

Notice: These minutes are in D R A F T format, and shall remain as such as the legal record in compliance with RSA 91:A in their written archival form. They are likely to contain errors and may be in need of correction which can only be done in public in a properly-posted, subsequent meeting of the School Board. Accordingly, you are referred to the minutes of a subsequent (i.e. future -- but not necessarily the next sequential) meeting of the Board to identify what may have been changed as an approved and properly modified record in compliance with law.

NEWFOUND AREA SCHOOL DISTRICT
School Board Minutes
 Monday, February 11, 2019
 Location: LMC- Newfound Regional High School

- I. Call to Order by Jeff Levesque at 6:35 p.m.
- II. Pledge of Allegiance
- III. Record Roll:
- | | |
|------------------------------------|-------------------|
| Sue Cheney, Alexandria | present |
| Vincent Paul Migliore, Bridgewater | present |
| Heidi Milbrand, Bristol | present |
| Jeff Levesque, Groton | present |
| Jason Robert, Hebron | present |
| Christine Davol, New Hampton | arrived 6:40 p.m. |
| Melissa Suckling, Danbury | present |
- IV. Approval or Modification of Agenda
None
- V. Approval of Minutes
- a. January 3, 2019
No corrections
 - b. January 14, 2019
Melissa Suckling corrected her title on page 2 *from Assistant Director to Executive Director.*
Placed on Consent Agenda.
- VI. Public Comment
- Archie Auger, Bristol asked if RFPs have been sent out for the track repair. Is it in the current budget?
- On the CIP plan, it has a column that says, “source of funding” and the source is “general fund.” Can we expand general fund and be more specific by adding object number and account number so we don’t have to look all over the place for it.
- Mike Lamanni said we accepted a bid and we are in process now. Track repair has come in under budget.

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VII. Correspondence

Chip Bruce, substitute teacher wrote a nice letter complimenting Mr. Therriault, high school science teacher and thinks he should be recognized for his true love of teaching. Jeff Levesque thanked Mr. Bruce for his letter and thanked Mr. Therriault for being a good teacher.

VIII. Announcements and Recognition

a. Student Liaison Report

- Tuan said Math Team held their Lakes Region Math League at NRHS last Wednesday, February 6.
- All four classes participated in the One Act Play competition with the seniors winning best play.
- The boys' junior varsity basketball team won their first game January 31 and the boys' varsity team won their first game in two years the following week.
- Unified sport team won their game in overtime tonight.
- Students are settling in to the new term following midterms.

b. Staff Liaison Report

None

c. Superintendent Report

- Congratulations to Amy Yeakel, NH's 2019 ELO Coordinator of the Year.
- The Bureau of Federal Compliance audited the District on Federal Grants. Stacy noted that we had two areas that needed to be fixed for compliance-time and effort reporting (that has already been completed) and the district is in need of updating a few policies to align with federal regulations. Stacy is waiting on the school board's association to update those policies.
- Sue Seaverns is working on the 21st Century Grant application for Project Promise.
- High School Band, Chorus and Spirit Team paid a visit to Bristol Elementary School this morning as a part of BES's Kindness Week.

d. Other

- Christine Davol asked for continuing updates on school activities like "growth mindset" because she likes to read about these events. She appreciates the Student Services Data and Curriculum Update.
- Jason Robert congratulated NMMS for their drama production of "Game of Tiaras" on February 8. The students worked hard in rehearsals and had a lot of fun.
- Tuan, student representative thanked Heidi Milbrand for visiting the high school last week. Heidi said the teachers and students interacted very well. Jeff Levesque said if other members would like to visit schools please set it up with Stacy.

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IX. Old Business

a. Policy- 2nd read

- i. BBF: Board member ethics
- ii. GBCBAD: Drug Free Workplace
- iii. AC: Non-discrimination
- iv. EHAB: Data Governance and Security
- v. JEC: Change of School Assignment- Manifest educational hardship
- vi. KEE: Website Accessibility and Grievance

No discussion. Placed on Consent Agenda.

X. New Business

a. John Rescigno (request to be on the agenda)

- John Rescigno, Groton, said he is here for the town and wants to see that money is spent wisely. He thinks students need a good education and he is not here about cutting and reducing. He has written budgets for corporations and selectmen and he understands bottom line budgets. He questioned several items on the budget that were budgeted for zero and then money was spent. For example, he noted library equipment seems like a large chunk of change to budget zero and then spend \$18,000. How could you be off by so much?
- Jeff Levesque said we got a grant for library materials. If we get a grant we would spend it even if we budgeted zero in that line item.
- Stacy Buckley said we are dealing with students and we budget a year before and can't always predict needs. Stacy noted that the needs of students is not always static and easy to predict.
- Mike Limanni said the largest savings has been in staff turnover. It is key that in five years we have had staff turnover and saved hundreds of thousands of dollars.
- John asked what the percentage of turnover was. Stacy said between 10-20%.
- Discussion continued on items that were either not budgeted but money was spent or items that money was budgeted and things were not spent. Mike Limanni offered for John to meet with him and he would be happy to review and answer any questions he had on the budget.

b. 2019-2020 Calendar

- The Board discussed the proposed 2019-2020 Calendar. Stacy said one significant change is in November when the school will have an Early Release Day on Tuesday, November 26 and then have the Wednesday before Thanksgiving off.
- The first day of school, August 28, 2019 was discussed at length. Christine Davol said she would like to start after Labor Day and several districts are doing this now. She suggests a questionnaire should be sent to students, faculty, staff and parents to receive feedback on whether they would like to start school after Labor Day.

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- Jeff Levesque said he would like to start after Labor Day because it is traditional.
 - Sue Cheney said Labor Day is a big weekend and some businesses are reluctant to hire a student if they know the student leaves in August to return to school.
 - Stacy provided the board with the input from the Teacher's Union. They would like to see Parent-teachers conference a little later in the year.
 - Stacy also noted that early release days were added to the calendar as a part of the new NTU agreement. This will provide an opportunity for extended professional development with teachers on these days.
- c. NRHS Graduation Date
- After discussing and assessing the number of current snow days, Saturday, June 15, 2019 is set for high school graduation. Currently, we would meet the day requirement for seniors and if we get additional snow days, we can adjust this and we would likely still meet the hour requirements for seniors.
 - Stacy added that there is current legislation in Congress that would allow graduation to happen on the School Board date, regardless of days and hours. Stacy would like the Board to approve June 15 so that we can take advantage of this law should it come to fruition.
- d. Field trip(s)
- BHVS and NHCS request to take 5th grade (27 students) to Boston Freedom Trail on May 23, 2019.
 - NHCS Shelley Doucette requests to take the 3rd grade June 13, 2019 to the New England Aquarium in Boston.
 - NRHS Senora Susan Moore requests to take 12-18 students to Spain during April 2020 vacation to expose our students to the culture, history, and varied geography of Spain, and enrich Spanish students' language skills. Cost \$2,400.
 - NRHS Don White and Lori Mayo request a trip to Salem High School with 12 students to attend a Robotics Competition March 1-2, 2019. Total cost \$900. This is the first major competition for the high school.
- e. Resignation
- Barbara Kelly, Nurse, NRHS effective 6/30/19. Jeff Levesque thanked Ms. Kelly for her valuable service to our students.
- f. Review of Delegate Assembly
- Vincent Migliore said he was privileged to attend and represent Newfound at the January 26 School Board Association Annual Delegate Assembly. Vincent reviewed the results of each of the proposals presented at the annual meeting.

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XI. Public Comment (on agenda items only per policy BDDH, 5 minute limit)
None

XII. Motion on Consent Agenda

- Minutes January 3, 2019
- Minutes January 14, 2019
- Policy- 2nd read-
 - i. BBF: Board member ethics
 - ii. GBCBA: Drug Free Workplace
 - iii. AC: Non-discrimination
 - iv. EHAB: Data Governance and Security
 - v. JEC: Change of School Assignment-Manifest educational hardship
 - vi. KEE: Website Accessibility and Grievance
- Field Trips (4)

Vincent Migliore made a motion to accept the Consent Agenda. Sue Cheney seconded. Vote 7-0-0-0 ***Motion Passed***

XIII. Motion on Individual Agenda Items

Jeff Levesque made a motion to approve the 2019-2020 Calendar as presented. Jason Robert seconded. Vote 6-1-0-0 (Alexandria voted no) ***Motion Passed***

Jason Robert made a motion to accept June 15, 2019 for the NRHS Graduation Date. Christine Davol seconded. Vote 7-0-0-0 ***Motion Passed***

Jeff Levesque made a motion to accept the resignation of Barbara Kelly, NRHS Nurse effective 6/30/19 and thanked her for her valuable service to our students. Melissa Suckling seconded. Vote 7-0-0-0 ***Motion Passed***

XIV. Financial

- a. Approval of Manifest(s)
None

XV. Adjournment

Jeff Levesque made a motion to adjourn at 7:37 p.m. Jason Robert seconded. Vote 7-0-0-0 ***Motion Passed***

Respectfully submitted by Ruth Whittier, School Board Clerk

District staff present: Stacy Buckley, Superintendent; Michael Limanni, Business Administrator; Anne Holton, Student Services; Kim Sarfde, Curriculum Coordinator; Paul Ciotti, Technology Director

Public present: Don Milbrand, Bristol; Archie L. Auger, Bristol; April Nguyen, Alexandria; Tom Fitzpatrick, Bristol; John Rescigno, Groton

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Newfound Area School District
Field Trip Approval Form

*This form must be submitted to the Principal two weeks prior to a planned trip.

**Out of State and Overnight Field Trips require School Board Approval and must be submitted to Superintendent seven weeks prior to the scheduled date of the Field Trip.

School: NRHS Group: FRC # 7913 Date of Request: 2/6/2019

Leader/Advisor: Don White / Lori Mayo Day Trip Overnight Out of State

Work Telephone #: 603 744 6006 Home Telephone #: 603 677 6424

Location of Trip: Salem High School

Purpose of Trip: Robotics Competition

Date of Departure: Fri Mar 1 Date of Return: Sat Mar 2

Time of Departure: 6 am Time of Return: 9 pm

Total Number of Students: 12 Total Number of Chaperones: 3

Transportation Provided by: Van Rental - Enterprise

Insurance coverage for trip and transportation District Other: Car Rental Company

Total cost of field trip (fees and transportation): \$900

What will each student have to pay to attend? 0 Are scholarships available? Yes No

Who will secure permission slips and medical forms? Don White

Who in attendance is CPR and First Aid certified? First Robotics Staff

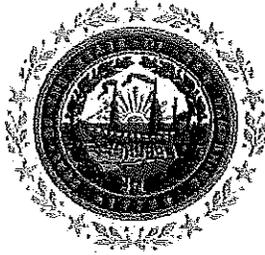
Please List any other concerns or issues: _____

Principal's Approval: Paul [Signature] Date: 2/6/19

Superintendent's Approval: _____ Date: _____

School Board Approval: _____ Date: _____

Comments: _____



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

STATE OF NEW HAMPSHIRE
DEPARTMENT OF EDUCATION
101 Pleasant Street
Concord, NH 03301
TEL. (603) 271-3495
FAX (603) 271-1953

DATE: January 31, 2019

TO: Superintendent Buckley (via email only)
Newfound Area School District, SAU 4

Jeff Levesque (via email only)
Newfound Area School Board Chair

FROM: Timothy Carney
Bureau of Federal Compliance

SUBJECT: Federal Funds Program Monitoring Results

Superintendent Buckley and School Board Chair Levesque:

Thank you for assisting the New Hampshire Department of Education (NHDOE), Bureau of Federal Compliance (BFC) in the Federal funds compliance monitoring process for the Newfound Area School District/SAU 4. The on-site monitoring visit was conducted on November 6, 2018 by Timothy Carney of the NHDOE.

The attached report summarizes the information gathered during our visit and identifies our concerns relative to Federal grant management compliance. Required corrective actions and associated timelines to rectify compliance issues are also included in the report.

Please respond in writing to each corrective action item listed in the report by sending a completed version of the attached Subrecipient Response Report (SRR) for each issue to the BFC, as soon as possible. Please include the specific documentation as described in the attached report to satisfy each corrective action item.

If the District/SAU has any questions or comments about the monitoring process and/or the resulting report, you are encouraged to contact Timothy Carney, at Timothy.Carney@doe.nh.gov or at (603) 271-2634 or Lindsey Scribner, at Lindsey.Scribner@doe.nh.gov or at (603) 271-3837.

Thank you for the cooperation and assistance the District/SAU provided the NHDOE staff during the on-site Federal fiscal compliance monitoring.

Sincerely,

A handwritten signature in black ink, appearing to read 'T. Carney', written over a faint horizontal line.

Timothy Carney

cc: Caitlin Davis, Director, NHDOE Division of Education Analytics and Resources (via email only)

Michael Limanni, Business Administrator, SAU 4 (via email only)

New Hampshire Department of Education
Bureau of Federal Compliance
Onsite Monitoring Program 2017/2018 School Year

**NHDOE Federal Fiscal Monitoring Report
Newfound Area School District/SAU 4**

January 31, 2019

Date of On-site Review: November 6, 2018
NHDOE Review Staff: Timothy Carney

District Policies

The following ten policies/procedures were requested to be made available for our review during our visit. Where the NHDOE has a compliance comment and/or recommendation with a policy/procedure, those comments and/or recommendations are written in italics below the title of the policy/procedure.

1. Drug-free Workplace Policy in accordance with 34 CFR 84.200 and the Drug-Free Workplace Act of 1988.

Title of District Policies – Drug-free Workplaces and Drug-free Schools (dated 9/2010).

These policies appear to generally meet the requirements of the authorizing Federal regulations. As such, the NHDOE offers no comments or recommendations on these policies.

2. Procurement Policy in accordance with 2 CFR 200.318 through 2 CFR 200.326.

Title of District Policy – Purchasing (dated 3/2005).

In general, this policy does not appear to meet all the requirements of 2 CFR 318 through 2 CFR 200.326.

3. Conflict of Interest/Standard of Conduct Policy in accordance with 2 CFR 200.318(c)(1).

Title of District Policy – School Board Member Conflict of Interest (dated 2/2007).

In general, this policy does not meet many of the requirements of 2 CFR 200.318(c)(1). For example, 2 CFR 200.318 requires the conflict of interest policy to also cover employees of the District/SAU not just School Board Members.

4. Inventory management policy in accordance with 2 CFR 200.313(d).

Title of District Policy – Capital Asset Records Policy (dated 8/2014).

In general, this policy does not meet many of the requirements of 2 CFR 200.313(d) relative to the management of assets purchased with Federal Funds.

5. District travel policy/procedure in accordance with 2 CFR 200.474(b).

Title of District Policy – Expense Reimbursement (dated 11/1996).

This policy does not appear to meet all the requirements within 2 CFR 200.474(b).

6. Cash Management Policy in accordance with 2 CFR 200.302(b)(6) and 2 CFR 200.305.

None provided. Please refer to 2 CFR 200.302(b)(6) and 2 CFR 200.305.

7. Gun Free School Policy in accordance with the Gun Free Schools Act of 1994.

Title of District Policy – Dangerous Weapons (dated 9/2009).

This policy appears to generally meet the requirements of the authorizing Federal regulations. As such, the NHDOE offers no comments or recommendations on this policy.

8. Time and Effort Policy/Procedure in accordance with 2 CFR 200.430.

None provided. Please refer to 2 CFR 200.430.

9. Records Retention Policy/Procedure in accordance with 2 CFR 200.333.

Title of District Policy – Data/Records Retention (approved 10/2017).

This policy appears to generally meet the requirements of 2 CFR 200.333. As such, the NHDOE offers no comments or recommendations on this policy at this time.

10. Family Educational Rights and Privacy Act (FERPA) Policy in accordance with 20 U.S.C. 1232g; 34 CFR Part 99.

Title of District Policy – Student Records (FERPA) (dated 10/2012).

This policy appears to generally meet the Federal requirements of the authorizing legislation. As such, the NHDOE offers no comments or recommendations on this policy.

Please note that the NHDOE's review of the above policies/procedures was for the express purpose of confirming general compliance with applicable Federal regulations and the General Assurances, Terms, and Requirements for Participation in Federal Programs as signed by the Superintendent and District School Board Chairperson.

NHDOE's review of the above policy/procedure documents is not intended to be all-inclusive. As such, there may be other Federally non-compliant policies/procedures not addressed above. Ultimately, it is the District's/SAU's sole responsibility to meet any and all Federal compliance requirements as a recipient of Federal funds.

District GMS Reimbursement Requests

In addition to reviewing District policies/procedures required by Federal regulations, five reimbursement requests for grant activities through the NHDOE Grants Management System (GMS) were selected for review.

The selected GMS reimbursement requests included the following;

<i>Request #</i>	<i>Program</i>	<i>Project #</i>	<i>Month of Project</i>	<i>Activity #</i>	<i>Activity Cost</i>	<i>Description</i>
1	Title IVB - 21st Century	85338	March	60203	\$16,178.27	Wages for Site Coordinators, teacher staff and support staff.
2	Title I - Part A	80102	October	62049	\$7,488.89	Teacher and tutor for Danbury Elementary School.
3	Title I - Part A		December and February	65213	\$20,145.33	Purchase of Chromebooks, carts and document cameras for Bristol Elementary School.
4	Title VI - Rural and Low Income	86259	November	64948	\$2,895.73	Salary (25%) for licensed Drug and Alcohol Counselor.
5	IDEA	82528	March	62543	\$10,883.50	Contract with William White Educational Services.

During our review, no instances of non-compliance beyond those directly caused by the District's/SAU's lack of Federally compliant policies and procedures as already identified and described above were noted in the five GMS reimbursement requests.

Questioned costs are likely associated with the District's lack of proper documentation of personnel expenditures related to Federal grant funds (time and effort reporting). However, this issue will be addressed through the single-audit Management Decision Letter (MDL) to be prepared by the NHDOE in response to Finding 2017-001 contained in the single-audit entitled Newfound Area School District, Independent Auditor's Reports Pursuant to Governmental Auditing Standards and the Uniform Guidance For the Year Ended June 30, 2017, prepared by Melanson Heath and dated July 13, 2018. Our office will be in contact with the District regarding the resolution of this Finding.

However, we do request that our office be notified when the greenhouse (Request #1) is delivered to the project site. This will allow the NHDOE to close out this expenditure by confirming the contract has been fulfilled by the vendor.

Please note that our review of the District's/SAU's management of its Federally funded grant activities was limited to our analysis of the three GMS selections listed above and was not designed to identify all potential deficiencies in Federal compliance that might exist. As such, other instances of non-compliance may exist that were not identified during the review process.

Required Corrective Actions

Corrective Action Item #1

Based on the results of our review, the NHDOE is requiring that the Newfound Area School District and/or SAU 4 update its policies and procedures to include the requirements of Federal regulations for those transactions or activities that include Federal grant funds. At the District's/SAU's discretion, separate policies/procedures may be developed for activities that use Federal funds versus those activities that are strictly funded using local or State sources. At a minimum the following policies/procedures need be created and implemented by the District/SAU;

1. Procurement Policy in accordance with 2 CFR 200.318 through 2 CFR 200.326.
2. Conflict of Interest/Standard of Conduct Policy in accordance with 2 CFR 200.318(c)(1).
3. Inventory management policy in accordance with 2 CFR 200.313(d).
4. Travel policy/procedure in accordance with 2 CFR 200.474(b).
5. Cash Management Policy in accordance with 2 CFR 200.302(b)(6) and 2 CFR 200.305.
6. Time and Effort Policy/Procedure in accordance with 2 CFR 200.430.

Timeline and Evidence for Corrective Actions

As the requirements of 2 CFR 200 went into effect approximately three years ago, it is imperative the District/SAU come into compliance with these regulations as soon as practicable. As the pass-through entity for the Federal grant funds, it is the NHDOE's responsibility to assure the compliance of its subrecipients. As such, the NHDOE is requiring the District/SAU to complete the above action items as soon as possible.

The evidence the NHDOE requires as documentation of the completion of each corrective action item is listed below.

Corrective Action Item #1

Required Completion Date: As soon as possible. Please provide an anticipated completion date on attached Subrecipient Response Report (SRR).

Evidence of Completion: Provide the NHDOE with copies of the completed policies and evidence that the School Board has adopted said policies (School Board minutes will be acceptable).

Provide the NHDOE with copies of the completed procedures and evidence that the procedures were distributed to appropriate staff.

- END OF DOCUMENT -