

ASHLAND SCHOOL BOARD REGULAR MEETING
Ashland Elementary School – Heffernan Media Center
Monday, February 3, 2025 @ 6:15 p.m. or immediately following
Deliberative Session

AGENDA

- I. CALL TO ORDER
- II. PLEDGE OF ALLEGIANCE
- III. RECORD ROLL
- Members Present:
- Members Absent:
- Others Present:
- IV. PUBLIC COMMENT – *Opened at* _____.
- V. PUBLIC INFORMATION MEETING ON THE PROPOSED CONGRESSIONAL DISCRETIONARY SPENDING NET ZERO PROJECT GRANT (*Attachment #1*)
- A. Public Information Meeting opened at: _____.
- B. Public Information Meeting closed at: _____.
- C. School Board Discussion about Proposed CDS Net Zero Project Grant
- Motion to grant the Superintendent the authority to sign documents for the CDS Net Zero Project grant on behalf of the Board/School District.**
- Moved by: _____ Second: _____
- Vote: _____
- VI. MINUTES
- A. Regular Meeting of January 7, 2025 (Action Item) Mrs. Moriarty (*Attachment #2*)
- Motion to approve the minutes of the Regular Meeting of January 7, 2025.**
- Moved by: _____ Second: _____
- Vote: _____
- VII. CURRENT BILLS PAYABLE
- A. General Operating Expenses (Action Item) Mrs. Moriarty (*Attachment #3*)
- Motion to approve the payment of bills, manifest # 2008.**
- Moved by: _____ Second: _____
- Vote: _____

VIII. ADMINISTRATIVE REPORTS

A. Enrollment/Principal's Report (Information Item) Mr. Donnelly (*Attachment #4*)B. Year-to-Date Financial Report (Information Item) Mrs. Dolloff (*Attachment #5*)

IX. NEW BUSINESS

A. Crotched Mountain Foundation Kids Award Package (Action Item) Mrs. Moriarty (*Attachment #6*)

Motion to approve the Ashland School District accepting the CMF Kids Award as presented to complete a feasibility study for an inclusive preschool program.

Moved by: _____ Second: _____

Vote: _____

X. POLICIES

A. First Readings (Action Item) Mrs. Moriarty (*Attachment #7*)

Motion to approve the first readings of the following policies as presented.

- DAF-5 Conflict of Interest and Mandatory Disclosures
- DAF-9 Time-Effort Reporting/Oversight
- DAF-12 Reporting on Real Property
- DAF-13 Whistleblower Protections
- EBCH Chemical Safety and Chemical Hygiene Plan
- GBGBA/JLCEA/KFD Use of Automated External Defibrillators
- IGE Parental Objections to Specific Course Materials
- IHAM Health Education and Exemption from Instruction
- JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation
- JLF Reporting Child Abuse or Neglect and JLF-1 Reporting Child Abuse or Neglect - Report Form
- JLP Parental Notification of and Involvement in Student Welfare
- EFAA School Lunch Program Meal Charge

Moved by: _____ Second: _____

Vote: _____

XI. PUBLIC COMMENT – *Closed at* _____.

XII. NONPUBLIC SESSION

A. Nonpublic Session (Action Item) Mrs. Moriarty

R.S.A. 91-A:3 II(c): This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board, unless such a person requests an open meeting.

Motion to enter nonpublic session at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

B. Public Session (Action Item) Mrs. Moriarty

Motion to reenter public session at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

XIII. ANNOUNCEMENTS

A. **Monday, March 10, 2025**

Ashland School Board @ Ashland Elementary School – Heffernan Media Center

- Ashland School Board Regular Meeting – **6:00 p.m.**

XIV. ADJOURNMENT

Motion to adjourn meeting at _____ p.m.

Moved by: _____ Second: _____

Vote: _____

Ashland Elementary School Net Zero Project

Paul Bemis
President
Air Cleaners Inc
10/21/2024



AES Net Zero Project Overview

- Three Phase Project designed to eliminate the need for external energy to heat, cool, and light the Ashland Elementary School
 - Phase 1: Building Envelope
 - Retrofit the existing building to reduce thermal losses and air leakage
 - Phase 2: Electrify Heating and Cooling
 - Replace existing fossil fuel based “heat only” system with heat pumps that provide both heating and cooling more efficiently
 - Add solar array to offset additional energy required for heat pumps
 - Phase 3: Add battery storage and intelligent control system
 - Add battery storage for collecting excess energy generated during peak solar hours and store it for use during nights and cloudy days
 - Add intelligent control system to manage the energy of the facility and “learn” when to heat, cool, and store energy for optimal performance

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.



AES Net Zero Project Overview

- Project Details

- Phase 1 has been funded by Senator Shaheen via a Congressional Directed Spending grant of \$1.35M in May of 2024.
 - No matching funds from local school budget required.
- Each Phase is designed to “stand alone” and provide substantial benefits if no further funding is provided.
- Engineering design is scheduled to occur in the fall and winter of 2024-25. RPQ’s for construction are scheduled to occur in the Spring of 2025
- Project team consists of veteran building scientists from the State of NH with extensive experience implementing similar projects in other schools.

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.



AES Net Zero Project Benefits

- The elimination of energy costs to heat, cool, and light the school building will significantly reduce the cost to operate the building(s) and thereby reducing the local tax burden.
- The creation of an enhanced learning environment for students consisting of superior thermal comfort and sufficient clean fresh air to promote student health and optimize cognitive behavior.
- A highly resilient school building can be utilized by the town as an emergency shelter in the case of a major electrical grid outage.
- The project will extend the life of the AES building by an estimated 30 years.
- The elimination of carbon-based heating and cooling fuels sources, thereby reducing the impact on global warming.
- An example of how the elimination of fossil fuels and dependence on offsite energy sources can be a “win-win” for residents, students, and taxpayers that can be replicated by every small town in NH and the US.

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.



Ashland Elementary School Net Zero Project

Project Location: Ashland Elementary School, 16 Education Drive, Ashland, NH 03217
Lead Organization: Air Cleaners Inc., Project Management, Design Oversight, and Financing

Technical Contact	Business Contact
Paul Bemis President Air Cleaners Inc 85 Pleasant Street, PO Box 100 Bristol NH, 03222 603-369-6085 603-252-9322 Paul@AirCleanersInc.com	Chris Ames VP Operations Air Cleaners Inc 85 Pleasant Street Bristol NH 03222 813-679-9832 813-679-9832 Chris@AirCleanersInc.com

Project Team

Ashland Elementary School Board
Windy Hill Associates
Design Day Mechanical

Project Member
Architectural Design
HVAC and Energy Design

David Ely
Andrew Arsenault

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.

Project Description.

Overview

The town of Ashland is an economically challenged community of 1,959 (2021 census) residents located 38 miles north of the capital of Concord. Ashland Elementary School (AES) ranks as the 1st most needy school district of 175 in NH and is designated a Rural District 42 community. It has the tenth lowest per capita income in the state out of the 234 towns in New Hampshire. New Hampshire schools obtain almost all their funding from local property taxes because the state has no income tax or sales tax. NH is last in the nation in providing state level support to its schools. Small NH towns are challenged to meet the cost of public education. They typically do not have the fiscal capacity to increase taxes or float bonds to carry out energy improvements to their school facilities and therefore often need federal support to design, build and finance these improvements. A primary issue with all these small schools is the increasing cost of energy related to heating and cooling the buildings. The current Energy Utilization Intensity (EUI) of 171 is well above the NH state average of 42%. The high cost of oil contributes to excessive operational costs for the school, taking resources away from the community's primary goal of education. This project aims to eliminate this cost by implementing a three-phase project plan to restructure the buildings to eliminate their dependence on "offsite" energy sources and transitioning them to "Net Zero". When completed, this project will provide the following benefits:

- The elimination of energy costs to heat, cool, and light the school building will significantly reduce the cost to operate the building(s) and thereby reducing the local tax burden. It also will eliminate the "guess work" associated with budgeting energy costs for future years.
- The creation of an enhanced learning environment for students consisting of superior thermal comfort and sufficient clean fresh air to promote student health and optimize cognitive behavior.
- A highly resilient school building that can be utilized by the town as an emergency shelter in the case of a major electrical grid outage. Because the building will generate much of its own power, emergency workers and residents will be able to utilize it as a safety building.
- The project will extend the life of the building by an estimated 30 years.
- The elimination of carbon based heating and cooling fuels sources, thereby reducing the impact on global warming.
- An example of how the elimination of fossil fuels and dependence on offsite energy sources can be a "win-win" for residents, students, and taxpayers that can be replicated by every small town in NH and the US.

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.

Project Description

The Ashland Elementary School consists of two buildings, the main classroom/cafeteria building, and the gymnasium. The focus of this project is the main classroom building, a 39,600-square-foot single-level structure constructed in phases beginning in 1955. The building is constructed utilizing masonry exteriors with no insulation and is heated by oil. The oldest section of the building is referred to as the “Ober Wing” and was built in 1955. The “Glidden” wing was added in 1965, the “Vocational Wing” added in 1970, and the “Middle School Wing” added in 1994. Modest improvements to the building have been made over the years, including the replacement of the original windows in 1996. An aerial view of the main classroom building can be seen in Figure 1 below:



Figure 1
Aerial view of Ashland Elementary School

The project consists of a 3-phase deep energy retrofit of the main classroom building with air sealing, roof insulation, exterior wall insulation, high-performance energy recovery ventilation (ERV), and LED lighting. It replaces fossil fuels with efficient cold-weather heat pumps. This all-electric project includes a microgrid with solar generation, energy storage for resilience, and an advanced machine-learning Energy Resource Management System to optimize energy use. This project will be implemented in three phases:

- Phase 1: This initial phase will focus on the building envelope by adding sufficient insulation and air sealing to provide a very low air change rate (1 ACH @ 50 PA) to the main classroom building.
- Phase 2: After the building is properly insulated and sealed, the replacement of the existing oil-based fossil fuel heating system will be replaced by heat pumps. A rooftop solar array will also be added in this phase to offset the additional electrical load created by the heat pumps.
- Phase 3: The addition of local electrical storage and an intelligent control system to manage the electrical loads in the building and store excess energy for use during non-solar generating periods.

Each of the three phases is designed to “stand on its own” from a functional point of view. For example, if only Phase 1 is completed, the benefits of improved indoor air quality, occupant thermal comfort and reduced energy consumption will still be realized. By segmenting the project in this manner, each of the phases will add incremental benefits, but are not necessary if future funding is not secured.

This project is an example of integrated design, balancing energy efficiency, thermal comfort, superior ventilation, improved indoor air quality (IAQ), electric production, and storage. It demonstrates that older schools can be successfully and economically brought to modern thermal standards and eliminate fossil fuels. The project will also explore creative financing combining investment tax credits (ITC), federal energy rebates, and bank financing to monetize the energy efficiency/generation savings, covering some of the project financings within existing Operational Expenses (OPEX). The aim is to make the project cash flow positive to the school district.

By integrating a whole-system approach and balancing improvements across the building envelope, ventilation, power generation, system controls, and innovative financing, the project provides value to this school campus, its students, and demonstrates applicability to other schools. The project is designed to maximize the benefits of the technologies integrated as a whole, to form a resilient integrated system providing high energy performance and good return on investment.

Phase 1 Statement of Work

Funding has been secured through a Congressional Directed Spending Grant to implement Phase 1 of the plan described above. The focus of this phase will be the important work of improving the building envelope to reduce thermal loss and improve the indoor air quality. Fortunately, three Energy Recovery Ventilation (ERV) systems were added to the school recently, so the focus of the Phase 1 effort is an improved building envelope. Elements of Phase 1 improvements include:

1. Information gathering. This information will be gathered during Phase I and available for all subsequent phases.
 - a. Develop required documents including Drawings, Specifications, Submittals, etc.
 - b. Research historic photos to trace the progression of construction.
 - c. Architect, Engineer and Estimator to visit the sites to familiarize ourselves with existing conditions.
 - i. Photographic record
 - ii. Thermal Images (must be minimum 30° temp differential, 40° is better)
 - iii. Identify cavity insulation by borescope or small test holes.
 - iv. Flat roof cores for insulation type and thickness.
 - v. Identify thermal bridges.
 - d. Scan the buildings using LIDAR and have the point cloud interpreted into REVIT and AutoCAD Plans and Elevations.
 - e. Test air infiltration – Blower Door Test.
 - f. Produce a baseline energy model of existing conditions and identify the Energy Use Intensity (EUI).
2. Develop a Preliminary Report
 - a. Document existing conditions.
 - i. Prepare existing Plans and Elevations.
 - ii. Floor, wall, window, door and roof existing R and U values and thermal bridges.
 - iii. Siding and Roof condition assessment.
 - iv. Air infiltration quantities.
 - b. Proposed envelope upgrades
 - i. Description of upgrades with detailed drawings, details and specifications.
 - c. Produce thermal images, archive details, observed conditions.
 - d. Update the energy model for estimated Energy Utilization Index (EUI) after improvements to predict energy savings.

- e. Produce detailed cost estimates of improvements.
- 3. Construction Manager (CM) Selection
 - a. Prepare RFQ and one revision after review by Owner and Rural Development representatives.
 - b. Meet virtually with Owner and Rural Development to identify and invite 3 bidders.
 - c. Meet virtually with Owner and Rural Development to interview bidders.
 - d. Evaluate submissions in report format and meet virtually with Owner and Rural Development representatives one time to make CM selection.
 - e. Notify all bidders of the results of the selection.
 - f. Review CM contract between Owner and CM.
- 4. Design and Construction Documents
 - a. Provide the Owner and Rural Development representatives with evidence of required insurance - Liability, CGL, Workers Comp, etc as required.
 - b. Perform necessary design surveys.
 - c. Accomplish the detailed design of the project (Design Development).
 - d. Prepare Construction Drawings, Specifications and Contract Documents, and provide 10 copies. Additional copies will be provided in PDF format.
 - e. Coordinate with CM through the design process construction costs to stay within allocated funds, and review CM's Guaranteed Maximum Price Addendum to the CM contract.
 - f. Coordinate testing as required at no additional expense to owner, testing to be paid for by the Owner.
- 5. Construction Administration
 - a. Establish with CM and Owner baseline schedule of construction and benchmarks for phased completion.
 - b. Visit the site on regular intervals to meet with CM, observe construction progress to ascertain that the CM is generally conforming with the design concept.
 - c. Review all Submittals, Requests for Information, CO Requests, and Pay Requisitions.
 - d. Issue Statement of Substantial Completion after final review and submit written report in pdf format to the Owner and Rural Development representatives.
 - e. Prepare Statement of Final Completion and obtain the written acceptance of the facility from the Owner and Rural Development representative.
 - f. Ensure the CM provides record (as-built) drawings, 2 sets of prints and one PDF.
 - g. Ensure the CM provides instruction for the Owner in initial project operation and maintenance, not to include supervision of normal operation of the systems.

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.

Schedule of Phase 1 Work

Phase 1 design work will begin in July of 2024. It is anticipated the design effort will continue through the fall and winter as the detailed design documents develop. The goal is to have the design complete in early 2025 so a construction team can be selected, and implementation can begin when classes are dismissed in the summer of 2025. A summary of the overall schedule for the Phase 1 implementation can be seen in Figure 1 below:

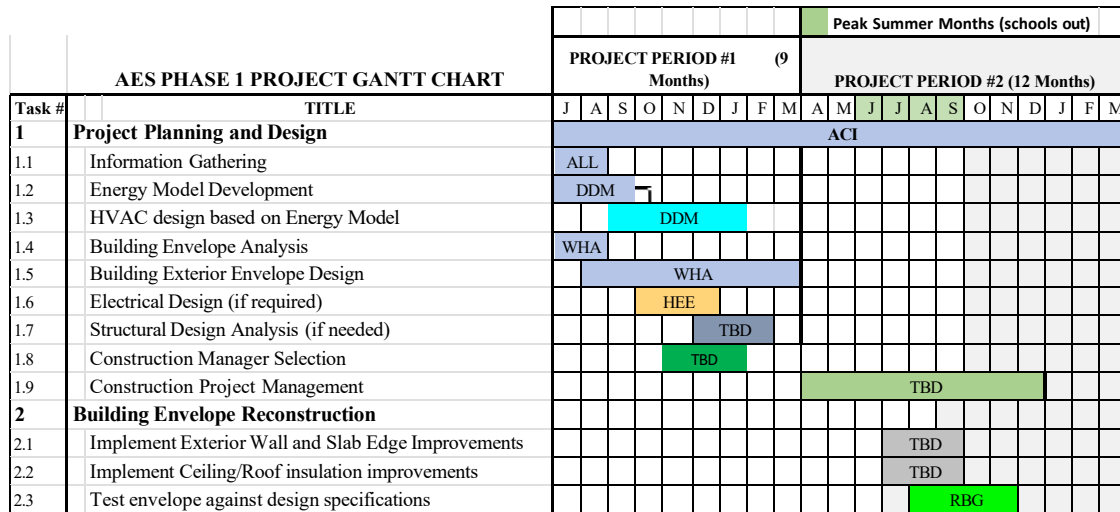


Figure 2
Overall Phase 1 Project Schedule

Conclusion

The Ashland Elementary School is in a rural, under-resourced, low-income community without the fiscal capacity to implement much needed energy improvements. It is representative of well over 300 elementary schools in New Hampshire with the same issues, and largely the same design. This project is the first phase of a 3-phase project to restructure the Ashland Elementary School to be self-sufficient from external sources of energy thereby reducing energy related costs to Ashland taxpayers. It will also yield a superior learning environment for students, enhancing cognitive performance while reducing the transmission of airborne pathogens. This project is intended to be a demonstration and “proof point” for other schools in New Hampshire to illustrate projects like can be successful and yield significant benefits, as well as a process that can be successfully scaled to other small towns and communities throughout the state of New Hampshire.

Note: Only Phase 1 has been funded at this time from Senator Shaheen via a Congressional Spending Grant in the amount of \$1.35 Million.

DRAFT

ASHLAND SCHOOL BOARD REGULAR MEETING
Ashland Elementary School – Heffernan Media Center
Tuesday, January 7, 2025 @ 6:00 p.m.
Policy Review Committee – 5:30 p.m.

MINUTES

- I. CALL TO ORDER
 Mr. Heath called the meeting to order at 6:00 p.m.
- II. PLEDGE OF ALLEGIANCE
- III. RECORD ROLL
- | | |
|--|---|
| <p>Members Present:
 Mr. Stephen Heath, Chair
 Mrs. Sandra Coleman, Vice-Chair
 Mr. Stephen Felton</p> <p>Members Absent:
 Mr. Jesse Farris (with notice)
 Mrs. Jennifer Foote (with notice)</p> | <p>Administrators Present:
 Mrs. Mary Moriarty, Superintendent
 Mrs. Ashley Dolloff, Business Administrator
 Mr. Guy Donnelly, AES Principal</p> <p>Others Present:
 Mr. David Ruell, Press</p> |
|--|---|
- IV. PUBLIC COMMENT – *Opened at 6:01 p.m.*
- V. MINUTES
- A. Regular Meeting of December 3, 2024**
 Mr. Felton moved, seconded by Mrs. Coleman, to approve the minutes of the Regular Meeting of December 3, 2024.
- The motion carried 3-0.
- B. Special Meeting of December 10, 2024**
 Mrs. Coleman moved, seconded by Mr. Felton, to approve the minutes of the Special Meeting of December 10, 2024.
- The motion carried 3-0.
- VI. CURRENT BILLS PAYABLE
- A. General Operating Expenses**
 Mrs. Donnelly presented the manifest to the Board for discussion.
- Mrs. Coleman asked whether the cost of physical therapy services has increased over the past few years. Mrs. Moriarty explained that this cost will fluctuate, depending on specific student needs. Physical therapy services are only provided to students for whom it is a part of an IEP or a 504 plan.
- Mr. Felton moved, seconded by Mrs. Coleman, to approve the payment of bills, manifest #2007.
- The motion carried 3-0.

VII. ADMINISTRATIVE REPORTS**A. Enrollment/Principal's Report**

Mr. Donnelly shared with the Board that enrollment has gone up by one student since last month, and that one more student will be transferring at the end of the week, bringing enrollment to 159 students. Winter recreation begins this Thursday, January 9th, including tubing and snowshoeing this year, depending on the weather. NWEA testing will take place over the next two weeks. Mrs. Merrifield in the drama department is working on auditions for a play which will be held in March called Big Bad. AES ended their last day of school before the holiday break with something different this year: the whole school divided into six groups and rotated through the school, participating in activities including dance, karaoke rotation, arts and crafts, and a reading of How the Grinch Stole Christmas with Mr. Donnelly. The 8th graders are starting next week receiving information from Plymouth High School counselors about the transition to high school and CTE opportunities. Finally, AES had four students who were selected for the Lakes Region Junior High Music Festival this year, which takes place in March at Prospect Mountain High School.

B. Year-to-Date Financial Report

Mrs. Dolloff shared an updated year-to-date financial report with the Board, including a list of potential expenses. She then opened the floor to the Board for questions.

There were no questions.

VIII. NEW BUSINESS**A. Default Budget**

Mrs. Dolloff presented the Default Budget to the Board. Mrs. Moriarty commended Mrs. Dolloff for her extensive work in calculating the Default Budget. Mrs. Dolloff opened the floor to the Board for questions.

There were no questions.

Mrs. Coleman moved, seconded by Mr. Heath, to approve the Default Budget in the amount of \$4,733,184 as presented.

The motion carried 3-0.

B. Warrant Articles

Mrs. Dolloff presented the Warrant Articles for discussion. Discussion ensued. The Board reached consensus to remove Draft Articles #6, #7 and #8 from the Warrant Articles.

Mrs. Coleman moved, seconded by Mr. Felton, to recommend Article #2 with the following amendments: amend Moderator salary from \$50 to \$100; amend District Clerk salary from \$12/hour to \$20/hour; amend District Treasurer salary from \$800 to \$1,000.

The motion carried 3-0.

Mr. Felton moved, seconded by Mrs. Coleman, to approve Article #3 as presented.

The motion carried 3-0.

Mrs. Coleman moved, seconded by Mr. Felton, to approve Article #4 as presented.

The motion carried 3-0.

Mrs. Coleman moved, seconded by Mr. Felton to approve Article #5 with the following amendments: replace TBA with \$4,733,184.

The motion carried 3-0.

C. Donation

Mr. Donnelly and Mrs. Moriarty shared that Ashland Elementary School is anticipating a generous anonymous \$14,000 donation to help support outdoor experiences, including winter recreation and field experiences. The check should arrive in mid-January. The Board reached consensus to vote on accepting this donation at the next meeting after funds have been received.

Mrs. Moriarty noted that the donations policy for the school district is due for an update, due to a legislative update that changed the threshold from \$5,000 to \$20,000 for requiring a public hearing to accept a donation. Therefore, if the Board approves the amended policy at the next Board meeting prior to accepting the donation, no public hearing will be required. This policy will be included in the next Board meeting agenda.

Mrs. Moriarty thanked Mr. Donnelly for advocating for this need and noted her appreciation for the anonymous donor's generosity.

D. Abutter Notification

Mrs. Moriarty shared an abutter notification with the Board for informational purposes, related to the Dollar General's sign. Mr. Heath said he does not believe this will impact the school and therefore does not see any need for action.

E. Feasibility Study for Preschool Needs

Mrs. Moriarty shared that the district has an opportunity to conduct a feasibility study for preschool. This could lead to some additional funding down the road to support preschool needs. Mrs. Moriarty commended special education teachers Rachel Soney and Elisabeth Coleman, as well as Lisa Holiday, Director of Student Services, and Mr. Donnelly for helping pursue this opportunity. The study will be performed at no cost. The Board will be provided with an update when the study is completed.

IX. PUBLIC COMMENT – *Closed at 6:46 p.m.*

X. NONPUBLIC SESSION

A. Nonpublic Session

R.S.A. 91-A:3 II(c): This includes matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of this Board, unless such a person requests an open meeting.

Mrs. Coleman moved, seconded by Mr. Felton, to enter Non-Public Session at 6:47 p.m. Mr. Heath called the roll.

YES: Mrs. Coleman, Mr. Felton, Mr. Heath

NO: --

The motion passed unanimously. The Board entered Non-Public Session at 6:47 p.m.

B. Public Session

Mr. Felton moved, seconded by Mrs. Coleman, to re-enter Public Session at 6:56 p.m. Mr. Heath called the roll.

YES: Mrs. Coleman, Mr. Felton, Mr. Heath

NO: --

The motion passed unanimously. The Board re-entered Public Session at 6:56 p.m.

XI. ANNOUNCEMENTS**A. Thursday, January 9, 2025**

Ashland Budget Committee @ Ashland Elementary School – Heffernan Media Center

- Budget Committee Meeting with Ashland School Board – **6:00 p.m.**

B. Thursday, January 16, 2025

Ashland Budget Committee @ Ashland Elementary School – *Cafeteria*

- Ashland Budget Committee Public Hearing – **6:00 p.m.**
- Notes: School budget will be presented first, followed by town budget.

C. Monday, February 3rd, 2025

Ashland School Board @ Ashland Elementary School – Heffernan Media Center

- First Deliberative Session – **6:00 p.m.**
- Ashland School Board Regular Meeting – *immediately following Deliberative Session*

XII. ADJOURNMENT

Mr. Felton moved, seconded by Mrs. Coleman, to adjourn meeting at 6:57 p.m.

The motion carried 3-0.

The meeting adjourned at 6:57 p.m.

*Respectfully submitted,
Heather Bullimore, Recording Secretary*

Ashland Accounts Payable Manifest
2024-2025 Fiscal Year

Manifest #: 2008 Manifest Date: 2/3/2025 Prepared By: Becky Stopyra

The Ashland School District is hereby authorized to draw checks against Ashland School District fund for the sum of **\$258,471.22** on account of obligations incurred for value received in services and materials as shown and dated on the following check listings:

ASHLAND BOARD

Sandra Coleman, Vice Chairman _____

Jesse Farris _____

Steve Felton _____

Jennifer Foote _____

Stephen Heath, Chairman _____

Fund	Amount
GENERAL FUND	\$ 242,966.45
FOOD SERVICE	\$ 13,326.71
FEDERAL FUNDS	\$ 2,178.06
OTHER FUNDS	\$ <u>0</u>
	\$ 258,471.22

ASHLAND SCHOOL DISTRICT

Date	02/03/2025				
Manifest #	2008			2024-2025	
CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	AMOUNT	DESCRIPTIONS
32486	02/03/2025	20616	3 LAKES LANDSCAPING	\$ 5,120.00	Plowing Services
32487	02/03/2025	21309	603 OIL CO	\$ 10,719.99	Fuel Oil
32488	02/03/2025	20197	AMAZON CAPITAL SERVICES	\$ 568.78	Classroom Supplies
32489	02/03/2025	20011	ASHLAND ELECTRIC DEPARTMENT	\$ 5,253.99	Monthly Electrical Bill
32539	02/03/2025	20012	HERFF JONES, LLC	\$ 211.12	Graduation Supplies
32491	02/03/2025	20013	BELLETETES INC	\$ 183.76	Supplies for Maintenance
32492	02/03/2025	20015	ASHLAND STUDENT FUNDS	\$ 195.93	Reimbursements for Music Festival and Classroom Supplies
32493	02/03/2025	20016	ASHLAND WATER & SEWER DEPARTMENT	\$ 1,296.85	Monthly Water and Sewer Bill
32494	02/03/2025	20835	JOANNE BICKFORD	\$ 130.00	Reimbursement for American Library Association Dues
32495	02/03/2025	20046	BLICK ART MATERIALS	\$ 135.60	Classroom Supplies
32496	02/03/2025	20493	BOOTHBY THERAPY SERVICES, LLC	\$ 9,419.64	Speech and Language Pathologist
32497	02/03/2025	20581	BUREAU OF EDUCATION & RESEARCH	\$ 295.00	Conference for Professional Development
32498	02/03/2025	20672	FRESH PICKS CAFE LLC	\$ 13,326.71	Fresh Fruits and Vegetable Program and Monthly Food Service Contract
32499	02/03/2025	20675	CONNECTION FINANCIAL SERVICES	\$ 1,366.76	Chromebook Lease
32500	02/03/2025	21235	CONSOLIDATED COMMUNICATIONS	\$ 167.02	Telephone Services
32501	02/03/2025	20036	CONWAY GROUP	\$ 161.25	Printer Contract and Overages
32502	02/03/2025	21286	DEAD RIVER COMPANY LLC	\$ 1,861.73	Propane
32503	02/03/2025	20044	DEMCO INC	\$ 130.24	Library Supplies
32504	02/03/2025	20568	DUNSTAN PEDIATRIC SERVICES	\$ 8,352.88	Occupational Therapy Services
32505	02/03/2025	20944	DURHAM SCHOOL SERVICES	\$ 6,419.87	Monthly Bus Services and Field Trips
32506	02/03/2025	20925	FIRSTLIGHT FIBER	\$ 803.18	Internet Services
32507	02/03/2025	20058	FOLLETT CONTENT SOLUTIONS, LLC	\$ 238.83	Books for Library
32508	02/03/2025	20614	GREATAMERICA FINANCIAL SERVICES	\$ 300.84	Phone System Agreement
32509	02/03/2025	20086	HEALTHTRUST	\$ 123,539.90	Health and Dental Insurance
32510	02/03/2025	20072	HILLYARD-NEW ENGLAND	\$ 558.20	Cleaning Supplies
32511	02/03/2025	21031	IMPACT FIRE SERVICES LLC	\$ 326.76	Extinguisher and Suppression Inspection
32512	02/03/2025	20181	INTER-LAKES SCHOOL DISTRICT	\$ 37,878.27	24-25 ESOL Services
32513	02/03/2025	20169	JP PEST SERVICES	\$ 91.00	Monthly Pest Services
32514	02/03/2025	20943	MAURA KING	\$ 316.32	Travel Reimbursement
32515	02/03/2025	20839	KASLO LLC	\$ 7,548.51	HVAC Filters
32516	02/03/2025	20099	MSB	\$ 47.97	Medicaid Administration Fees
32517	02/03/2025	20818	WESCO RECEIVABLES CORPORATION/NEEDHAM ELECTRIC	\$ 177.00	Electrical Supplies
32518	02/03/2025	21283	NEWFOUND PLUMBING & HEATING, INC.	\$ 1,130.00	Plumbing Supplies and Services
32519	02/03/2025	20997	NORTHEAST RECORD RETENTION, LLC	\$ 56.00	Shredding Services
32520	02/03/2025	20459	NWEA	\$ 2,537.50	Student Subscriptions
32521	02/03/2025	20123	PITNEY BOWES, INC.	\$ 360.60	Postage
32522	02/03/2025	20127	PRIMEX	\$ 634.00	Annual Unemployment Compensation
32523	02/03/2025	20279	QUILL CORPORATION	\$ 679.52	Office Supplies
32524	02/03/2025	21009	SUSAN RUBBE	\$ 30.00	Reimbursement for NH School Nurse Association Renewal
32525	02/03/2025	20950	PHILLIP SANGUEDOLCE	\$ 1,755.00	Psychological Services
32526	02/03/2025	20136	SAU #2	\$ 423.06	Indirect Costs for January
32527	02/03/2025	20140	SCHOOL SPECIALTY, LLC	\$ 89.61	Art Supplies
32529	02/03/2025	20726	JARED STEER	\$ 163.03	Sheet Music
32530	02/03/2025	20726	JARED STEER	\$ 12.00	Sheet Music
32531	02/03/2025	20019	VOYA BENEFITS COMPANY/BENEFIT STRATEGIES	\$ 383.55	FSA Claims Billing
32532	02/03/2025	20877	WASTE MANAGEMENT OF	\$ 481.16	Trash Services
32533	02/03/2025	20877	WASTE MANAGEMENT OF	\$ 493.25	Trash Services
32534	02/03/2025	20889	WEVIDEO INC	\$ 819.29	Annual Subscriptions
32535	02/03/2025	20743	WILLIAM J. WHITE EDUCATIONAL & BEHAVIORAL CNSLTG	\$ 6,598.38	Behavioral Support Services
32536	02/03/2025	21206	XEROX FINANCIAL SERVICES	\$ 666.66	Monthly Copier Agreement
32542	02/03/2025	20143	SOULE, LESLIER, KIDDER	\$ 142.50	Legal Services
32538	02/03/2025	21151	DRUMMONDWOODSUM	\$ 557.44	Legal Services
32540	02/03/2025	20839	LACONIA REFRIGERATION	\$ 1,025.00	Maintenance Repairs
32537	02/03/2025	21286	DEAD RIVER COMPANY LLC	\$ 2,289.77	Propane

Total \$ 258,471.22

Ashland Elementary School Enrollment Report

For February 3, 2025 Meeting

MONTHLY ENROLLMENTS	K	1	2	3	4	5	K - 5 Total	6	7	8	6-8 Total	TOTAL K- 8
January 2024	7	13	18	17	23	25	103	15	23	12	50	153
February 2024	6	12	18	18	24	26	104	15	24	11	50	154
March 2024	6	12	18	18	24	26	104	16	24	11	51	155
April 2024	6	12	18	18	24	26	104	15	24	11	50	154
May 2024	6	12	18	18	24	25	103	16	24	12	52	155
June 2024	6	12	18	18	24	25	103	16	24	12	52	155
August 2024	11	6	13	20	17	24	91	26	18	24	68	159
September 2024	11	8	13	22	15	26	95	28	18	22	68	163
October 2024	11	7	13	22	15	26	94	27	17	22	66	160
November 2024	11	7	13	22	15	26	94	27	16	22	65	159
December 2024	11	7	13	22	15	26	94	27	16	22	65	159
January 2025	11	7	13	22	15	26	94	27	16	23	66	160
February 2025	12	5	13	22	15	26	93	27	15	22	64	157

COMPARISONS (FROM JUNE)	K	1	2	3	4	5	S-TOT K - 5	6	7	8	S-TOT 6-8	TOTAL K-8
2012-2013	19	26	15	18	18	18	114	17	18		57	171
2013-2014	20	18	29	13	17	20	117	17	17		51	168
2014-2015	18	18	17	23	12	16	104	20	18		38	142
2015-2016	20	12	16	17	22	11	98	17	17		34	132
2016-2017	26	21	18	14	17	23	119	11	18		29	148
2017-2018	21	22	16	14	12	15	100	19	9		28	128
2018-2019	28	19	26	17	15	15	120	13	21		43	163
2019-2020	23	22	14	28	14	17	118	11	14		25	143
2020-2021	20	23	27	14	24	17	125	18	12	17	47	172
2021-2022	19	17	20	20	24	21	125	17	17	13	47	172
2022-2023	13	16	19	19	24	16	107	23	13	16	52	159
2023-2024	6	12	18	18	24	25	103	16	24	12	52	155

**Ashland School Board Financial Report
Through January 28, 2025**

	FY 2025 as of 1/28/2025	Percent of Appropriation	FY 2024 YTD Comparison		FY 2023 YTD Comparison	
General Fund All Accounts						
Appropriation*	\$ 4,785,260		\$ 4,681,829		\$ 4,387,131	
YTD Expended	\$ 2,318,396	48.45%	\$ 2,088,296	44.60%	\$ 1,900,835	43.33%
Encumbrances	\$ 2,422,862	50.63%	\$ 2,409,138	51.46%	\$ 2,262,907	51.58%
Less: Total YTD Expended Plus Encumbered	\$ 4,741,258	99.08%	\$ 4,497,434	96.06%	\$ 4,163,742	94.91%
Available	\$ 44,002	0.92%	\$ 184,395	3.94%	\$ 223,390	5.09%

* Includes prior year encumbrances and transfers

Potential Expenses Not Yet Encumbered

ATA Professional Development	\$16,003
Field Experiences	\$11,196
Co-Curricular Salaries	\$6,046
	\$33,245

2024-2025 BUDGET REPORT YEAR TO DATE FOR: ASHLAND GENERAL FUND

January 28, 2025

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
<u>1100</u>								
<u>REGULAR EDUCATION</u>								
500112 PROFESSIONAL SALARIES	1,042,095	0	0	1,042,095	496,029	556,929	(10,862)	101.0%
500114 PARAPROFESSIONAL SALARIES	77,554	0	3,878	81,432	38,314	44,623	(1,505)	101.8%
500121 SUBSTITUTES SALARIES	10,000	0	0	10,000	7,125	0	2,875	71.3%
500211 MEDICAL INSURANCE	350,861	0	0	350,861	212,513	157,495	(19,147)	105.5%
500212 DENTAL INSURANCE	4,293	0	0	4,293	2,467	1,826	0	100.0%
500213 LIFE INSURANCE	992	0	0	992	513	342	137	86.2%
500220 SOCIAL SECURITY & MEDICARE EXP	86,955	0	297	87,252	39,358	43,389	4,504	94.8%
500231 EMPLOYEE RETIREMENT	10,493	0	525	11,018	5,039	6,102	(123)	101.1%
500232 TEACHER RETIREMENT	204,667	0	0	204,667	97,420	106,967	280	99.9%
500330 OTHER PROFESSIONAL SERVICES	17,700	0	(994)	16,706	1,448	4,063	11,196	33.0%
500430 REPAIRS & MAINTENANCE SERV	1,400	0	(400)	1,000	215	0	785	21.5%
500610 SUPPLIES	24,700	0	(655)	24,045	9,738	4,287	10,020	58.3%
500640 BOOKS	5,250	0	0	5,250	705	122	4,423	15.7%
500644 ELECTRONIC INFORMATION ACCESS	8,839	0	1,044	9,883	5,818	1,522	2,543	74.3%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500731 NEW EQUIPMENT	1,300	0	0	1,300	0	0	1,300	0.0%
500733 NEW FURNITURE	800	0	2,680	3,480	3,468	0	13	99.6%
500735 REPLACEMENT EQUIPMENT	2,325	0	0	2,325	0	288	2,037	12.4%
500810 DUES & FEES	1,030	0	0	1,030	542	0	488	52.7%
REGULAR EDUCATION TOTALS:	<u>1,851,254</u>	<u>0</u>	<u>6,375</u>	<u>1,857,629</u>	<u>920,712</u>	<u>927,956</u>	<u>8,961</u>	<u>99.5%</u>
 <u>1210</u> <u>SPECIAL EDUCATION</u>								
500112 PROFESSIONAL SALARIES	143,168	0	0	143,168	74,134	69,796	(762)	100.5%
500114 PARAPROFESSIONAL SALARIES	127,359	0	7,533	134,892	65,241	64,879	4,773	96.5%
500211 MEDICAL INSURANCE	76,905	0	0	76,905	48,913	38,845	(10,853)	114.1%
500212 DENTAL INSURANCE	1,144	0	0	1,144	470	378	296	74.2%
500213 LIFE INSURANCE	124	0	0	124	72	81	(29)	123.4%
500220 SOCIAL SECURITY & MEDICARE EXP	20,695	0	577	21,272	9,963	10,209	1,099	94.8%
500231 EMPLOYEE RETIREMENT	17,232	0	1,020	18,252	8,827	9,140	285	98.4%
500232 TEACHER RETIREMENT	28,118	0	0	28,118	14,410	14,390	(682)	102.4%
500330 OTHER PROFESSIONAL SERVICES	83,248	151,755	0	235,003	36,706	184,469	13,828	94.1%
500500 MEDICAID SERVICES	2,500	0	0	2,500	226	0	2,274	9.0%
500561 TUITION OTHER LEAS IN STATE	5,000	0	0	5,000	0	0	5,000	0.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500564 TUITION TO PRIVATE SCHOOLS	16,600	0	0	16,600	14,814	0	1,786	89.2%
500610 SUPPLIES	1,500	0	0	1,500	165	0	1,335	11.0%
500644 ELECTRONIC INFORMATION ACCESS	375	0	0	375	232	0	143	61.9%
500731 NEW EQUIPMENT	1,500	0	0	1,500	1,329	0	171	88.6%
500810 DUES & FEES	200	0	0	200	200	200	(200)	200.0%
SPECIAL EDUCATION TOTALS:	525,668	151,755	9,130	686,553	275,701	392,388	18,464	97.3%

1215

EXTENDED SCHOOL YEAR

500112 PROFESSIONAL SALARIES	8,960	0	0	8,960	4,388	0	4,573	49.0%
500114 PARAPROFESSIONAL SALARIES	2,560	0	0	2,560	4,356	0	(1,796)	170.2%
500220 SOCIAL SECURITY & MEDICARE EXP	881	0	0	881	669	0	212	75.9%
500231 EMPLOYEE RETIREMENT	346	0	0	346	589	0	(243)	170.3%
500232 TEACHER RETIREMENT	1,760	0	0	1,760	862	0	898	49.0%
500330 OTHER PROFESSIONAL SERVICES	2,700	0	0	2,700	8,176	0	(5,476)	302.8%
500610 SUPPLIES	300	0	0	300	197	0	103	65.6%
EXTENDED SCHOOL YEAR TOTALS:	17,507	0	0	17,507	19,236	0	(1,729)	109.9%

1260

BILINGUAL

500330 OTHER PROFESSIONAL SERVICES	22,449	0	0	22,449	37,878	0	(15,429)	168.7%
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<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500585								
MILEAGE REIMBURSEMENT	1,500	0	0	1,500	1,218	539	(257)	117.2%
BILINGUAL TOTALS:	<u>23,949</u>	<u>0</u>	<u>0</u>	<u>23,949</u>	<u>39,096</u>	<u>539</u>	<u>(15,687)</u>	<u>165.5%</u>
<u>1410</u>								
<u>CO-CURRICULAR</u>								
500123								
TEMP/PART TIME SALARIES	34,900	0	0	34,900	5,350	23,350	6,200	82.2%
500220								
SOCIAL SECURITY & MEDICARE EXP	2,723	0	0	2,723	409	1,662	652	76.1%
500231								
EMPLOYEE RETIREMENT	0	0	0	0	338	111	(449)	0.0%
500232								
TEACHER RETIREMENT	6,854	0	0	6,854	560	4,244	2,050	70.1%
500330								
OTHER PROFESSIONAL SERVICES	90	0	0	90	40	0	50	44.4%
500610								
SUPPLIES	4,400	0	3,400	7,800	7,212	0	588	92.5%
500731								
NEW EQUIPMENT	1,400	0	(1,400)	0	0	0	0	0.0%
500735								
REPLACEMENT EQUIPMENT	2,000	0	(2,000)	0	0	0	0	0.0%
CO-CURRICULAR TOTALS:	<u>52,367</u>	<u>0</u>	<u>0</u>	<u>52,367</u>	<u>13,909</u>	<u>29,366</u>	<u>9,092</u>	<u>82.6%</u>
<u>1420</u>								
<u>ATHLETICS</u>								
500330								
OTHER PROFESSIONAL SERVICES	4,700	0	0	4,700	2,975	1,725	0	100.0%
ATHLETICS TOTALS:	<u>4,700</u>	<u>0</u>	<u>0</u>	<u>4,700</u>	<u>2,975</u>	<u>1,725</u>	<u>0</u>	<u>100.0%</u>
<u>2110</u>								
<u>ATTENDANCE</u>								
500330								
ATTENDANCE SERVICES	1	0	0	1	0	0	1	0.0%
ATTENDANCE TOTALS:	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0.0%</u>

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
<u>2120</u>								
<u>GUIDANCE SERVICES</u>								
500112								
PROFESSIONAL SALARIES	84,769	0	0	84,769	39,663	45,106	0	100.0%
500211								
MEDICAL INSURANCE	6,676	0	0	6,676	3,815	2,861	0	100.0%
500213								
LIFE INSURANCE	62	0	0	62	27	27	8	87.1%
500220								
SOCIAL SECURITY & MEDICARE EXP	6,485	0	0	6,485	3,326	3,672	(513)	107.9%
500232								
TEACHER RETIREMENT	16,649	0	0	16,649	7,790	8,749	110	99.3%
500330								
OTHER PROFESSIONAL SERVICES	2,000	0	0	2,000	1,200	0	800	60.0%
500610								
SUPPLIES	2,200	0	0	2,200	742	0	1,458	33.7%
500640								
BOOKS	200	0	(10)	190	470	0	(280)	247.6%
500644								
ELECTRONIC INFORMATION ACCESS	3,650	0	0	3,650	3,584	0	66	98.2%
500810								
DUES & FEES	375	0	10	385	385	0	0	100.0%
GUIDANCE SERVICES TOTALS:	<u>123,066</u>	<u>0</u>	<u>0</u>	<u>123,066</u>	<u>61,002</u>	<u>60,416</u>	<u>1,649</u>	<u>98.7%</u>
<u>2130</u>								
<u>HEALTH SERVICES</u>								
500112								
PROFESSIONAL SALARIES	73,832	0	0	73,832	34,076	39,756	0	100.0%
500211								
MEDICAL INSURANCE	32,444	0	0	32,444	18,540	13,905	0	100.0%
500212								
DENTAL INSURANCE	286	0	0	286	164	123	0	100.1%
500213								
LIFE INSURANCE	62	0	0	62	27	27	8	87.1%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500220 SOCIAL SECURITY & MEDICARE EXP	5,648	0	0	5,648	2,269	2,733	646	88.6%
500232 TEACHER RETIREMENT	14,501	0	0	14,501	6,693	7,808	0	100.0%
500330 OTHER PROFESSIONAL SERVICES	500	0	0	500	0	0	500	0.0%
500430 REPAIRS & MAINTENANCE SERV	100	0	(75)	25	0	0	25	0.0%
500610 SUPPLIES	1,100	0	75	1,175	845	17	313	73.3%
500644 ELECTRONIC INFORMATION ACCESS	100	0	0	100	0	0	100	0.0%
500650 SOFTWARE	750	0	0	750	825	0	(75)	110.0%
500810 DUES & FEES	175	0	0	175	30	105	40	77.1%
HEALTH SERVICES TOTALS:	<u>129,498</u>	<u>0</u>	<u>0</u>	<u>129,498</u>	<u>63,467</u>	<u>64,474</u>	<u>1,557</u>	<u>98.8%</u>
 <u>2140</u> <u>PSYCHOLOGY</u>								
500331 OTHER PROFESSIONAL SUPPORT	720	0	0	720	0	0	720	0.0%
500610 SUPPLIES	500	0	0	500	1,880	0	(1,380)	376.0%
PSYCHOLOGY TOTALS:	<u>1,220</u>	<u>0</u>	<u>0</u>	<u>1,220</u>	<u>1,880</u>	<u>0</u>	<u>(660)</u>	<u>154.1%</u>
 <u>2150</u> <u>SPEECH SERVICES</u>								
500114 PARAPROFESSIONAL SALARIES	16,286	0	814	17,100	8,872	8,230	(2)	100.0%
500211 MEDICAL INSURANCE	12,016	0	0	12,016	6,868	5,149	0	100.0%
500212 DENTAL INSURANCE	143	0	0	143	82	61	0	100.1%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500220 SOCIAL SECURITY & MEDICARE EXP	1,246	0	62	1,308	628	605	75	94.2%
500231 EMPLOYEE RETIREMENT	2,203	0	110	2,313	1,200	1,142	(29)	101.3%
500330 OTHER PROFESSIONAL SERVICES	58,000	0	0	58,000	33,351	56,249	(31,600)	154.5%
500610 SUPPLIES	550	0	0	550	50	0	500	9.1%
500640 BOOKS	100	0	0	100	0	0	100	0.0%
500644 ELECTRONIC INFORMATION ACCESS	686	0	0	686	500	0	186	72.9%
SPEECH SERVICES TOTALS:	91,230	0	986	92,216	51,550	71,436	(30,770)	133.4%
<u>2160</u>								
<u>PHYSICAL & OCCUPATIONAL THER</u>								
500321 PROF SERV FOR INSTRUCTION	500	0	0	500	0	0	500	0.0%
500330 PHYSICAL THERAPY SERVICES	21,060	0	0	21,060	10,639	9,174	1,247	94.1%
500331 OCCUPATIONAL THERAPY SERV.	43,500	0	0	43,500	30,803	41,012	(28,314)	165.1%
PHYSICAL & OCCUPATIONAL THER TOTALS:	65,060	0	0	65,060	41,441	50,185	(26,567)	140.8%
<u>2210</u>								
<u>TECHNOLOGY</u>								
500112 TECHNOLOGY COORDINATOR	59,075	0	2,954	62,029	35,786	26,243	0	100.0%
500211 MEDICAL INSURANCE	32,444	0	0	32,444	6,933	5,084	20,428	37.0%
500212 DENTAL INSURANCE	286	0	0	286	165	121	0	100.1%
500220 SOCIAL SECURITY & MEDICARE EXP	4,519	0	226	4,745	2,666	1,955	124	97.4%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500231 EMPLOYEE RETIREMENT	7,993	0	400	8,393	4,842	3,551	0	100.0%
500330 OTHER PROFESSIONAL SERVICES	7,150	0	0	7,150	871	3,189	3,090	56.8%
500331 COPIER SERVICES	6,245	0	0	6,245	4,461	2,516	(732)	111.7%
500430 REPAIRS & MAINTENANCE SERV	0	0	331	331	0	0	331	0.0%
500532 DATA COMMUNICATIONS	4,500	0	0	4,500	3,556	589	355	92.1%
500610 SUPPLIES	9,000	0	(331)	8,669	1,462	76	7,131	17.7%
500644 ELECTRONIC INFORMATION ACCESS	10,705	0	(62)	10,643	8,620	0	2,023	81.0%
500735 REPLACEMENT EQUIPMENT	6,112	0	0	6,112	2,166	1,444	2,502	59.1%
500738 REPLACEMENT COMPUTERS	27,500	0	0	27,500	22,369	2,597	2,535	90.8%
500810 DUES & FEES	300	0	0	300	0	0	300	0.0%
TECHNOLOGY TOTALS:	175,829	0	3,518	179,347	93,897	47,365	38,086	78.8%

2212

CURRICULUM & DEVELOPMENT

500112 INSTRUCTIONAL SALARIES	10,250	0	0	10,250	0	6,750	3,500	65.9%
500220 SOCIAL SECURITY & MEDICARE EXP	784	0	0	784	0	481	303	61.4%
500231 EMPLOYEE RETIREMENT	0	0	0	0	0	104	(104)	0.0%
500232 TEACHER RETIREMENT	2,013	0	0	2,013	0	1,156	857	57.4%
500580 NON TEACHING STAFF CONFERENCES	1,500	0	0	1,500	0	0	1,500	0.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500581 ATA PROFESSIONAL DEVELOP	23,500	0	0	23,500	5,371	2,126	16,003	31.9%
500582 IN SERVICE TRAINING	5,000	2,900	0	7,900	2,879	2,946	2,075	73.7%
500640 BOOKS	32,000	0	0	32,000	31,403	0	597	98.1%
500644 ELECTRONIC INFORMATION ACCESS	750	0	12	762	762	0	0	100.0%
CURRICULUM & DEVELOPMENT TOTALS:	75,797	2,900	12	78,709	40,415	13,564	24,729	68.6%

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LIBRARY & MEDIA SERVICES

500112 MEDIA SPECIALISTS SALARY	35,669	0	0	35,669	16,462	19,206	1	100.0%
500211 MEDICAL INSURANCE	12,016	0	0	12,016	6,867	5,150	0	100.0%
500212 DENTAL INSURANCE	143	0	0	143	82	61	0	100.1%
500213 LIFE INSURANCE	62	0	0	62	0	0	62	0.0%
500220 SOCIAL SECURITY & MEDICARE EXP	2,729	0	0	2,729	1,158	1,412	159	94.2%
500231 EMPLOYEE RETIREMENT	4,826	0	0	4,826	2,227	2,664	(66)	101.4%
500330 OTHER PROFESSIONAL SERVICES	1,000	0	0	1,000	0	250	750	25.0%
500610 SUPPLIES	300	0	33	333	327	6	0	99.9%
500640 BOOKS	5,000	0	(33)	4,967	2,479	1,766	723	85.4%
500644 ELECTRONIC INFORMATION ACCESS	1,860	0	0	1,860	1,270	0	590	68.3%
500733 NEW FURNITURE	530	0	0	530	249	0	281	46.9%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500810								
DUES & FEES	250	0	0	250	0	130	120	52.0%
LIBRARY & MEDIA SERVICES TOTALS:	<u>64,385</u>	<u>0</u>	<u>0</u>	<u>64,385</u>	<u>31,120</u>	<u>30,645</u>	<u>2,620</u>	<u>95.9%</u>
<u>2310</u>								
<u>SCHOOL BOARD SERVICES</u>								
500118								
TREASURER'S SALARIES	800	0	0	800	800	0	0	100.0%
500119								
SCHOOL BOARD SALARIES	2,100	0	0	2,100	2,100	0	0	100.0%
500122								
DISTRICT OFFICER'S SALARIES	375	0	0	375	0	0	375	0.0%
500123								
SCHOOL BOARD CLERK	400	0	0	400	322	0	78	80.5%
500220								
SOCIAL SECURITY & MEDICARE EXP	339	0	0	339	246	0	93	72.7%
500231								
EMPLOYEE RETIREMENT	101	0	0	101	0	0	101	0.0%
500330								
OTHER PROFESSIONAL SERVICES	1,350	0	0	1,350	0	0	1,350	0.0%
500331								
DISTRICT MEETING	800	0	0	800	0	0	800	0.0%
500534								
POSTAGE	400	0	0	400	0	0	400	0.0%
500540								
ADVERTISING	2,460	0	0	2,460	467	1,477	517	79.0%
500550								
PRINTING & BINDING	600	0	0	600	0	0	600	0.0%
500581								
CONFERENCE AND TRAVEL	500	0	0	500	0	0	500	0.0%
500610								
SUPPLIES	1,600	0	0	1,600	74	79	1,447	9.6%
500810								
DUES & FEES	4,278	0	0	4,278	3,491	389	398	90.7%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
SCHOOL BOARD SERVICES TOTALS:	<u>16,103</u>	<u>0</u>	<u>0</u>	<u>16,103</u>	<u>7,500</u>	<u>1,945</u>	<u>6,658</u>	<u>58.7%</u>
<u>2317</u>								
<u>AUDIT SERVICES</u>								
500320								
AUDIT SERVICES	18,500	9,988	0	28,488	788	27,750	(50)	100.2%
AUDIT SERVICES TOTALS:	<u>18,500</u>	<u>9,988</u>	<u>0</u>	<u>28,488</u>	<u>788</u>	<u>27,750</u>	<u>(50)</u>	<u>100.2%</u>
<u>2318</u>								
<u>LEGAL SERVICES</u>								
500318								
LEGAL SERVICES	5,000	0	0	5,000	1,777	3,223	0	100.0%
LEGAL SERVICES TOTALS:	<u>5,000</u>	<u>0</u>	<u>0</u>	<u>5,000</u>	<u>1,777</u>	<u>3,223</u>	<u>0</u>	<u>100.0%</u>
<u>2320</u>								
<u>SAU ADMINISTRATION</u>								
500330								
OTHER PROFESSIONAL SERVICES	153,418	0	0	153,418	115,064	38,355	0	100.0%
SAU ADMINISTRATION TOTALS:	<u>153,418</u>	<u>0</u>	<u>0</u>	<u>153,418</u>	<u>115,064</u>	<u>38,355</u>	<u>0</u>	<u>100.0%</u>
<u>2410</u>								
<u>OFFICE OF THE PRINCIPAL</u>								
500111								
PRINCIPAL'S SALARY	105,000	0	5,250	110,250	63,606	46,644	0	100.0%
500115								
SECRETARY'S SALARY	68,530	0	3,427	71,957	42,746	31,764	(2,553)	103.5%
500123								
OFFICE OF THE PRIN STIPENDS	7,500	0	0	7,500	0	7,500	0	100.0%
500211								
MEDICAL INSURANCE	56,477	0	0	56,477	30,787	23,683	2,007	96.4%
500212								
DENTAL INSURANCE	858	0	0	858	480	378	(1)	100.1%
500213								
LIFE INSURANCE	62	0	0	62	27	27	8	87.1%
500220								
SOCIAL SECURITY & MEDICARE EXP	13,850	0	664	14,514	7,794	6,465	256	98.2%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500231 EMPLOYEE RETIREMENT	9,272	0	464	9,736	5,783	4,655	(702)	107.2%
500232 TEACHER RETIREMENT	22,095	0	1,031	23,126	12,492	10,597	37	99.8%
500330 OTHER PROFESSIONAL SERVICES	1,390	0	0	1,390	698	714	(23)	101.6%
500430 REPAIRS & MAINTENANCE SERV	250	0	(125)	125	0	0	125	0.0%
500531 TELEPHONE	4,164	0	0	4,164	1,302	1,323	1,539	63.0%
500534 POSTAGE	2,000	0	0	2,000	626	1,374	0	100.0%
500550 PRINTING & BINDING	2,500	0	0	2,500	186	564	1,750	30.0%
500581 CONFERENCE AND TRAVEL	3,500	0	(1,250)	2,250	0	0	2,250	0.0%
500610 SUPPLIES	3,950	0	0	3,950	445	1,539	1,966	50.2%
500640 BOOKS	500	0	(250)	250	0	0	250	0.0%
500810 DUES & FEES	850	0	0	850	0	0	850	0.0%
OFFICE OF THE PRINCIPAL TOTALS:	<u>302,748</u>	<u>0</u>	<u>9,211</u>	<u>311,959</u>	<u>166,971</u>	<u>137,228</u>	<u>7,760</u>	<u>97.5%</u>

2610
OPERATION OF PLANT

500116 CUSTODIAL SALARIES	113,142	0	6,875	120,017	69,817	45,263	4,936	95.9%
500211 MEDICAL INSURANCE	36,049	0	0	36,049	21,270	15,252	(473)	101.3%
500212 DENTAL INSURANCE	572	0	0	572	344	242	(14)	102.4%
500220 SOCIAL SECURITY & MEDICARE EXP	8,656	0	526	9,182	5,112	3,328	742	91.9%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500231 EMPLOYEE RETIREMENT	15,308	0	930	16,238	8,519	6,124	1,594	90.2%
500330 OTHER PROFESSIONAL SERVICES	6,000	0	0	6,000	1,500	4,000	500	91.7%
500411 WATER AND SEWER	4,500	0	0	4,500	6,547	2,953	(5,000)	211.1%
500421 DISPOSAL SERVICES	5,200	0	0	5,200	3,064	1,935	201	96.1%
500422 SNOW PLOWING SERVICES	17,600	0	0	17,600	1,580	16,020	0	100.0%
500430 REPAIRS & MAINTENANCE SERV	2,500	0	0	2,500	0	0	2,500	0.0%
500520 INSURANCE	16,128	0	0	16,128	16,128	0	0	100.0%
500581 CONFERENCE AND TRAVEL	500	0	0	500	500	0	0	100.0%
500610 SUPPLIES	10,500	0	0	10,500	8,867	981	653	93.8%
500622 ELECTRICITY	35,038	5,694	0	40,732	17,636	23,097	0	100.0%
500623 BOTTLED GAS / PROPANE	3,500	0	0	3,500	9,226	27,130	(32,856)	1,038.7%
500624 FUEL OIL	72,856	0	0	72,856	8,550	31,450	32,856	54.9%
500735 REPLACEMENT EQUIPMENT	2,500	0	0	2,500	0	7,600	(5,100)	304.0%
OPERATION OF PLANT TOTALS:	350,549	5,694	8,331	364,574	178,659	185,375	540	99.9%

2620
BUILDING & EQUIPMENT

500330 OTHER PROFESSIONAL SERVICES	29,600	4,522	(1,000)	33,122	10,323	10,540	12,260	63.0%
500430 REPAIRS & MAINTENANCE SERV	7,500	2,378	4,000	13,878	12,912	5,569	(4,604)	133.2%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
500610 SUPPLIES	6,000	0	0	6,000	2,891	2,561	548	90.9%
500731 NEW EQUIPMENT	0	22,515	0	22,515	13,952	23,365	(14,802)	165.7%
500735 REPLACEMENT EQUIPMENT	3,000	79,665	(3,000)	79,665	79,665	0	0	100.0%
BUILDING & EQUIPMENT TOTALS:	<u>46,100</u>	<u>109,080</u>	<u>0</u>	<u>155,180</u>	<u>119,743</u>	<u>42,035</u>	<u>(6,598)</u>	<u>104.3%</u>
 <u>2630</u> <u>CARE OF GROUNDS</u>								
500330 OTHER PROFESSIONAL SERVICES	6,500	0	0	6,500	1,000	3,000	2,500	61.5%
500430 REPAIRS & MAINTENANCE SERV	1,000	0	0	1,000	561	439	0	100.0%
500610 SUPPLIES	2,500	0	0	2,500	325	175	2,000	20.0%
500735 REPLACEMENT EQUIPMENT	2,000	0	0	2,000	0	0	2,000	0.0%
CARE OF GROUNDS TOTALS:	<u>12,000</u>	<u>0</u>	<u>0</u>	<u>12,000</u>	<u>1,886</u>	<u>3,614</u>	<u>6,500</u>	<u>45.8%</u>
 <u>2721</u> <u>REGULAR TRANSPORTATION</u>								
500519 REGULAR STUDENT TRANS	60,757	0	0	60,757	24,303	36,454	1	100.0%
REGULAR TRANSPORTATION TOTALS:	<u>60,757</u>	<u>0</u>	<u>0</u>	<u>60,757</u>	<u>24,303</u>	<u>36,454</u>	<u>1</u>	<u>100.0%</u>
 <u>2722</u> <u>SPED TRANSPORTATION</u>								
500519 SPED TRANSPORTATION	3,500	0	0	3,500	4,056	0	(556)	115.9%
SPED TRANSPORTATION TOTALS:	<u>3,500</u>	<u>0</u>	<u>0</u>	<u>3,500</u>	<u>4,056</u>	<u>0</u>	<u>(556)</u>	<u>115.9%</u>
 <u>2724</u> <u>ATHLETIC TRANSPORTATION</u>								
500519 ATHLETIC TRANSPORTATION	4,130	0	0	4,130	2,504	1,626	0	100.0%

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
ATHLETIC TRANSPORTATION TOTALS:	<u>4,130</u>	<u>0</u>	<u>0</u>	<u>4,130</u>	<u>2,504</u>	<u>1,626</u>	<u>0</u>	<u>100.0%</u>
<u>2725</u>								
<u>CO-CURRICULAR TRANS</u>								
500519								
CO-CURRICULAR TRANSPORTATION	7,000	0	0	7,000	1,855	5,145	0	100.0%
CO-CURRICULAR TRANS TOTALS:	<u>7,000</u>	<u>0</u>	<u>0</u>	<u>7,000</u>	<u>1,855</u>	<u>5,145</u>	<u>0</u>	<u>100.0%</u>
<u>2727</u>								
<u>HOMELESS TRANSPORTATION</u>								
500519								
HOMELESS TRANSPORTATION	1	0	0	1	0	0	1	0.0%
HOMELESS TRANSPORTATION TOTALS:	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0</u>	<u>0</u>	<u>1</u>	<u>0.0%</u>
<u>2900</u>								
<u>COSTS TO DISTRIBUTE</u>								
500124								
SALARY POOL	30,731	0	(30,731)	0	0	0	0	0.0%
500220								
SOCIAL SECURITY & MEDICARE EXP	2,352	0	(2,352)	0	0	0	0	0.0%
500231								
EMPLOYEE RETIREMENT	3,449	0	(3,449)	0	0	0	0	0.0%
500232								
TEACHER RETIREMENT	1,031	0	(1,031)	0	0	0	0	0.0%
500250								
UNEMPLOYMENT COMPENSATION	689	0	0	689	634	55	0	100.0%
500260								
WORKER'S COMPENSATION	6,255	0	0	6,255	6,255	0	0	100.0%
COSTS TO DISTRIBUTE TOTALS:	<u>44,507</u>	<u>0</u>	<u>(37,563)</u>	<u>6,944</u>	<u>6,889</u>	<u>55</u>	<u>0</u>	<u>100.0%</u>
<u>3100</u>								
<u>TRANSFER TO FOOD SERVICE</u>								
500930								
TRANSFER TO FOOD SERVICE	30,000	0	0	30,000	30,000	0	0	100.0%
TRANSFER TO FOOD SERVICE TOTALS:	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>30,000</u>	<u>30,000</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>

<u>ACCOUNT</u>	<u>VOTED BUDGET</u>	<u>PRIOR YEAR ENCUMBRANCE</u>	<u>BUDGET TRANSFERS</u>	<u>REVISED BUDGET</u>	<u>EXPENDED YTD</u>	<u>ENCUMBRANCE</u>	<u>AVAILABLE</u>	<u>% BUDGET USED</u>
<u>5100</u>								
<u>DEBT SERVICE</u>								
DEBT SERVICE TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>5210</u>								
<u>TRANSFER TO GENERAL FUND</u>								
500930								
GRANT FUNDS	150,000	0	0	150,000	0	150,000	0	100.0%
TRANSFER TO GENERAL FUND TOTALS:	<u>150,000</u>	<u>0</u>	<u>0</u>	<u>150,000</u>	<u>0</u>	<u>150,000</u>	<u>0</u>	<u>100.0%</u>
<u>5212</u>								
<u>FOOD SERVICE FUND</u>								
500930								
FOOD SERVICE FUND	100,000	0	0	100,000	0	100,000	0	100.0%
FOOD SERVICE FUND TOTALS:	<u>100,000</u>	<u>0</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100,000</u>	<u>0</u>	<u>100.0%</u>
<u>5230</u>								
<u>TRANSFER TO CAPITAL PROJECTS</u>								
TRANSFER TO CAPITAL PROJECTS TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>5251</u>								
<u>TRANSFER TO CAPITAL RESERVE</u>								
TRANSFER TO CAPITAL RESERVE TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
<u>5254</u>								
<u>STUDENT ACTIVITY</u>								
STUDENT ACTIVITY TOTALS:	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0.0%</u>
GRAND TOTALS:	<u>4,505,844</u>	<u>279,416</u>	<u>0</u>	<u>4,785,260</u>	<u>2,318,396</u>	<u>2,422,862</u>	<u>44,002</u>	<u>99.1%</u>



January 21, 2025

Lisa Holiday, Director of Student Services
Ashland School District, SAU #2
103 Main Street, Suite 2
Meredith, NH 03253

Dear Lisa,

Congratulations! I am pleased to inform you that the **Ashland School District Inclusive Preschool Feasibility Study** has been approved. The partnership award has been made possible by Crotched Mountain Foundation. CMF Kids is happy to support Ashland School District's interest in examining the practicability of providing an inclusive preschool program in Ashland and the surrounding areas.

Please review the enclosed CMF Kids Terms of Award and save it with the award letter. This award is subject to the conditions set forth in the terms of the award letter. We kindly ask that you please confirm your acceptance of the terms and conditions by signing the enclosed agreement and returning it to Melissa H. White at **melissa.white@crotchedmountain.org** within 10 days of receipt. This document signifies your receipt of the partnership award and your agreement to comply with its terms.

Terms of the Award through the period of January 2025– June 2025 will be as follows:

Crotched Mountain Foundation – CMF Kids will provide technical assistance services and assume the costs associated with the consultant as described in the attached scope of work document. The value of the CMF Kids partnership award is **\$12,500.00.**

Shelli Roberts, M.Ed. CMF Kids special education consultant will lead the scope of work and act as the primary liaison for the feasibility study.

CMF Kids acknowledges that the feasibility study is intended to explore the viability of an inclusive preschool program and does not obligate the district to implement an inclusive preschool program.

From the scope of work, CMF Kids will develop a feasibility guide that may be utilized at the discretion of the Foundation by other school districts to conduct an independent feasibility study.

On behalf of the Crotched Mountain Foundation Board of Directors, we wish you the absolute best as you study the feasibility of an inclusive preschool program for the district. We are thrilled to be partnering with you and look forward to future engagement as the initiative gets underway.

If you have any questions about this grant or its terms, please contact Melissa White, Executive Director of CMF Kids, at **melissa.white@crotchedmountain.org**.

Sincerely,

A handwritten signature in blue ink, appearing to read "Ned Olney", is written over a horizontal line.

Ned Olney, CEO/President



TERMS OF CMF KIDS PARTNERSHIP AWARD

Partnership awards may be used only for the purpose(s) specified in the award letter. Signature of the document signifies the school district's agreement to adhere to the terms and conditions of the partnership award as outlined below.

Fiscal

Expenditure of Grant Funds: The partnership award is only for the purpose(s) specified in the award letter as per the funding request and budget as approved for FY'25 (2024 – 2025) **Any changes or modifications proposed to the original intent of the award may be made only with the written approval of Crotched Mountain Foundation.**

Financial Records: CMF will manage the invoicing and payment of the CMF Kids Consultant.

Revocation of Grant Funds: Crotched Mountain Foundation, at its discretion, may revoke or request return of award funds if terms of the partnership award are not met, contingencies are not met, reports are not submitted as requested, or there are other major concerns that put the outcome of the partnership award in jeopardy.

Administrative

Scope of Work: The school district agrees to participate in the feasibility study as detailed in the attached scope of work summary. In addition, the school district agrees to assist the CMF Kids consultant in facilitating meetings, and participating in the scope of work as detailed, and adhere to the feasibility study timeline and completion dates. Any extension to the timeline should be requested in writing.

Program

Marketing and Public Relations: School districts are encouraged to promote the grant award from CMF Kids, as well as any stories, photos, activities, etc. achieved because of the partnership award. Our staff is available to provide you with advice, our logo, and any additional assistance that helps you publicize your work. To find additional information and guidelines about CMF Kids PR, in addition to samples and templates, please visit www.cmf.org/toolkit.

Partnership Engagement: CMF Kids will reach out to districts from time to time to schedule opportunities to visit your school to meet with leadership, and to see first-hand how the program/initiative is benefiting the school district.

Accepted by: _____

Title: _____ Date: _____

Feasibility Study Consulting Components for the Ashland School District

Inclusive Preschool Program

Scope of Work

The feasibility study will explore the viability of implementing an inclusive preschool program in the Ashland School District. It will assess the preschool service landscape, focusing on special education, and provide actionable recommendations to enhance access, quality, and sustainability.

Feasibility Study Goals

1. Develop Community Partnerships

- Assess opportunities for collaboration with local schools, agencies, and organizations to expand and enhance preschool services.
- Explore partnerships with neighboring communities (e.g., Holderness, Sandwich) to create a robust, regional network of preschool services.

2. Build Special Education Capacity

- Identify areas for growth and development within Ashland to effectively address the diverse needs of young learners, especially those requiring special education.
- Recommend strategies for building sustainable special education support, including staffing, training, and resource allocation.

3. Enhance Access to Quality Services

- Evaluate the current availability, accessibility, and quality of preschool programs, focusing on equitable access for all families.
- Develop actionable recommendations to improve the integration of special education and general early childhood supports.

4. Ensure Sustainability and Scalability

- Assess long-term feasibility, including potential funding sources, staffing, and infrastructure requirements.
- Propose a replicable framework to serve as a model for other districts.

5. Engage Stakeholders and the Community

- Facilitate meaningful engagement with families, educators, and community members to gather input and align the program with local needs.
- Develop strategies for sustained collaboration and feedback.

6. Design a Framework for Implementation

- Provide a phased implementation plan that outlines timelines, resources, and milestones.
- Ensure recommendations address immediate and long-term goals for early childhood education in Ashland and surrounding areas.

Components, Estimated Hours, and Timeline

Component	Estimated Hours	Description
Needs Assessment	24	Analyze services, conduct stakeholder interviews/surveys, and evaluate community needs.
Sustainability Analysis	12	Assess long-term viability and funding options and develop scenario-based projections.
Funding Models	10	Research and create financial projections for potential funding sources.
Staffing and Training Requirements	14	Outline staffing needs, required certifications, and professional development plans.
Partnership Opportunities	8	Identify and explore collaborative opportunities within the community.
Infrastructure and Facility Needs	12	Assess facility needs and estimate costs for necessary upgrades or equipment.
Program Structure & Curriculum	18	Develop an inclusive curriculum framework and identify best practices.
Community and Stakeholder Engagement	12	Plan for engagement and collect feedback from families and community members.
Implementation Timeline & Phasing	10	Develop a phased implementation timeline if feasible.
Replicability for Other Districts	14	Create a framework for replication, including key lessons and recommendations.
Collaborative Meetings	16	Schedule and facilitate meetings with district stakeholders for collaboration.
Final Report Preparation and Presentation	16	Draft final report and present findings to stakeholders.

Total Estimated Hours for Scope of Work: 166 hours

Timeline

- **Project Start:** Upon contract signing
- **Phase 1 (Needs Assessment, Partnerships, Funding):** Months 1-2
- **Phase 2 (Sustainability, Staffing, Infrastructure, Curriculum Design):** Months 3-4
- **Phase 3 (Community Engagement, Timeline, Replicability):** Months 5-6
- **Final Report Completion and Presentation:** End of Month 6

Deliverables

1. Comprehensive feasibility study report with findings and actionable recommendations.
2. Replicable blueprint for inclusive preschool programs applicable to other districts.
3. Presentation to Ashland School District stakeholders summarizing results.

January 7, 2025 | Ashland Policy Review Committee | Minutes

Attendees: Stephen Felton, Stephen Heath (filling in for Jennifer Foote), Guy Donnelly, Mary Moriarty

Notes

- The Board reviewed the policies on the agenda.

Action items

- Move forward to Board as presented:
 - DAF-5 Conflict of Interest and Mandatory Disclosures
 - DAF-9 Time-Effort Reporting/Oversight
 - DAF-12 Reporting on Real Property
 - DAF-13 Whistleblower Protections
 - GBGBA/JLCEA/KFD Use of Automated External Defibrillators
 - IGE Parental Objections to Specific Course Materials
 - IHAM Health Education and Exemption From Instruction
 - JLCJA Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation
 - JLF Reporting Child Abuse or Neglect - Mr. Donnelly will seek feedback from Carrie Sanborn prior to moving forward.
 - JLF-1 Reporting Child Abuse or Neglect - Report Form - Mr. Donnelly will seek feedback from Carrie Sanborn prior to moving forward.
 - JLP Parental Notification of and Involvement in Student Welfare
 - EFAA School Lunch Program Meal Charge
- Hold for further review:
 - JJIC Eligibility for Interscholastic Athletics - Mrs. Moriarty will seek guidance from school district legal counsel.

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Conflict of Interest and Mandatory Disclosures

DAF-5

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 Assistant Superintendent, who, in turn, shall disclose in writing any such potential conflict of interest to NHDOE or other applicable pass through entity.~~

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

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

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

No employee, board member or other District officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict - or apparent conflict - of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, (collectively a "covered individual") has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

Additionally, no employee, board member or other District officer, or agent may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. This prohibition, however, shall not apply to gratuities of de minimis value, which, for purposes of the policy, are individual gifts, favors, or other items of monetary value, worth \$50 or less and which have no bearing on the selection, award or administration of a Federal award.

The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the recipient or sub-recipient.

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

Employees who violate this provision are subject to disciplinary consequences up to and including dismissal. Agents or contractors acting on behalf of the District are subject to contract termination. School board members or other District officers are subject to such actions as are within the authority of the School Board or district. Violations will also be reported to law enforcement in appropriate circumstances.

The Superintendent shall timely disclose in writing to NHDOE or other applicable pass-through-entity, and to the Federal awarding agency whenever the Superintendent has credible evidence of the commission of a violation of Federal criminal law involving fraud, conflict of interest, bribery, or gratuity violations found in Title 18 of the United States Code or a violation of the civil False Claims Act (31 U.S.C. 3729-3733). The notice to the Federal awarding agency shall be directed to that agency's Office of Inspector General. 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).

Adopted: 06/10/21
PRC 1/07/25

BUSINESS AND NON-INSTRUCTIONAL OPERATIONS

Time-Effort Reporting / Oversight

DAF-9

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 Assistant Superintendent is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.~~

1. Time and effort reports – general standards. Such reports shall:

- a. be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
- b. be incorporated into the official records of the District;
- c. reasonably reflect the total activity for which the employee is compensated by the District, not exceeding 100% of the compensated activities;
- d. encompass both Federally assisted and other activities compensated by the District on an integrated basis;
- e. comply with the District's established accounting policies and practices;
- f. 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.

2. Individual employee time and effort reporting. Timesheets and required periodic certifications shall include at a minimum:

- a. Employee name;
- b. Grant information;
- c. Time spent on grant;
- d. Period of performance
- e. Signature of employee, and dated after period of performance;
- f. Signature of employee's supervisor who has direct knowledge of the work performed, and dated after period of performance; and
- g. Certifying statement that information is true (can be placed above signatures).

The District will also follow any time and effort requirements imposed by NHED or other pass-through entity as appropriate to the extent that they are more restrictive than the Federal requirements. The Superintendent 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.

C. Audit Requirements: The District is required to have a single or program-specific audit conducted for any fiscal year in which the District expends \$1,000,000 or more. A single audit must be conducted in accordance with 2 CFR 200.514, and must cover the entire operations of the entity, or a series of audits that includes all departments, agencies and other organizational units that expended or otherwise administered Federal awards during the audit period. A program-specific audit must be conducted in accordance with 2 CFR 200.501(c).

For any year that the District expends less than \$1,000,000 during the District's fiscal year in Federal awards, the District is exempt from Federal audit requirements for that year, except as noted in 2 CFR 200.503, but records must be available for review or audit by appropriate officials of the Federal agency, the New Hampshire Department of Education or other pass-through entity, and the Government Accountability Office (GAO).

Adopted: 06/10/21
 PRC: 01/07/25

Reporting on Real Property

The District will annually submit reports on forms provided by the New Hampshire Department of Education (NHED) and in accordance with the Rules or procedures of NHED of any real property in which the Federal Government retains an interest.

PRC: 01/07/25

Whistleblower Protections: Notification, Rights & Remedies

In accordance with the Federal Uniform Grant Guidance, the District is committed to maintaining the highest standards of integrity and transparency in its operations. This policy encourages and protects employees, contractors, and other stakeholders who report, in good faith, any instance of fraud, waste, abuse, or any other misconduct related to federally funded programs. The District will not retaliate against any individual who, in good faith, reports concerns related to financial irregularities, fraud, or any violation of law or policy involving federally funded programs. Retaliation against a whistleblower may result in disciplinary action, up to and including termination.

The Superintendent shall ensure that all employees and contractors are notified in writing of their whistleblower rights and remedies under 41 U.S.C. § 4712, including the protection against retaliation for reporting misconduct.

Methods of notification may include:

- Employee handbooks, training materials, and/or other onboarding resources;
- Contracts with employees and or third party contractors;
- Periodically distributed to all employees via email or other communication channels; or
- Displayed prominently in the District's internal communication platforms and in common areas of the workplace.

Individuals may report suspected violations through the following methods:

- Directly to the Superintendent or Business Administrator, via email or in writing.
- Reporting directly to Office of Inspector General for the Federal awarding agency.:

PRC: 01/07/25

Chemical Safety and Chemical Hygiene Plan

A. Purpose. The Board's objective is to help ensure a healthy, clean, and safe learning and work environment for students, employees, and others present on school property. The policy accomplishes this in two ways. First, it establishes standards regarding the use and handling of toxic chemicals for cleaning and pest control. Second, it directs the creation of a chemical hygiene and safety plan (the "Plan") for managing hazardous substances on District property and responding to any emergencies resulting from hazardous substances. This Plan shall include all points where hazardous substances might be used and or stored on District property, including, but not limited to, materials used in connection with: chemistry and other science labs, art rooms, shop classes, food services, facilities and groundskeeping, or custodial services.

"Hazardous substances" as used in this Policy shall mean and include any material specifically designated as hazardous by state or federal law, or any other substance or mixture of substances which may be explosive, ignitable, corrosive, reactive, or toxic

B. Plan Preparation and Contents. The Board directs the Superintendent to prepare a Chemical Hygiene Plan that complies with all local, state, and federal laws and regulations which pertain to the proper management of hazardous materials. When necessary, the District shall contact the U.S. Environmental Protection Agency (EPA) and/or the New Hampshire Department of Environmental Services (NHDES) to obtain relevant information regarding hazardous substances.

Additionally, the Plan shall address at least the following:

1. Identification and inventory of hazardous materials - describing a process by which hazardous substances will be identified and inventoried, and may include a classification system for grouping hazardous materials for purposes of acquisition, storage, use, disposal, record-keeping, and emergency response.
2. General provisions outlining response Hazardous Substance Emergencies, with such items as responsible personnel, required resources, decision making ladders, message-specific templates, parental notification, media plans, etc.; these provisions shall be incorporated into the District Crisis Prevention and Response Plan and site-specific Emergency Operations Plans.
3. Special provisions for specific substances, e.g., and as pertinent:
 - a. Criteria for acquisition
 - b. Storage
 - c. Use
 - d. Disposal
 - e. Incident prevention
 - f. Special provisions relative to accidental release or other emergency;
4. Provisions to minimize the use of toxic chemicals for cleaning or pest control, including the prohibition of staff bringing cleaning products or pesticides onto District property without prior approval from the administration;
5. Procedures required for staff to obtain approval from school administration in order to bring cleaning products or pesticides onto District property;
6. Protocols and procedures relative to implementation of the Plan, including staff responsibilities by individual position and/or generalized;
7. Provisions relative to staff training, including such items as individualized and general training, who is responsible for ensuring training is conducted and updated, frequency,

- how and by whom training syllabi are established; Additionally, employees receiving such training will be encouraged to make less dangerous substitutions for hazardous substances to the extent possible and to minimize the generation of such substances;
8. Provisions proposing consequences and/or remedies for employees who fail to adhere to the Plan or established procedures;
 9. Provisions relating to student training and proposed sanctions/remedies/interventions to be included in applicable communications;
 10. Protocols for reporting general (non-emergency concerns regarding hazardous substances on District property.

See NH Ed 320, specifically Ed 320.02(b)(8), for additional guidance on chemical hygiene Plan content.

C. Prohibition of Introduction of Cleaning Products or Pesticides by School Staff. No employee or designated volunteer may bring any cleaning products or pesticides onto District property without prior approval of the school administration, or as specifically provided in the Plan.

D. Biennial Review and Update. The Superintendent and/or designee shall ensure that the Plan and all procedures and protocols adopted pursuant to this policy are reviewed no less than every two (2) years and updated as necessary. The Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year. Recommendations requiring Board policy changes should be brought to the Policy Committee and Board as soon as reasonably practicable.

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PRC: 11/21/24

Use and Location of Automated External Defibrillators

The Board has acquired/purchased an Automatic External Defibrillator(s) (AED) for use in emergency situations warranting its use.

The use/administration/maintenance of the AED is subject to the following conditions:

1. **Location of the AED (s):** The Superintendent, working with the Building Principals and School Nurses, shall select and approve the location(s) for the AED(s). At least one AED shall be readily accessible in a well-marked and safe place for use in responding to cardiac emergencies, and shall not be located in an office or be stored in a location that is not easily and quickly accessible.
2. **Authorized Employees/Training of A Users:** The Principal and school nurse shall identify anticipated responders expected to use the AEDs. Anticipated responders shall ~~AEDs will be administered only by those employees designated by the principal, in consultation with the school nurse. Employees will be authorized after they have successfully received and completed~~ complete appropriate training in cardiopulmonary resuscitation and AED use. This provision shall not limit the use of AEDs to anticipated responders nor shall it limit the protections from liability in RSA 153-A:31. Such training may be provided by the school nurse or from another source acceptable to the school nurse and principal.
3. **Maintenance:** AEDs will be maintained by the School Nurse, or his/her designee. Maintenance shall be done according to the AED manufacturer's specifications. The School Nurse will maintain a record of all maintenance which has been performed on the AED(s)
4. **Registration of AED(s):** In accordance with RSA 153-A:33, the School Nurse, or his/her designee, shall register the AED(s) with the New Hampshire Department of Safety. See sample registration forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.
5. **Incident Reporting:** The School Nurse, or his/her designee, shall report all instances of AED use with the New Hampshire Department of Safety. See sample incident report forms in Appendix KFD-R or at www.state.nh.us/safety/ems/aed_public_registry_packet.pdf.
6. **Liability Limited:** The District, and persons administering the AED(s), shall enjoy the limitations of liability as specified in RSA 153:A-31, as well as other sources of law.

Legal References

Bureau of Emergency Medical Services, 271-4568, State of NH
RSA 153-A:28-33, Automated External Defibrillation

PRC: 01/07/25

Objections to Course Material

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

Parents or legal guardians who find specific course material objectionable shall notify the Building Principal in writing of the specific material to which they object. They may request that the student receive alternative course material. This notification and request shall be in writing.

School District staff will make reasonable efforts, within the scope of existing time, schedules, resources and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school through approved independent study, or through another method agreed to by the parent/guardian and the building Principal. The cost related to the alternative course material is the responsibility of the parent/legal guardian.

The parent/legal guardian and the school principal must mutually agree on the substitution of an alternative curriculum. The alternative course materials must meet the educational requirements as stipulated in the state minimum standards.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board.

In accordance with the federal Protection of Pupil Rights statute, as a School District that receives federal Department of Education funds, and NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow parent/guardian of a student to review any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received (as is reasonable under the circumstances).

NOTE regarding human sexuality and human sexual education: In addition to the protections under this policy, per RSA 186:11, IX-c and Board policy IHAM, parents/guardians are afforded additional affirmative rights with respect to instruction or program of human sexuality, human sexual education, sexual orientation, gender, gender identity, or gender expression, including, among other things, the right to receive a minimum of 2 weeks advance notice of any curriculum course material to be used with respect to such instruction or program. Such notice will be delivered via email, other direct written means, website/social media posting, or phone call. As indicated in RSA 186:11, IX-c, no notice is required if the District employee is responding to a question from a student during class.

Legal References:

RSA 186:11, IX-c & IX-e State Board of Education; Duties.

20 U.S.C §1232h, (c)(1)(C), Protection of pupil rights

Approved: 06/05/12

Reviewed: 11/05/13

Amended: 06/05/18

Amended: 06/07/22

PRC: 01/07/25

Health Education and Exemption from Instruction

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, sexuality education, human immunodeficiency virus (HIV)/acquired immunodeficiency syndrome (AIDS) and related topics, will be included in the instructional program. Sexuality education shall include instruction relative to abstinence and sexually transmitted infections.

Instruction must be appropriate to grade level, course of study, and development of students and must occur in a systematic manner. The Superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents and legal guardians shall be notified by e-mail, other written means, website/social media postings or phone call, not less than two (2) weeks in advance of use of the curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the member of staff or faculty whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the Principal to review the materials.

In accordance with the federal Protection of Pupil Rights Amendment, as a School District that receives federal Department of Education funds, and also in accordance with NH RSA 186:11, IX-c, the Superintendent shall develop procedures to allow the parent/guardian of a student to inspect any instructional material used as part of the educational curriculum for the student. The procedures will provide access to the requested instructional material promptly (as is reasonable under the circumstances) to instructional material within a period of three (3) school days after the request is received. Accordingly, the notice will identify and provide contact information for the Principal or other staff member whom a parent or guardian should contact to arrange an opportunity to inspect the curriculum course material.

Opt-Out Procedure and Form

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections, are allowed to have their child opt-out of such instruction. **(Note: Per RSA 186:11, IX-c, parents/guardians have additional opt-out rights under Board policy IGE.)**

Parents/guardians who do not want their child to participate in a particular unit of health or for religious reasons must complete a Health and Sex Education Exemption/Objectionable Course Material: Opt-Out Form. Opt-Out Forms are available from either the health education teacher or the Principal. Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in conjunction with the Principal.

~~In accordance with the federal Protection of Pupil Rights statute and as a School District that receives federal Department of Education funds, the Superintendent shall develop procedures to allow parent/guardian of a student to review any instructional material used as part of the educational curriculum for the student. The procedures will provide reasonable access to instructional material within a reasonable period of time after the request is received.~~

Legal References:

20 U.S.C §1232h, (c)(1)(C), Protection of Pupil Rights
RSA 186:11, IX-c & IX-e Notice to Parents/Guardian Required
NH Code of Administrative Rules, Section Ed 306.40, Health Education Program
NH Code of Administrative Rules, Section Ed 306.41, Physical Education Program
RSA 186:11, IX-b, Health and Sex Education

Adopted: 06/05/18
Amended: 06/07/22
PRC: 01/07/25

Emergency Plan for Sports Related Injuries and Additional Protocols for Athletics Participation**A. Creation of Plan.**

No later than August 1, 2022, the Superintendent or their designee in consultation with Building Principal(s), the Athletic Director, District Athletic Trainer and School Nurse(s), shall establish a "Sports Injury Emergency Action Plan" (at times referred to in this policy as the "Plan") for responding to serious or potentially life-threatening injuries sustained from sports or other school sponsored athletic activities. The Sports Injury Emergency Action Plan shall:

- a. Document the proper procedures to be followed when a student sustains a serious injury or illness while participating in school sponsored sports or other athletic activity;
- b. List the employees, team coaches, and licensed athletic trainers in each school who are trained in first aid or cardiopulmonary resuscitation;
- c. Identify the employees, team coaches, or licensed athletic trainers responsible for carrying out the emergency action plan;
- d. Identify the activity location (which shall be consistent with the provisions of GBGBA/JLCEA/KFD), address, or venue for the purpose of directing emergency personnel;
- e. Identify the equipment and supplies and location thereof needed to respond to the emergency;
- f. Identify the location of any automated external defibrillators and personnel trained in the use of the automated external defibrillator; ~~and~~
- g. Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association; ~~and~~
- h. Require that all school sponsored sports activities for any of grades 6-8 be supervised by a person trained in CPR.

B. Dissemination of Sports Injury Emergency Action Plan.

The Sports Injury Emergency Action Plan shall be posted within each school and disseminated to, and coordinated with, pertinent emergency medical services, fire department, and law enforcement.

C. Additional Written Protocols and Procedures Required.

No later than August 1, 2022, the Superintendent or his/her designee in consultation with each Building Principal(s), the Athletic Director, District Athletic Trainer and School Nurse(s), shall develop written procedures and protocols as described below:

1. Hydration, Heat Acclimatization and Wet Globe Temperature – protocols relating to hydration, heat acclimatization and wet bulb globe temperature as established by the American College of Sports Medicine and the National Athletic Trainers' Association;
2. Student Medical History – procedures for obtaining student-participant medical information for each student athlete prior to engaging in sports. Such information must include:
 - a. injury or illness related to or involving any head, face, or cervical spine;
 - b. cardiac injury or diagnosis;
 - c. exertional heat stroke;
 - d. sickle cell trait;
 - e. asthma;
 - f. allergies; or
 - g. diabetes.

Access, filing, and confidentiality of student-participant medical information shall be managed in accordance with the Family Educational Rights and Privacy Act (FERPA), and the Health Insurance Portability and Accountability Act (HIPAA).

3. Student Return to Play - Procedures governing a student's return to play after a sports or illness related injury pertaining to this policy are in addition to the return to play provisions specific to head injuries set forth in Board policy #5141.2 (JLCJ), and copies of the procedures must be maintained at the SAU office and available to the Department of Education and public upon request.

D. Annual Review and Update.

The Superintendent and/or designee shall assure that the Sports Injury Emergency Action Plan, and all procedures and protocols adopted pursuant to this policy are reviewed no less than annually and updated as necessary. Copies of the updated Plan and procedures should be provided to the Board no later than the start of each school year.

E. Inclusion of Sports Injury Emergency Action Plan with Emergency Response Plan.

The Sports Injury Emergency Action Plan shall be included with each school's annual Emergency Response Plan.

Legal References:

20 U.S.C. §1232g, Family Educational Rights and Privacy Act (FERPA)
34 C.F.R. Part 99, Family Educational Rights and Privacy Act Regulations
RSA 200:40-c, Emergency Plan for Sports Related Injuries

Adopted: 09/06/22
PRC: 01/07/25

Reporting of Suspected Child Abuse or Neglect**A. Statutorily Mandated Reporting – All Persons:**

~~Under New Hampshire law (RSA 169 C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169 C:30, the initial report “shall be made immediately via telephone or otherwise.”~~

~~The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).~~

~~The report should contain:~~

- ~~a. the name and address of the child suspected of being abused or neglected;~~
- ~~b. the person responsible for the child's welfare;~~
- ~~c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries);~~
- ~~d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and~~
- ~~e. any other information that might be helpful in establishing neglect or abuse.~~

~~To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.~~

B. Additional provisions relating to school employees, volunteers and contracted service providers:

~~Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report may be made orally, but must be supplemented with a written report as soon as practicable after the initial report, but in no event longer than one calendar day.~~

1. Request for Assistance in Making Initial Report

~~The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:~~

- ~~a. the initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, and~~
- ~~b. reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.~~

~~When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.~~

2. Principal's Action upon Receiving Report

~~Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.~~

~~A written report shall be made by the Principal to the Superintendent within twenty four (24) hours, with a copy provided to DCYF if requested. The report shall include all of the information included in the initial oral report, as well as any other information requested by the Superintendent, law enforcement or DCYF.~~

~~3. Requirements for Reporting of Other Acts~~

~~Employees/contract providers are also reminded of the requirements to report any act of “theft, destruction, or violence” as defined under RSA 193-D:4, I (a), incidents of “bullying” per Board Policy JICK and hazing under RSA 671:7. A single act may simultaneously constitute abuse, bullying, hazing, and/or an act of theft, destruction or violence.~~

C. Signage and Notification.

~~The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign within the school that is readily visible to students, in the form provided by the, Division for Children, Youth, and Families, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of section A of this policy shall be included in each student handbook or placed on the district's website.~~

D. Training Required.

~~The Superintendent shall assure that all District employees, designated volunteers and contracted service providers receive training (in person or online) upon beginning service with the District, with annual refreshers thereafter, on the mandatory reporting requirements, including how to identify suspected child abuse or neglect.~~

A. Statutorily Mandated Reporting – All Persons.

Under New Hampshire law (RSA 169-C:29), every person who has “reason to suspect” that a child has been abused or neglected is required to report that suspicion to DCYF (Division of Children, Youth and Families of the New Hampshire Department of Health and Human Services) or directly to the police. Under RSA 169-C:30, the initial report “shall be made immediately via telephone or otherwise.”

The requirement to report is not dependent on whether there is proof of the abuse or neglect, nor is it dependent upon whether the information suggests the abuse or neglect is continuing or happened in the past. Any doubt regarding whether to report should be resolved in favor of reporting. Failure to report may be subject to criminal prosecution and potential personal liability, while a report made in good faith is entitled to both civil and criminal immunity. Additionally, a “credential holder”, as defined in New Hampshire Department of Education Rule 501.02(h), who fails to report suspected abuse or neglect risk having action taken by the New Hampshire Department of Education against his/her credential. See N.H. Code of Conduct for Educators, Ed. 510.05 (e).

To report child abuse or neglect to DCYF, call 24/7 (800) 894-5533 (in-state) or (603) 271-6562. In cases of current emergency or imminent danger, call 911.

1. The initial report should contain to the extent known:

- a. the name and address of the child suspected of being abused or neglected,
 - b. the person responsible for the child's welfare,
 - c. the specific information indicating neglect/abuse or the nature and extent of the child's injuries (including any evidence of previous injuries),
 - d. the identity of the person or persons suspected of being responsible for such neglect or abuse; and
 - e. any other information that might be helpful in establishing neglect or abuse.
2. **Modes of Reporting.** When making a report to DCYF Central Intake, there are 3 modes of reporting that the Central Intake Service Provider will inform you about before you proceed to the actual report. The modes of reporting are:
 - a. Disclosure Allowed – The Caller/Reporter provides all their identifying information to DCYF, and it may be provided to the child’s family upon request.
 - b. Disclosure NOT Allowed – The Caller/Reporter provides all their identifying information to DCYF; however, information is redacted in official paperwork provided to the child’s family unless the case goes on to prosecution. At prosecution, identifying information in all reports become public record.
 - c. Anonymous – The Caller/Reporter calls the (603) 271-6562 number, blocks their “Caller ID” when calling DCYF, and does not provide any of their identifying information (personal or organizational). If calling anonymously, be sure to get the “Report Number” from Central Intake for your call and document it on the <School/Org. Name> Reporting Form. It is the only proof the caller/reporter made the report to DCYF.
3. **Required reporting mode for school employees, volunteers and contracted service providers.** Notwithstanding that state law allows an anonymous mode of reporting to DCYF, it is the policy of the District that employees, volunteers and contracted service providers who are making a report to DCYF regarding a child/family involved with the District make such report using the "Disclosure Allowed" or as "Disclosure NOT Allowed" modes. This will help ensure there is a legal record of the report being made on behalf of the District. If there are concerns about these reporting modes due to potential retaliation from the family or others, consult the Principal for support.

B. Additional provisions relating to school employees, volunteers and contracted service providers.

Each school employee, designated volunteer or contracted service provider having reason to suspect that a child is being or has been abused or neglected must also immediately report his/her suspicions to the building Principal or other building supervisor. This initial report must be made orally, and must be supplemented with an original completed form JLF-F(1) "Child Abuse and/or Neglect Reporting Form" (**see new procedure**) as soon as practicable after the initial report, but in no event longer than one calendar day.

1. Request for Assistance in Making Initial Report.

The initial report to the Principal/building supervisor may be made prior to the report to DCYF/law enforcement, but only if:

- a. The initial report is made for the purpose of seeking assistance in making the mandated report to DCYF/law enforcement, and
- b. reporting to the Principal, etc. will not cause any undue delay (measured in minutes) of the required report to DCYF/law enforcement.

When receiving a request for assistance in making a report, the Principal or other person receiving the request is without authority to assess whether the report should be made, nor shall he/she attempt in any way to dissuade the person from making the legally mandated report. Once the Principal/building supervisor receives the information, the law would impose a reporting requirement upon both the original reporter and the Principal.

2. Principal's Action upon Receiving Report or Information of Report.

Upon receiving the report/request from the employee, volunteer or any other person, the Principal/building supervisor shall immediately assure that DCYF/law enforcement is or has been notified, and then notify the Superintendent that such a report to DCYF has been made.

The Principal shall forward the original completed form JLF-F(1) to the Director of School Counseling within twenty-four (24) hours if it is available. If the completed form is not yet available, then the Principal shall forward a written report including the relevant information, such as:

- the identity(ies) of the child(ren) and other persons directly involved in the report (suspected responsible parents or others);
- the identities of siblings or other children in the household of the child(ren) who is the subject of the report;
- information relating to the fact that a report was made to DCYF (e.g. the date, the mode, the person who made the report and **the DCYF report number**); and
- any other information requested by the Director of School Counseling, law enforcement or DCYF.

The Principal will follow that initial report with the completed, original JLF-F(1) as soon as it is available from the original reporter. **Such reports shall be maintained permanently in a separate file within the SAU office and not as part of any involved student's file.**

3. Personal Notes of Reports.

Each person with knowledge of a report to DCYF (e.g., the original reporter, the Principal, the Superintendent, etc.) is encouraged to create and maintain **personal notes** reflecting the information they have relative to the nature of the report, as well as information pertaining to the fact of the report (e.g., the date, time, person making, and mode of the report), and the DCYF report number.

D. Signage, Notification and District Reporting Form.

The Superintendent is directed to assure that the Principal or administrator of each school shall post a sign

within the school that is readily visible to students, in the form provided by the Division for Children, Youth, and Families or available from the Granite State Children's Alliance, that contains instructions on how to report child abuse or neglect, including the phone number for filing reports and information on accessing the Division's website. Additionally, information pertaining to the requirements of Section A of this policy shall be included in each student handbook or placed on the District's website. Finally, the Superintendent shall ensure that Form JLF-E is readily available to all staff members, either in hard copy form or through the District's or school's website.

E. Training Required.

The Superintendent or his/her designee shall assure that all District employees, designated volunteers and contracted service providers receive training (in-person or online) upon beginning service with the District, with biennial renewal training thereafter, on the mandatory reporting requirements, this policy, and the materials described in Board policy GBCE and RSA 189:13-a, XII.

Legal References:

NH Code of Administrative Rules, Section Ed 306.04(a)(10), Reporting of Suspected Abuse or Neglect

NH Code of Administrative Rules, Code of Conduct for NH Educators, ED 510.05(e), Duty to Report

RSA 169-C, Child Protection Act

RSA 169-C:29-39, Reporting Law

RSA 189:72, Child Abuse or Neglect Information

Approved: 09/02/97
Reviewed: 01/01; 11/04/03; 03/07/06
Amended: 05/01/12; 11/01/16; 04/03/18
Amended: 12/07/21
PRC: 01/07/25

**Ashland
School District**

JLF-F Child Abuse and/or Neglect Reporting Form

Report to the **New Hampshire Division for Children, Youth and Families (DCYF) Central Intake:**

CALL: 1 (800) 894-5533 / (603) 271-6562

Central Intake Fax: 603-271-6565

In cases of **current emergency, imminent danger or safety concerns**, call 911.

School or Organization: Ashland Elementary School				Report Form Date & Time: Date: _____ Time: _____	
Child Information:					
Child Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Additional Information Regarding Special Needs/Considerations: (e.g., communication, developmental delays, IEP, etc.)					
If KNOWN, Provide Sibling Information (or Information of other children in the home). If UNKNOWN, skip.					
Sibling # 1 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 2 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 3 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 4 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Sibling # 5 Name: First: Last: Nickname(s):	DOB:	Age:	Sex:	School Name:	Grade:
Additional Information Regarding Special Needs/Considerations of Siblings: (e.g., communication, developmental delays, IEP, etc.)					
Legal Parent(s)/Guardian Information:					

Legal Parent/Guardian Name(s): 1. 2.	Address (Where Child Resides with Parent(s)/Guardian(s):
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Phone Number(s): (Provide any KNOWN Phone Number(s) & Work Names):			
Home:	Cell:	Work:	Work Name:
1.	1.	1.	1.
2.	2.	2.	2.

Additional Information Regarding Special Needs/Considerations of Parent(s)/Guardian(s): (e.g., communication, developmental delays, mental health, substance use, domestic violence, etc.)

Incident Information:	
Reporter Name: First: Last:	Title/Role at Inter-Lakes School District:

School Address:

Date of Report to NH DCYF:	Time of Report to DCYF:	Mode of Report: (Check ONE) <input type="checkbox"/> Disclosure Allowed <input type="checkbox"/> Disclosure NOT Allowed <input type="checkbox"/> Anonymous
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Person Completing this Report (If different from "Reporter Name" above)	
Name: First: Last:	Title/Role at Inter-Lakes School District

Reason for Report (e.g., Alleged Perpetrator, Type of Suspected Abuse (Physical/Sexual/Emotional)/Neglect and Date)
NOTE: For suspected physical or sexual abuse, do NOT contact the parent(s)/guardian(s) regarding this report. Let DCYF/Law Enforcement be the first point of contact with the parent(s)/guardian(s) to protect the child and any potential evidence.

Did the Child Disclose Information? <input type="checkbox"/> Yes <input type="checkbox"/> No

If YES, provide the <u>child's EXACT words</u> and <u>any dialog</u> you had with the child. If NO, please explain what led to your suspicion of child abuse/neglect. Use additional paper as needed.
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NH DCYF Response:	<input type="checkbox"/> Screened-In <input type="checkbox"/> Screened-Out	Report Number:
Additional DCYF Response Directions:		(Provided by NH DCYF Central Intake):
		DCYF Central Intake Worker Name:

Building Principal Informed: <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If YES, Principal Name/Title:	Check ALL that Apply: <input type="checkbox"/> Verbally Notified <input type="checkbox"/> Provided this Report Form
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Police Notification: <input type="checkbox"/> Yes <input type="checkbox"/> No
--

If YES, Police Department Name: Officer Name/Title:	Check ALL that Apply: <input type="checkbox"/> Verbally Notified <input type="checkbox"/> Provided this Report Form
--	--

Reporter Signature: _____ **Date:** _____
Printed Name: _____ **Title:** _____

Parental Notification of and Involvement in Student Welfare

Pursuant to New Hampshire RSA 186:11, IX-e, the District will not adopt policies, procedures, or student support forms that prohibit District personnel from answering questions from a parent/guardian about that parent's/guardian's student's mental, emotional, or physical health or well-being, sexuality, or a change in related services or monitoring, or that have the effect of encouraging a student to withhold from a parent/guardian such information.

District personnel will not discourage or prohibit parental/guardian notification of and involvement in critical decisions affecting that parent's/guardian's student's mental, emotional, or physical health or well-being.

The Superintendent is authorized to adopt procedures that permit District personnel to withhold any of the above information from a parent if a reasonably prudent person would believe that such disclosure would result in abuse, abandonment, or neglect of a student or other child as those terms are defined in RSA 169-C:3.

To the extent that any other school board/district/school/class policy, procedure, rule or regulation, conflicts with the above, this policy shall supersede - but not otherwise impact - such policy, procedure, rule or regulation.

Legal References:

RSA 169-C:3 Definitions

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

PRC: 01/07/25

School Lunch Program Meal Charge**Belief**

The Ashland School District recognizes that the basic primary need of nourishment is essential not only for one's wellbeing, but also a key factor for learning. As a result of this belief, no student will be excluded from receiving school breakfast and/or school lunch based on the status of their student meal account.

Definitions

A la carte choices are items not considered to be part of the published main meal as well as additional servings of the published main meal.

School breakfast and lunch are defined as the published main meal for breakfast and lunch and does not include a la carte items.

School Lunch Program references the School District program for providing school breakfast and lunch.

Student meal account is associated with each student who accesses the School Lunch Program; funds can be added by cash received, personal checks, and/or by parents/guardians adding funds through the School District's online student meal account program (information on the online account program can be found on the School District website <http://www.interlakes.org/district-departments/food-services.html> or <https://www.schoolpaymentportal.com/Default.aspx>)

Purpose

The purpose of this policy is to establish consistent meal account procedures throughout the School District. The goals of this policy are to:

- treat all students and families with dignity regarding meal accounts;
- establish a consistent School District Policy regarding charges and collection of charges;
- support positive situations with School District staff, School District business policies, students and parents/guardians to the maximum extent possible;
- establish policies that are age-appropriate;
- encourage parents/guardians to assume responsibility of meal payments and to promote self-responsibility of the student; and
- encourage an understanding that the Federal regulations prevents school districts from having negative account balances associated with school lunch programs.

Responsibilities

- The Food Service Contractor is responsible for maintaining charge records and notifying the School District of outstanding balances.
- The School District:
 - Is responsible for collaborating with the Food Service Contractor and families to settle outstanding balances.
 - Recognizes that there are many life events that impact families and when made aware of such situations that may impact a family's ability to pay outstanding balances the School District will work to find means to support the family.
- Parent(s)/Guardian(s) are responsible:
 - when possible for maintaining account balances and settling outstanding balances; and
 - for establishing with their child(ren) any restrictions they choose to place on use of their child(ren)'s account.

Free or Reduced-Price Meals

See Policy #3540, Free and Reduced-Price Lunch Policy; School Board policies are available online through the School District's website or by contacting the Superintendent's Office at (603) 279 – 7947.

Administration*Elementary, Middle and High School Students*

- Notices of low or balances owed will be sent to parents/guardians.
- When a student's account reaches a negative balance, the student shall still receive a school breakfast and/or lunch which will be charged to the student's account.

Negative Balances

- Parents/guardians shall be notified by either letter, email, phone, online payment system, or School District notification system stating that the student's meal account balance is negative and will be asked to resolve the debt and replenish the student's meal account either by cash, check or through the School District student meal account online payment system.
- Included in communication regarding negative balances will be contact information for the School Principal and District Business Administrator and with an offer of assistance to the family.
- It is the hope that by working together, the food service contractor, School District and parents/guardians' negative debts can be resolved in a positive manner. If the negative debt balance is not resolved, the parents/guardians may be requested to meet with School District administration to resolve the matter. If there is no attempt to resolve the negative debt balance and/or seek assistance, the School District may take further action, including legal action.
- All accounts must be settled at the end of the school year. If any account has a negative balance on July 1, the School District may take legal action.

Checks Returned for Non-Sufficient Funds (NSF)

- When a check is returned to the School District for NSF, a notification will be sent to inform the parents/guardians from the District Business Office.
- Payment for the NSF check must be in the form of cash, cashier's check, or money order.
- Payment must be received within ten (10) days of the date of the letter.
- A NSF fee will be incurred and will be included in the notification from the food service contractor. The NSF fee and the amount of the check will be deducted from the student's lunch account upon notice from the bank and the above-mentioned rules will take effect.

Staff Policy/Training

- Annually a copy of this Policy and associated training will be provided to all Food Service and School Staff responsible for serving meals and enforcing this Policy.
- New staff with these responsibilities shall be provided with a written copy of the Policy and associated training during their initial training or orientation.
- In accordance with federal requirements, a record of receipt of the Policy and associated training will be maintained by the Food Service Contractor.

Student with Special Dietary Needs

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Section 504, or Individual Education Plan. If the meal is medically required, and the student has a balance owed on the student's meal account or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program please contact your child's School Nurse.

Non-Discrimination

See Policy #1161, Non-Discrimination Policy Statement (All Individuals); School Board policies are available online through the School District's website or by contacting the Superintendent's Office at (603) 279 – 7947.

Complaints Regarding School Lunch Program

- Complaints regarding the School Lunch Program should be directed to SAU #2 Assistant Superintendent by contacting (603) 279 - 7947
- To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:
 1. mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW, Washington,
D.C. 20250-9410;
 2. fax: (202) 690-7442; or
 3. email: program.intake@usda.gov.

Positive Balance at the Time of Departure

Any funds under \$5.00 remaining in a student's account after their departure from the school will be returned to the District, unless otherwise requested within thirty (30) days of the student's departure.

Any funds \$5.00 or over remaining in a student's account after their departure from the school will be reimbursed to the student's parent/guardian (if student is under eighteen) within thirty (30) days.

Legal Reference:

15 USC. § 1692-1695 federal Fair Debt Collection Practices Act (FDCPA)

42 USC. 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: 11/06/18

Amended: 11/05/24

PRC: 01/07/25