get transportation but parents have the option to pick the kids up after a half day and the district is not required to provide transportation to those students whose parent decide will attend only a half day.

Clear as mud?

Call with questions.

Gordon

Substitute Teacher Rate of Pay

December 31, 2019

XI.C.

Shaded boxes indicate towns within a 30 min. Drive of Candia

District	Rate of Pay	Certified Pay	Para Pay	Additional Notes
Auburn	\$65			
Hooksett	\$65	\$75		
Nashua	\$65			Cited they are lowest in area with severe shortage
Chester	\$70	\$80		
Danville	\$70	\$80	\$70	\$25 bonus after 5 days
Dover	\$70	\$85		Offer an unpaid training course
Fremont	\$70	\$80		
Goffstown	\$70	\$80	\$70	After 20 days to \$80 and \$100
Hampstead	\$70	\$80	\$65	\$25 bonus after 5 days
Hudson	\$70	\$80		
Londonderry	\$70	\$76	\$70	\$10.83/hour certified
Manchester	\$70			
Sandown	\$70	\$80	\$70	\$25 bonus after 5 days
Somersworth	\$70			
Barnstead	\$75			
Barrington	\$75	\$90		Nurse \$125
Bedford	\$75			After 140 hours rate goes to \$95
Bishop Brady	\$75			
Candia	\$75	\$80		Additional \$5 a day after
Bow	\$75			After 20 days = \$90
Derry	\$75			Assistant \$50/day
Gilford	\$75			
Nottingham	\$75		\$75	Nurse \$150
Raymond	\$75	\$85	\$75	
Allenstown	\$80			
Chichester	\$80			
Deerfield	\$80			

Substitute Teacher Rate of Pay

XI.C.

December 31, 2019

Epsom	\$80			
Madison	\$80	\$90	\$75	The certified amount is also for retired who once held certification.
Pembroke	\$80			
Exeter	\$84			\$12/hr next year 15/hr = \$105
Bartlett	\$85			
Epping	\$85			
Monroe	\$85			
Stoddard	\$85	\$100		After 20 days = \$90, after 50 days = \$95
Windham	\$85			
Lebanon	\$90			
Meriden	\$90			
South Hampton	\$90			
Amherst	\$100			
Mont Vernon	\$100			
Souhegan	\$100			
Woodsville	\$100		\$90	
East Kingston	\$105			\$15/hr

XIII.A.

AUBURN POLICIES 1st Reading					
				2nd Board Reading Date:	3/9/2020
				1st Board Reading Date:	2/11/2020
				Committee Meeting Date:	1/17/2020
POLICY TITLE/CATEGORY	CURRENT CODE	PROPOSED CODE	STATUS	DATE REVIEWED	SUGGESTED RECOMMENDATIONS
Use and Possession in and on School Facilities and Grounds	ADC/GBED/JICG	ADC	Priority/Required by Law	NHSBA Fall Update	Adopt NHSBA suggested policy Combine all three policies into one document.
Non-Discrimination Policy Notice	AC		Priority/Required by Law	NHSBA Fall Update	Added language from NHSBA suggested policy and to have board review every two years
Access to Minutes and Public Records Administrative Procedure for Public Access to District Records "Right to Know Requests"	BEDG-R	EH-R	Recommended	NHSBA Fall Update	See BEDG-R (above). Formerly BEDG-R with added language from NHSBA suggested policy.
Public Access to School District Records	EH	NEW	Recommended	NHSBA Fall Update	
Emergency Plans	EBCA		Recommended	NHSBA Fall Update	
Evacuation Fire and All Hazard Drills	EBCB		Recommended	NHSBA Fall Update	Change all references to 'Evacuation' to Fire and All Hazard drills. Added language.

**AUBURN SCHOOL DISTRICT
NON-DISCRIMINATION POLICY NOTICE**

It is the policy of the School Board that there will be no discrimination on the basis of age, sex, gender, gender identity, race, creed, color, religion, familial status, marital status, sexual orientation, national or ethnic origin, economic status, or disability, or any other classes protected under RSA 354-A, for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District.

The District will not discriminate against any student or employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

This policy of non-discrimination is applicable to all persons employed or served by the District. Any complaints or alleged infractions of the policy, law or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of The Rehabilitation Act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

The person designated to handle inquiries regarding nondiscrimination policies for the Auburn School District, SAU #15 is:

Assistant Superintendent of Schools
Auburn School District, SAU #15
90 Farmer Road
Hooksett, NH 03106-2125
(603) 622-3731

Complaint and Reporting Procedures.

Any person who believes that he or she has been discriminated against, harassed, or bullied in violation of this policy by any student, employee, or other person under the supervision and control of the school system, or any third person who knows or suspects conduct that may constitute discrimination, harassment, or bullying, should contact the District Human Rights Officer, or otherwise as provided in the policies referenced below under this same heading.

Any employee who has witnessed, or who has reliable information that another person may have been subjected to discrimination, harassment, or bullying in violation of this policy has a duty to report such conduct to his/her immediate supervisor, the District Human Rights Officer, or as provided in one of the policies or administrative procedures referenced below under this same heading. Additionally, employees who observe an incident of harassment or bullying are expected to intervene to stop the conduct in situations in which they have supervisory control over the perpetrator and it is safe to do so. If an employee knows of an incident involving discrimination, harassment, or bullying and the employee fails to report the conduct or take proper action or knowingly provides false information in regard to

the incident, the employee will be subject to disciplinary action up to, and including, dismissal.

Investigations and resolution of any complaints shall be according to the policies listed below and related administrative procedures or regulations. Complaints or reports regarding matters not covered in one or the other of those policies should be made to the District Human Rights Officer.

1. Reports or complaints of sexual harassment or sexual violence by employees or third party contractors should be made under Board policy GBAA.

2. Reports or complaints of sexual harassment or sexual violence by students should be made under Board policy JBAA.

3. Reports or complaints of discrimination on the basis of disability should be made under Board policy AC, except for complaints regarding facilities accessibility by disabled non-students or employees, which should be made under Board policy KED; and

4. Reports or complaints of bullying or other harassment of pupils should be made under Board policy JICK.

Alternative Complaint Procedures and Legal Remedies.

At any time, whether or not an individual files a complaint or report under this Policy, an individual may file a complaint with the Office for Civil Rights (“OCR”), of the United States Department of Education, or with the New Hampshire Commissioner for Human Rights.

1. Office for Civil Rights, U.S. Department of Education, 5 Post Office Square, 8th Floor, Boston, MA 02109-3921; Telephone number: (617) 289-0111; Fax number: (617) 289-0150; Email: OCR.Boston@ed.gov

Note: Complaints to OCR must be filed in writing no later than 180 days after the alleged act(s) of discrimination. OCR may waive its 180 day time limit based on OCR policies and procedures.

2. New Hampshire Commission for Human Rights, 2 Industrial Park Drive, Concord, NH 03301; Telephone number: (603) 271-2767; Email: humanrights@nh.gov

Notwithstanding any other remedy, any person may contact the police or pursue a criminal prosecution under state or federal criminal law.

Retaliation Prohibited.

No reprisals or retaliation of any kind will be taken by the Board or by any District employee against the complainant or other individual on account of his or her filing a complaint or report or participating in an investigation of a complaint or report filed and decided pursuant to this policy, unless that person knew the complaint or report was false or knowingly provided false information.

Human Rights Officer-Human Resource Director
Title IX Coordinator-Assistant Superintendent
504 Coordinator-Assistant Principal

This policy will be reviewed every two years.

Legal References:

RSA 354-A:6 Opportunity for Employment without Discrimination a Civil Right
RSA 354-A:7 Unlawful Discriminatory Practices, The Age Discrimination in Employment Act of 1967, Title VII of The Americans with Disabilities Act of 1990, Title VII of The Civil Rights Act of 1964 (15 or more employees), RSA 186:11, XXXIII, Discrimination, RSA 275:71, Prohibited Conduct by Employer, ED 306

Adopted: November 8, 1989
Revised: September 10, 1992
Adopted: June 8, 1999
Revised: March 16, 2001
Revised: March 13, 2007
Revised: December 11, 2018
Revised: December 10, 2019

**AUBURN SCHOOL DISTRICT
TOBACCO PRODUCTS BAN
USE AND POSSESSION IN AND ON SCHOOL FACILITIES AND GROUNDS**

CURRENT POLICY

State law prohibits the use of any tobacco product, E-cigarette, or liquid nicotine in any facility or upon any grounds maintained by the District. Students and minors are further prohibited from possessing such items in or upon any facility, school vehicle, or grounds owned or maintained by the District.

A. Definitions

"Tobacco product(s)" means any product containing tobacco including, but not limited to, cigarettes, smoking tobacco, cigars, chewing tobacco, snuff, pipe tobacco, smokeless tobacco, and smokeless cigarettes, as well as any other product or item included in RSA 126-K:2, XI as the same may be amended or replaced from time-to-time.

"E-cigarette" means any electronic smoking device composed of a mouthpiece, a heating element, a battery, and electronic circuits that provides a vapor of pure nicotine mixed with propylene glycol to the user as the user simulates smoking. This term shall include such devices whether they are manufactured as e-cigarettes, e-cigars, or e-pipes, or under any other product name as well as any other product or item included in RSA 126-K:2, II-a as the same may be amended or replaced from time-to-time.

"Liquid nicotine" means any liquid product composed either in whole or in part of pure nicotine and propylene glycol and manufactured for use with e-cigarettes, as well as any other product or item included in RSA 126-K:2, III-a as the same may be amended or replaced from time-to-time.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration, including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

B. Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

C. Employees

No employee shall use any tobacco product, E-cigarette, or liquid nicotine, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law

enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

D. All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, E-cigarette, or liquid nicotine in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products, E-cigarette or liquid nicotine. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

E. Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 - 77, Indoor Smoking Act, RSA 126-K:2, Definitions, RSA 126-K:6, Possession and Use of Tobacco Products by Minors, RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

Adopted: November 3, 1987

Adopted: February 10, 1998

Adopted: August 10, 1999

Revised: October 6, 2003

Revised: June 14, 2016

Revised: December 11, 2018

SUGGESTED POLICY

"E-liquid" means any liquid, oil, or wax product containing, but not limited to, nicotine or cannabis intended for use in devices used for inhalation as well as any other substance included or defined in RSA 126-K:2, II-c.

"Facility" is any place which is supported by public funds and which is used for the instruction of students enrolled in preschool programs and in all grades maintained by the District. This definition shall include all administrative buildings and offices and areas within facilities supportive of instruction and subject to educational administration,

including, but not limited to, lounge areas, passageways, rest rooms, laboratories, classrooms, study areas, cafeterias, gymnasiums, maintenance rooms, and storage areas.

Students

No student shall purchase, attempt to purchase, possess or use any tobacco product, device, E-liquid, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Enforcement of the prohibition against students shall initially rest with building principals, or their designees, who may also report any violation to law enforcement, for possible juvenile, criminal or other proceedings as provided under state law. Additional consequences may be administered pursuant to printed student conduct rules.

Employees

No employee shall use any tobacco product, device, E-liquid, in any facility, in any school vehicle or anywhere on school grounds maintained by the District.

Initial responsibility for enforcement of this prohibition shall rest with building principals, or their designees. Any employee(s) who violate(s) this policy is subject to disciplinary action which may include warning, suspension or dismissal. Violations may also be referred to appropriate law enforcement and/or other appropriate agencies for criminal or other proceedings as provided under state law.

All other persons

No visitor, contractor, vendor or other member of the public, shall use any tobacco product, device, E-liquid, in any facility, in any school vehicle, or anywhere on school grounds maintained by the District.

The building principal(s), and where appropriate, other site supervisor (athletic director, vehicle driver, etc.), or their designee(s), shall have the initial responsibility to enforce this section, by requesting that any person who is violating this policy to immediately cease the use of tobacco products. After this request is made, if any person refuses to refrain from using such products in violation of this policy, the principal, site supervisor, or designee may call contact the appropriate law enforcement agency(ies) for possible criminal or other proceedings as provided under state law.

Implementation and Notice - Administrative Rules and Procedures.

The Superintendent shall establish administrative rules and procedures to implement this policy, which rules and procedures may be building level and/or district-wide. Rules and procedures relating to student violations and resulting disciplinary consequences should be developed in consultation with building principal(s).

The Superintendent, working with the building principal(s), shall provide annual notice to employees, students and parents of the pertinent provisions of this policy (e.g., student or staff handbook) along with applicable administrative regulations and procedures, which may include prescribed consequences for violations of this policy. Such notice should include information that violation of this Policy could lead to criminal or other such proceedings.

Signs shall be placed by the District in all buildings, facilities and school vehicles stating that the use of tobacco products is prohibited.

Legal References:

RSA 155:64 – 77, Indoor Smoking Act

RSA 126-K:2, Definitions

RSA 126–K:6, Possession and Use of Tobacco Products by Minors

RSA 126-K:7, Use of Tobacco Products on Public Educational Grounds Prohibited

**AUBURN SCHOOL DISTRICT
MINUTES**

Under RSA 91-A, the school board, and each of the school board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committees) is required to keep minutes for every "meeting" as defined under 91-A:2, I. As used below, "Board" shall mean and include the district school board, and each such board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, public and non-public, shall include:

- 1) the names of members participating,
- 2) persons appearing before the School Board (any persons other than board members who address the board or speak at the meeting;
- 3) a brief description of each subject matter discussed;
- 4) identification of each member who made a first or second of any motion;
- 5) a record of all final decisions;
- 6) When a recorded roll call vote on a motion is required by law or called for by the Chair (or other presiding officer), a record of how each board member voted on the motion; and
- 7) In the event a board member objects to the subject matter of discussion, that objection will be reflected in the minutes.

Copies of the draft minutes of a meeting will be sent to the members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with 2/3 of the board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at the time - prior to any vote to seal, or if sealed, provided to Board at the meeting at which they are to be approved.

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five (5) business days after each public session. Minutes for non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions, will be made available for public inspection within seventy-two (72) hours after the non-public session, unless sealed in accordance with the procedure described in the preceding paragraph.

Notes and other materials used in the preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be in the custody of the Superintendent.

Approved minutes, except those non-public session minutes which are sealed, shall be consistently posted on the District's web site in a reasonably accessible location or the web site shall contain a notice describing where the minutes may be reviewed and copies requested. Draft minutes will be available for inspection at the District's administrative office.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The Superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The Superintendent will

also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board, will remain sealed.

Legal References:

RSA 91-A:2 II, Public Records and Meetings: Meetings Open to Public, RSA 91-A:3 III, Public Records and Meetings: Non-Public Sessions, RSA 91-A: 4 I, Public Records and Meetings: Minutes and Records available for Public Inspection

Adopted: October 12, 1999

Revised: June 9, 2009

Revised: January 9, 2018

Revised: December 11, 2018

**AUBURN SCHOOL DISTRICT
PUBLIC ACCESS TO SCHOOL DISTRICT RECORDS**

-NEW-

The Superintendent is hereby designated the custodian of all "District records", which term shall have the same meaning as "governmental records" as that term is defined in the state's Right to Know law, RSA 91-A:1-a. Without limiting that meaning, District records shall include board or board committee minutes, documents, writings, letters, memoranda, e-mails, images, or other information of any kind kept or maintained by the District in any physical form (written, visual, electronic, digital, etc.).

The Superintendent shall develop written procedures concerning all requests by the public to inspect or obtain copies of school district records (i.e., "governmental records"). The procedures shall conform in all respects to the Right to Know Law. The written procedures should contain provisions clearly indicating personnel responsible for processing any request for District records, as well as the cost for providing requested copies. No fee or expense shall be charged other than as allowed under RSA 91-A:4. The Superintendent shall review such procedures annually and make such changes as are required as a result of legislative changes to the Right to Know or other applicable law or regulations, or as s/he may deem appropriate. Any changes to the written procedures should be provided to all appropriate personnel and to the School Board.

All District records shall be retained, deleted or destroyed in accordance with board policy, and administrative procedures. Minutes of school board meetings, and materials used to prepare the same, shall also be made available in accordance with Board policy BEDG.

The Superintendent is authorized to contact the District's attorney for any matter related to requests for public records and/or the development of the written procedures required under this policy.

Legal References:

RSA 91-A, New Hampshire Right To Know Law

**AUBURN SCHOOL DISTRICT
ACCESS TO MINUTES AND SCHOOL PUBLIC DISTRICT RECORDS**

1. These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.

2. Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refuses to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.

3. All requests for public records must be made through the SAU/Superintendent's office.

If a board member receives a Right-to-Know request, the board member will forward the request to the Superintendent as soon as possible.

If a Principal or other school administrator receives a Right-to-Know request, he or she will forward the request to the Superintendent as soon as possible.

4. Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the Superintendent will, within five (5) business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied. The Superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.

5. The School District will charge a fee of .50 per page for copying/photocopies of records when the person requests a paper copy. No fee will be charged for the inspection of records.

6. Records will be reviewed in their entirety by either the Superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.

7. Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the Superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.

8. Electronic records may be provided via e-mail or on a portable storage device (thumb drive), if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the District's computer system, a thumb drive for this purpose must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the District.

9. The Superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

10. Documents can be examined at the regular business premises or picked up by arrangement at that location.

11. All District records shall be retained, deleted or destroyed in accordance with board policy.

Adopted: June 9, 2009
Revised: December 13, 2016
Revised: January 10, 2017
Revised: January 9, 2018
Revised: April 9, 2019

**AUBURN SCHOOL DISTRICT
EMERGENCY PLANS**

The Superintendent and/or his/her designee shall ensure that building emergency management plans have been developed and are understood by staff, faculty, and students. Community emergency plans shall be developed in conjunction with local civic officials.

Adopted: April 11, 2000
Reviewed: December 11, 2018

**AUBURN SCHOOL DISTRICT
EVACUATION FIRE AND ALL HAZARD DRILLS**

~~Evacuation~~ Fire and hazard drills will be scheduled by the Principal during the school year. The purpose of ~~an evacuation~~ fire and hazard drills is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned ~~evacuation~~ area outside.

Records of such drills shall be kept in accordance with the Emergency Response Plan.

XIII.B.

AUBURN POLICIES 1st Reading Previously Tabled				
2nd Reading Date: March 9, 2020 1st Reading Date: February 11, 2020 Committee Mtg: December 20, 2019				
POLICY TITLE/CATEGORY	CURRENT CODE	STATUS	LAST REVIEWED	Committee Recommendations
Meal Charging	EFAA EFAC	Required	NEW	Change code to match required policy (NHSBA)
Administration of Federal Grant Funds	DAF	Required	NEW	No current policy. Required. Amy Ransom suggests adopting NHSBA suggested policy as written.
Wellness Policy	JLCF	Required	Jun-06	Rewrite of policy within SAU #15 to allow for state requirements. This draft has been approved by the state. Definition of a 'Smart Snack' is a nutritional snack approved by the USDA guidelines. Basically a nutrient dense snack.

**AUBURN SCHOOL DISTRICT
ADMINISTRATION OF FEDERAL GRANT FUNDS**

See also: ADB, EFAA, EHB, JICI & JRA

NHSBAA Suggested Language:

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

The sub-policies include:

DAF-1 ALLOWABILITY

DAF-2 CASH MANAGEMENT AND FUND CONTROL

DAF-3 PROCUREMENT

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

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

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

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

DAF-9 TIME AND EFFORT REPORTING / OVERSIGHT

DAF-10 GRANT BUDGET RECONCILIATION

DAF-11 SUB-RECIPIENT MONITORING AND MANAGEMENT

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, or his/her designee, 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, or his/her designee, 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, or his/her designee, 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.

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

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

DAF-2 CASH MANAGEMENT AND FUND CONTROL

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

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

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

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

The Superintendent or his/her designee 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 DJF and DJG.

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

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

requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

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

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

1. Micro-purchases

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

2. Small Purchases (Simplified Acquisition)

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

3. Sealed Bids

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

- a. In order for sealed bidding to be feasible, the following conditions shall be present:
 - i. a complete, adequate, and realistic specification or purchase description is available;
 - ii. two (2) or more responsible bidders are willing and able to compete effectively for the business; and
 - iii. the procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
 - i. Bids shall be solicited in accordance with the provisions of State law. 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. Competitive Proposals

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

If this method is used, the following requirements apply:

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

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

5. Noncompetitive Proposals

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

- a. the item is available only for a single source;
- b. the public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

- c. the Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. after solicitation of a number of sources, competition is determined to be inadequate.

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 efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient 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. 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. 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. 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. 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. 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. 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)).
- 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.

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 NHD OE, 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 and/or his/her designee, 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 annually.

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 and/or his/her designee who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass-through-entity.

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

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

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

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

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

- A. "Equipment" and "Pilferable Items" Defined:** For purposes of this policy, "equipment" means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000, or the capitalization level established by the District for financial statement purposes. "Pilferable items" are those items, *regardless of cost*, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment and televisions.

- B. Records:** The Superintendent and/or his/her designee 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. Inventory:** No less than once every two years, the Superintendent and/or his/her designee shall cause a physical inventory of all equipment and pilferable items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF, inventories shall be conducted consistent with Board Policy DID.

- D. Control, Maintenance and Disposition:** The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
 - 1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
 - 2. to maintain the property and keep it in good condition; and

3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

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

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

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

The validity of payments for travel costs for all district employees and school officials shall be determined by the Superintendent and/or his/her designee.

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 and/or his/her designee 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 and/or his/her designee who can attest that the expenditure is allowable and approved under the federal program. The Superintendent and/or his/her designee 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 and/or his/her designee 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

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.

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.

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 sub-award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the subrecipient for programmatic, financial, and administrative suitability.
2. Evaluate each subrecipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the subrecipient's:
 - a) Prior experience with the same or similar sub-awards.
 - b) Results of previous audits and single audit (if applicable).
 - c) New personnel or new or substantially changed systems.
 - d) The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub-award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the subrecipient to 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 (non-federal)/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 and/or his/her designee.
7. The Superintendent and/or his/her designee, 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.

Legal References:

42 USC 1751 – 66 National School Lunch Act, 2 C.F.R. Part 180

2 C.F.R. Part 200, 200.0 - 200.99; 200.305; 200.313(d); 200.317-.326; 200.403-.406; 200.413(a)-(c); 200.430; 200.431; 200.458; 200.474(b), 200 Appendix II, 7 CFR Part 210, 210.16; 210.19; 210.21; 215.14a; 220.16

**AUBURN SCHOOL DISTRICT
CHARGING OF SCHOOL LUNCH**

Every student in the Auburn Village school will be offered a nutritious, state-approved lunch at a price that has been approved by the School Board for that school year if they desire. However,

- A. When the balance is \$5 or less a letter will be sent home via the student. A student with a negative balance will not be allowed to purchase snacks.
- B. If the negative balance reaches \$10.00, the Food Service Director will call the parent/guardian. **If the negative balance reaches \$25.00, the Principal will call the parent/guardian.**
- C. If a 1st or 2nd grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch or milk. **No snacks may be charged by those with a negative balance.**
- D. If a 3rd – 8th grade student has a negative balance, he/she will be allowed to charge a reimbursable lunch for two days. **No snacks may be charged by those with a negative balance.**
- E. Students will be able to charge lunch subject to the criteria of this policy; all others may participate in a pre-payment program.
- F. The Superintendent is authorized to take appropriate action to recover any balances owed to the District in cases where the parents do not cooperate in settling their debt.

Reimbursable Lunch – All five components are offered (milk, protein, bread or starch, and two different servings of fruit and/or vegetable) and student takes three.

The districts will redefine delinquent debt as bad debt at the end of the school year or if the student leaves the district for any reason. At the time that the debt is redefined as bad, the non-profit food service account will be made whole by a transfer of nonfederal funds from the district or the SAU.

Legal References:

15 U.S.C. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA), 42 U.S.C. 1758(b)(6), Use or disclosure of information Civil Rights Act of 1964 & 7 C.F.R. Part 15, Subpart A & B 2 C.F.R. §200.426, 7 C.F.R §210.09, 7 C.F.R §210.10, 7 C.F.R §210.15, 7 C.F.R. §245.5
USDA SP 46-2016 - No later than July 1, 2017, all SFA's operating the Federal school meal program are required to have a written meal charge policy. USDA Guidance SP37-2016: Meaningful Access for Persons with Limited English Proficiency (LEP) in the School Meal Programs
RSA 189:11-a, RSA 358-C , New Hampshire's Unfair, Deceptive or Unreasonable Collection Practices Act; NH Dept. of Education Technical Advisory - Food and Nutrition Programs

Adopted: June 14, 2011

Revised: May 9, 2017

CURRENT POLICY

SAU 15 File: JLCF

SAU 15 WELLNESS POLICY

SAU 15 is committed to providing a school environment that enhances learning and development of lifelong wellness practices.

To accomplish these goals:

1. Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
2. Sequential and interdisciplinary nutrition education is provided and promoted.
3. Patterns of meaningful physical activity connect to students' lives outside of physical education.
4. All school-based activities are consistent with local wellness policy goals.
5. All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day are consistent with the current Dietary Guidelines for Americans.
6. All foods made available on campus adhere to food safety and security guidelines.
7. The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
8. The school district will engage students, parents, teachers and food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing district wide nutrition and physical activity policies.

SAU 15 supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Schools contribute to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and behavior.

All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

SAU 15 shall prepare, adopt, and implement a comprehensive plan to encourage healthy eating and physical activity. The Superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness.

SAU 15 will develop a Wellness Committee comprised of school personnel, administration, community members and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

Nutrition Education

The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating.
2. Age appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising.
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
4. Consistent nutrition messages will be provided throughout the school in media, in the classroom and in the cafeteria, to the home and community.
5. Nutrition concepts shall be integrated into health, science education, family and consumer science, or in grade appropriate curriculum.
6. Staff providing nutrition education shall have appropriate training.

Physical Activity

School leaders are encouraged to develop and implement a plan that supports physical activity.

1. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of Unified Arts, Science, Math, Social Studies, and Language Arts.
2. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. Special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activities shall be supported.
4. The school district will encourage and may offer opportunities for all students to initiate and voluntarily participate in before and after-school physical activity programs that promote inclusive physical activity on a school-wide basis, such as interscholastic sports, intramurals, clubs, and other extracurricular and co-curricular activities.
5. Establish school support for community recreation and youth sports programs and agencies that complement physical activity programs (i.e., share information and make facilities available).

6. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.
7. Every effort will be made by the district to have physical education class teacher-to-student ratios equivalent to those of other subject area classes in the schools.

Nutrition Guidelines for all Foods on Campus

All foods available on school grounds during the school day and at school-sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calorie, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables, and whole grains. Food and beverages offered for snacks, activities, and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle.

These nutrition guidelines apply to the school lunch and breakfast programs, foods and beverages sold in vending machines, snack bars, school stores, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities.

1. All beverages sold or provided on school campuses or at school-sponsored activities should follow established USDA guidelines for sugar content, caffeine, sodium, and fat.
2. Healthy choices of food and beverages will be encouraged at school-sponsored events outside of the school day.
3. School celebrations and school-sponsored activities should include a balance of food and beverage choices that strive to promote healthy choices.
4. A la carte/snack items available will adhere to established nutrition standards. A variety of snacks should be offered, including fruits, vegetables, or low fat dairy products.
5. Schools should encourage fundraisers that promote positive health habits and nutrition choices. Whenever possible, fundraisers should include the sale of non-food items.

Other School Based Activities

Our goal is to create a total school environment that is conducive to healthy eating and being physically active.

Dining Environment

1. The school district will provide a clean, safe, and enjoyable meal environment for students.
2. The school district will provide enough space and serving areas to ensure all students have access to school meals with minimum wait time.
3. The school district will have drinking fountains available in all schools, so that students can get water at meals and throughout the day.
4. The school district will encourage all students participate in school meals programs and protect the identity of students who eat free and reduced meals.
5. The school district will provide an adequate time for students to eat healthy food and promote social etiquette.

Food or Physical Activity as a Reward or Punishment

1. The school district will prohibit the use of food as a punishment in schools and avoid the use of unhealthy food as a reward.
2. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.

Consistent School Activities and Environment

1. After-school programs will encourage physical activity and healthy habit formation.
2. Local wellness policy goals will be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).
3. The school district will encourage that all schools' fundraising efforts to be supportive of healthy eating.
4. The school district will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.
5. The school district will make efforts to keep school or district-owned physical activity facilities open for use by students and adults outside school hours.

6. The school district will encourage parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.
7. The school district will encourage and provide opportunities for students, teachers, and community volunteers to practice healthy eating and serve as role models in school dining areas.
8. The school district will provide information and outreach materials about other programs to students and parents. These may include local health departments, NH Healthy Kids, and Food and Nutrition Service Programs such as Food Stamps, and Women, Infants, and Children (WIC).
9. The school district will encourage all students to participate in school meals programs, i.e. the National School Lunch, including snacks for school snack programs, After School Programs, and School Breakfast programs.

Evaluation Component

1. The Local Wellness Committee will develop a plan for implementing and monitoring this policy. The committee will comprise of school personnel, administration, parents, and community members. The committee shall not exceed nine people.
2. The school administration will ensure compliance with the district's established nutrition and physical activity wellness policy. Evaluation of progress and results will be communicated annually to the school board.

Statutory Reference:

Based on Federal Public Law (PL 108.265 Section 204)

Adopted: June 13, 2006 (Auburn)

**SAU 15
Wellness Committee Members
2005-2006**

Gail Kushner Assistant Superintendent

Lisa Longval Auburn Parent

Melissa McCarthy Auburn Food Service Director

Ellen Warecki Auburn Nurse

Sandy Leavitt Candia Nurse

Nancy Maloney Candia Teacher

Kristine Pouliot Candia Parent

Ed Sides Candia Teacher

Diane Taylor Candia Food Service Director

JoLynn Bonin Hooksett Teacher

Maryann Boucher Hooksett Parent

Diane Miner Hooksett Teacher

Susan Sokul Hooksett Teacher

Carol Soucy Hooksett Memorial School Principal

Jim Sullivan Hooksett School Board Member

Roberta Tarsia Hooksett Food Service Director

AUBURN SCHOOL DISTRICT WELLNESS

SUGGESTED POLICY

Auburn Village School in SAU 15 is committed to providing a school environment that enhances learning and development of lifelong wellness practices. This Policy applies to all students and staff at Auburn Village School. Specific measurable goals and outcomes are identified within each section below.

School Wellness Committee

Auburn Village School has a Wellness Committee comprised of school personnel, administration, community members and students to plan, implement, and assess ongoing activities that promote healthy lifestyles, particularly physical activity for all age groups within the school community.

Auburn Village School has established an ongoing School Wellness Committee that convenes to review school-level issues, in coordination with the School Wellness Policy. The committee will meet at least five per year to establish goals for and oversee school health and safety policies and programs, including development, implementation and periodic review and update of this district-level wellness policy

The Wellness Committee will continue to represent all school levels (Elementary and Middle schools) and include (to the extent possible), but not limited to: parents and caregivers; students; representatives of the school nutrition program (e.g., school nutrition directors and managers); physical education teachers, school health services staff (e.g., School nurses, health educators and other allied health personnel who provide school health services), and mental health and social services staff, School administrators, School board members, and the general public.

Leadership

The Principal or designee(s) will convene as part of the Wellness Policy Committee and facilitate development of and updates to the wellness policy, and will ensure each school's compliance with the policy.

The names, titles and contact information of this/these individuals can be found on the SAU website. Each school will designate a school Wellness policy coordinator, who will ensure compliance with the policy. Refer to each Schools Website for all information of school level wellness policy coordinators. Wellness Policy Implementation, Monitoring, Accountability and Community Engagement.

Implementation Plan

The Wellness Committee will develop and maintain a plan for implementation to manage and coordinate the Execution of this wellness policy at the first meeting of each school year. The plan delineates roles, responsibilities, actions and timelines specific to each school; and includes information about who will be responsible to make what change, by how much, where and when; as well as specific goals and objectives for nutrition standards for all foods and beverages available on the school campus, food and beverage marketing, nutrition promotion and education, physical activity, physical education and other school-based activities that promote student wellness. It is recommended that the school use the Healthy Schools Program online tools to complete a school-level assessment based on the Centers for Disease Control and Prevention's School Health Index, create an action plan that fosters implementation and generate an annual progress report.

The wellness policy and the progress reports can be found at:

<https://auburnschoolboard.sau15.net/policy-manual/wellness-policy/>

Record Keeping

The School will retain records to the document compliance with the requirements of the wellness policy at Auburn Village School; 11 Eaton Hill Rd. Auburn, NH 03032

Documentation maintained in this location will include but will not be limited to:

The written wellness policy;

Documentation demonstrating that the policy has been made available to the public;

Documentation of efforts to review and update the Local Schools Wellness Policy: including an indication of who is involved in the update and methods the district uses to make stakeholders aware of their ability to participate on the District Wellness Policy

The most recent assessment on the implementation of the local school wellness policy;

Documentation demonstrating the most recent assessment on the implementation of the Local School Wellness Policy has been made available to the public.

Annual Notification of Policy

Will be posted on the Auburn School Website at the beginning of each school year. A copy can also be mailed to you by contacting the Nutrition Services Director @ 483-2769 ext. 1137.

Nutrition

The primary goal of nutrition education is to influence students' eating behaviors. Nutrition education at all levels of the district's curriculum shall include, but not be limited to, the following essential components designed to help students learn:

1. Age appropriate nutritional knowledge, including the benefits of healthy eating, essential nutrients, nutritional deficiencies, principles of healthy weight management, the use and misuse of dietary supplements, safe food preparation, handling and storage and cultural diversity related to food and eating.
2. Age appropriate nutrition-related skills, including, but not limited to, planning a healthy meal, understanding and using food labels and critically evaluating nutrition information, misinformation and commercial food advertising.
3. How to assess one's personal eating habits, set goals for improvement, and achieve those goals.
4. Consistent nutrition messages will be provided throughout the school in media, in the classroom and in the cafeteria, to the home and community.
5. Nutrition concepts shall be integrated into health, science education, family and consumer science, or in grade appropriate curriculum.
6. Staff providing nutrition education shall have appropriate training.

To accomplish these goals:

1. School meals: School Meals served at AVS shall meet or exceed the nutrition requirements established by the USDA, laws, and regulations. Administration of the School meal program will be by qualified school food service staff. School lunches and breakfast programs will offer a variety of foods and choices for students. Nutritional information about school meals Child Nutrition Programs comply with federal, state and local requirements. Child Nutrition Programs are accessible to all children.
2. Free and reduced meals: Eligibility for and destitution of free and reduced priced meals will be provided with confidentiality in accordance with state and federal requirements.
3. Classroom Activities: AVS shall discourage the use of food items for instructional purposes unless it is essential to a curriculum area. This is especially the case for those food items that do not meet the nutritional standards for foods as outlined in this policy.
4. After school activities: All school-based activities are consistent with local wellness policy goals.
5. Food sales: All foods and beverages made available on campus (including vending, concessions, a la carte, student stores, parties, and fundraising) during the school day (Which is defined as the period from the midnights before to 30 minutes after the endo of the official school day. Which will henceforth be known as "School Day") are consistent with the current Dietary Guidelines for Americans. All foods made available on campus adhere to food safety and security guidelines. AVS will follow the federal school meal and competitive food (Smart Snack) standards for all foods sold to students during the school day.

6. Fundraising: To support children's health and school nutrition-education efforts, school sponsored fundraising activities (direct school affiliation) will not involve food or will use only foods that meet the above nutrition and portion size standards for foods and beverages sold individually unless specifically authorized by the Principal. School will encourage fundraising activities that promote physical activity.
 7. Meal times and Scheduling: The school environment is safe, comfortable, pleasing, and allows ample time and space for eating meals.
 8. Auburn Village School will engage students, parents, teachers and food service professionals, health professionals and other interested community members in developing, implementing, monitoring, and reviewing school nutrition and physical activity policies.
- Auburn Village School supports a healthy environment where children learn and participate in positive dietary and lifestyle practices. Auburn Village School contributes to the basic health status of children by facilitating learning through the support and promotion of good nutrition and physical activity. Improved health optimizes student performance potential and behavior.
- All students shall possess the knowledge and skills necessary to make nutritious and enjoyable food choices for a lifetime. In addition, staff is encouraged to model healthy eating and physical activity as a valuable part of daily life.

Nutrition Guidelines for all Foods on Campus

All foods available on school grounds during the school day and at school-sponsored activities will meet or exceed the current USDA Dietary Guidelines for Americans. Food offerings should be nutrient dense per calorie, have low fat and sugar content, be of moderate portion size, and include a variety of fruits, vegetables, and whole grains. Food and beverages offered for Smart Snacks, activities, and/or fundraisers should encourage healthy choices and promote positive health habits. The nutrition standards are intended to model the practice of moderation as a component of a healthy lifestyle. These nutrition guidelines apply to the school lunch and breakfast programs, foods and beverages sold in vending machines, Smart Snack bars, school stores, concession stands, at parties/celebrations/meetings during the school day, and as part of school fundraising activities.

1. All beverages sold or provided on school campuses or at school-sponsored activities should follow established USDA guidelines for sugar content, caffeine, sodium, and fat.
2. Healthy choices of food and beverages will be encouraged at school-sponsored events outside of the school day.
3. School celebrations and school-sponsored activities should include a balance of food and beverage choices that strive to promote healthy choices.
4. A la carte/Smart Snack items available will adhere to established nutrition standards. A variety of Smart Snacks should be offered, including fruits, vegetables, or low fat dairy products.
5. Schools should encourage fundraisers that promote positive health habits and nutrition choices. Whenever possible, fundraisers should include the sale of non-food items.

Physical Activity

Children and adolescents should participate in at least 60 minutes of physical activity every day. A substantial percentage of students' physical activity can be provided through a comprehensive school physical activity program (CSPAP). A CSPAP reflects strong coordination and synergy across all of the components: quality physical education as the foundation; physical activity before, during and after school; staff involvement and family and community engagement and the district is committed to providing these opportunities. Schools will ensure that these varied physical activity opportunities are in addition to, and not as a substitute for, physical education (addressed in "Physical Education" subsection). All schools in the district will be encouraged to successfully address all CSPAP areas. Physical activity during the school day (including but not limited to recess, classroom physical Activity breaks or physical education) will not be withheld as punishment for any reason (This does not include participation on sports teams that have specific academic Requirements). Teachers and other school personnel will not use physical activity (e.g., running laps, push-ups) as punishment. The

Administration will provide teachers and other school staff with a list of ideas for alternative ways to discipline students.

To the extent practicable, the School will ensure that its grounds and facilities are safe and that Equipment is available to students to be active. The School will conduct necessary inspections and repairs.

School leaders are encouraged to develop and implement a plan that supports physical activity.

1. Physical activity will be integrated across curricula and throughout the school day. Movement can be made a part of Unified Arts, Science, Math, Social Studies, and Language Arts.
2. Physical education courses will be the environment where students learn, practice, and are assessed on developmentally appropriate motor skills, social skills, and knowledge.
3. Special programs such as student and staff walking programs, family fitness events, and events that emphasize lifelong physical activities shall be supported.
4. The school district will encourage and may offer opportunities for all students to initiate and voluntarily participate in before and after-school physical activity programs that promote inclusive physical activity on a school-wide basis, such as interscholastic sports, intramurals, clubs, and other extracurricular and co-curricular activities.
5. Establish school support for community recreation and youth sports programs and agencies that complement physical activity programs (i.e., share information and make facilities available).
6. Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Recess should be considered before lunch since research indicates that physical activity prior to lunch can increase the nutrient intake and reduce food waste. Discretion will be used when restricting student participation in recess.
7. Every effort will be made by the district to have physical education class teacher-to-student ratios equivalent to those of other subject area classes in the schools.

Physical Education

The District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts (discussed in the "Essential Physical Activity Topics in Health Education" subsection). The curriculum will support the essential components of physical education.

All students will be provided equal opportunity to participate in physical education classes. The District will make appropriate accommodations to allow for equitable participation for all students and will adapt physical education classes and equipment as necessary.

Other School Based Activities

After School programs: After school programs will encourage physical activity and healthy habit formation.

Group activities/assemblies: Local wellness policy goals will be considered in planning all school-based activities (such as school events, field trips, dances, and assemblies).

Training: The school district will provide opportunities for on-going professional training and development for food service staff and teachers in the areas of nutrition and physical education.

Facilities Use: The school district will make efforts to keep school or district-owned physical activity facilities open for use by students and adults outside school hours.

Healthy eating habits: The school district will encourage parents, teachers, school administrators, students, food service professionals, and community members to serve as role models in practicing healthy eating and being physically active, both in school and at home.

Food as a consequence: The school district will prohibit the use of food as a punishment in schools and avoid the use of unhealthy food as a reward.

Recess: Every effort will be made for all elementary school students to have at least one supervised recess daily, preferably outdoors. Discretion will be used when restricting student participation in recess.

Support/Outreach: The school district will provide information and outreach materials about other programs to students and parents. These may include local health departments, NH Healthy Kids, and Food and Nutrition Service Programs such as Food Stamps, and Women, Infants, and Children (WIC).

Evaluation Component

1. The Local Wellness Committee will develop a plan for implementing and monitoring this policy. The committee will comprise of school personnel, administration, parents, and community members. The committee shall not exceed nine people.

2. The school administration will ensure compliance with the district's established nutrition and physical activity wellness policy. Evaluation of progress and results will be communicated annually to the school board.

Statutory Reference:

Based on Federal Public Law (PL 108.265 Section 204)

XIV.**School Administrative Unit #15
Auburn Pupil Accounting
Monthly Enrollment****DATE: February 3, 2020**

GRADE	SECTION	TOTAL 2019-2020	TOTAL 2018-2019	TOTAL 2017-2018	TOTAL 2016-2017
K	3	45	63	51	51
1	4	86	71	70	56
2	4	70	75	62	72
3	3	76	63	73	63
4	3	70	73	57	68
5	3	77	55	72	79
6	3	61	73	81	64
7	4	71	80	64	80
8	4	86	66	81	79
TOTAL	31	642	619	611	612

**School Administrative Unit #15
Auburn Pupil Accounting
High School Monthly Enrollment**

DATE: February 3, 2020

School	Grade 9	Grade 10	Grade 11	Grade 12	TOTAL
Pinkerton Academy	74	80	70	63	287
Londonderry High School	4	0	0	0	4
MST	0	0	0	1	1
Other District Placements	2	5	5	2	14
TOTAL	80	85	75	66	306