



Pelham School Board Meeting Agenda

February 19, 2025

Meeting - 6:30 pm

PES Library

AGENDA

I. PUBLIC SESSION

A. Opening/Call to Order

1. Call to Order
2. Pledge of Allegiance
3. Public Input/Comment - The Board encourages public participation. Our approach is based on Policy BEDH which includes these guidelines:
 - a) Please stay within the allotted three minutes per person;
 - b) Please give your name, address, and the group, if any, that is represented;
 - c) We welcome comments on our school operations and programs. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system;
 - d) We appreciate that speakers will conduct themselves in a civil manner.
4. Opening Remarks : Superintendent and Student Representative

B. Presentations

C. Main Issues

1. Additional Levers of Improvement
 - a) Explanation: Superintendent McGee and Assistant Superintendent Marandos will share their proposal to add additional levers to improve student performance in math and reading. They seek the Board's support for these changes.
 - b) Materials:
 - (1) Memo - Additional Levers
2. March 11 Annual Meeting Session 2 - Voting
 - a) Explanation: The School Board will be able to review the warrant and ask any clarifying questions regarding the upcoming school district vote on Tuesday, March 11 at Pelham High School in the gymnasium from 7am to 8pm.
 - b) Materials:
 - (1) March 2025 School District Warrant
 - (2) 2025 Voter Guide

3. Draft Calendars 2025-2026
 - a) Explanation: Superintendent McGee will share the DRAFT calendar for the 2025-26 School Year. We are looking for the School Board to approve this calendar. First read of the School Board meeting calendar.
 - b) Materials:
 - (1) DRAFT 2025-26 School Calendar
 - (2) DRAFT 2025-26 School Board Meeting Calendar
4. Policy Review
 - a) Explanation: The Policy Committee is presenting the following policy changes for consideration.
 - b) Materials:
 - (1) First Reading
 - (2) Second Reading
 - (a) BDC - Appointed Board Officials
 - (b) DAF - Administration of Federal Grants
 - (c) DID - Capital Fixed Assets
 - (d) GBGD - Workers Compensation Temporary Alternative Work Program

D. Board Member Reports

E. Consent Agenda

1. Adoption of Minutes
 - a) 2025.02.05 Draft Minutes
2. Vendor and Payroll Manifests
 - a) 567 \$644,224.93
 - b) PAY567P \$21,136.61
 - c) 567M \$2,858.32
 - d) AP021925 \$440,870.76
3. Correspondence and Information
 - a) Pelham Planning Department letter on solar project
 - b) Testimony to House Education Finance Committee
4. Enrollment Report
 - a) February 1, 2025 Enrollment Report
5. Staffing Updates
 - a) Leaves
 - b) Resignations
 - (1) Justin Hufft PHS Athletic Director
 - c) Retirements
 - d) Nominations
 - (1) Kimberly Hirsch LTS Pelham Elementary
 - (2) Tiffany Smith PMS Assistant Principal

F. Future Agenda Planning

G. Future Meetings

1. March 5, 2025 PES Media Center 6:30PM

- | | | |
|-------------------|----------------------|------------|
| 2. March 11, 2025 | School District Vote | 7AM to 8PM |
| 3. March 19, 2025 | PES Media Center | 6:30PM |

H. Non Public Session 91-A:3 (II) (d)(i)(c)(a)

1. Solar Roof Lease Contracts
2. Emergency Planning
3. Personnel Matter
4. Superintendent Evaluation

Rules for a non public session 91-A:3 (II)*

II. Only the following matters shall be considered or acted upon in nonpublic session:

- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
- (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
- (f) [Repealed.]
- (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its

consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

- (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

*Updated on 01/27/2023

Eric "Chip" McGee, Ed.D.
Superintendent



Sarah Marandos, Ed.D.
Assistant Superintendent

Deb Mahoney
Business Administrator

Toni Barkdoll
Director of Human Resources

Keith Lord
Director of Technology

*59A Marsh Road
Pelham, NH 03076*

*T: (603)-635-1145
F: (603)-635-1283*

Kimberly Noyes
Director of Student Services

To: Pelham School Board
From: Chip McGee
Sarah Marandos
Re: Additional Levers of Improvement
Date: February 19, 2025

The Board has shared its expectation that the Pelham School District take a more urgent approach to improving student academic performance. We agree. To date, we have taken the following actions.

- In 2023-24, we
 - Reinstated our district wide curriculum vertical teams in all subjects.
 - Revised and updated K-12 core curriculum maps that were approved by the School Board.
 - Implemented an updated mathematics program at PES.
 - Created a supplemental math course at PMS in eighth grade for students in need of additional math support.
 - Completed the adjustment of Accelerated Math in grade 6 and 7 at PMS to allow for a high school level Algebra I in grade 8.
 - Extended the SAT Bootcamp process at PHS for juniors to include additional support in areas such as reading comprehension and problem solving strategies.
 - Provided support to PES and PMS teachers in math instruction through a coaching model.
 - Taught a Mathematical Practices Professional Learning Series to teachers K-12.
- In 2024-25, we
 - Kept the team of math teachers the same from one year to the next at PMS for the first time in eight years.
 - Recruited experienced teachers for math, science, reading, and elementary positions.
 - Hired an additional certified reading specialist into a special education position at PMS.
 - Budgeted in FY26 for instructional materials in math at PMS that aligned with those at PES.
 - Added advanced and support sections taught by the math coach at PMS in grade 8.
 - Provided teacher training in i-Ready data analysis to improve targeted intervention.
 - Provided teacher training in science of reading concepts to elementary teachers.

Principals Dawn Mead, Zack Medlock, and Jessica Van Vranken along with the SAU Leadership Team have a sense of urgency to add to these efforts. There is no time to wait. At the same time, we do not want to make changes for change's sake or make changes that are not effective or counterproductive. As a result, we have developed four additional "levers of improvement" that we would like to implement immediately. We seek Board support for the implementation of these changes.

Lever 1 - Expand Professional Development during the school day through sub coverages to ensure all staff could be trained.

1. Expand elementary school professional development in the foundational skills of the science of reading.
2. Expand grades 6 - 12 professional development in areas including teaching vocabulary, the importance of background knowledge for reading comprehension, and writing.

Challenges: We will struggle to identify sufficient numbers of substitute teachers. We will need support from teachers, students, and parents when teachers are out of the classroom.

Cost Items: We anticipate up to two days of coverage per teacher for up to 106 teachers (44 PES plus 26 PMS plus 36 PHS) this spring and additional expenses for trainers.

Offsets: We will use anticipated underspends in salary and benefits to pay for this activity.

Lever 2 - Use Objective Data to Make Placement Decisions to increase instructional time for students who are behind.

1. Place eighth graders who are not yet proficient in eighth grade math into a two-semester intensive Algebra course at PHS.
2. Place fifth graders who are not yet proficient into a math or reading class instead of a second Unified Arts (UA) class at PMS.
3. Use objective placement tests in math at PHS for placement into subsequent courses.

Challenges: Parents may want their child in a course that does not align with their preparation. Students may feel unhappy about taking extra math or reading. We will need support from parents and the Board when we make this change.

Cost Items: This would likely require additional sections of math and reading to be offered.

Offsets: Since this is not in the budget for next year, we would need to try to reallocate staffing resources.

Lever 3 - Revise Curriculum to add additional core content and skills to non-math and reading classes.

1. Revise Health, Library and STEAM courses at PES and PMS to include more core academic skills.
2. Revise PMS Science to incorporate additional math standards.

Challenges: Teachers, students, and/or parents may dislike additional academic content in these courses. We will need support from teachers and the Board to raise academic expectations for these courses.

Cost Items: The District already allocates funds every summer for teachers to revise curriculum.

Offset: We would prioritize this work over other summer curriculum proposals.

Lever 4 - Offer Summer School to increase instructional time for students who are not yet proficient.

1. Restart summer school for PHS students who have not yet passed Algebra I.

Challenges: Parents and students may be reluctant to participate in the summer. We will need support from parents and teachers to strongly encourage students to participate.

Cost Items: Teachers would need to be paid to teach these courses.

Offsets: We will use anticipated underspends in salary and benefits to pay for this activity.

2025 PELHAM SCHOOL DISTRICT WARRANT STATE OF NEW HAMPSHIRE

To the inhabitants of the School District of the Town of Pelham in the County of Hillsborough and the State of New Hampshire, qualified to vote upon district affairs:

FIRST SESSION OF ANNUAL MEETING (DELIBERATIVE)

You are hereby notified that the first session of the annual meeting of the School District of the Town of Pelham will be held at Town Hall, 6 Village Green, in said Pelham on Wednesday, February 5, 2025, at 7:00 P.M. for explanation, discussion, and debate of warrant articles number 1 through number 1. Warrant articles may be amended subject to the following limitations: (a) warrant articles whose wording is prescribed by law shall not be amended, (b) warrant articles that are amended shall be placed on the official ballot for a final vote on the main motion, as amended, and (c) no warrant article shall be amended to eliminate the subject matter of the article.

SECOND SESSION OF ANNUAL MEETING (OFFICIAL BALLOT VOTING)

You are hereby notified that the second session of the annual meeting of the School District of the Town of Pelham will be held at Pelham High School gymnasium, 85 Marsh Road, in said Pelham on Tuesday, March 11, 2025, at 7:00 A.M. for the choice of School District Officers elected by official ballot, to vote on questions required by law to be inserted on the official ballot, and to vote on all Warrant Articles from the first session on official ballot per RSA 40:13, VII. The polls for the election of School District Officers and other action required to be inserted on said ballot will open on said date at 7:00 A.M. and will not close earlier than 8:00 P.M.

ARTICLE A

To elect by ballot the following School District Officers:

- School Board Member 3-Year Term
- School Board Member 3-Year Term

ARTICLE 1 – OPERATING BUDGET

Shall the Pelham School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session of the annual school district meeting, for the purposes set forth herein, totaling Forty-Four Million, Eighty-Two Thousand, Four Hundred Eleven Dollars (\$44,082,411)? Should this article be defeated, the default budget shall be Forty-Three Million, Three Hundred Forty-Nine Thousand, Sixty-Eight Dollars (\$43,349,068), which is the same as last year, with certain adjustments required by previous action of the Pelham School District or by law; or the Pelham School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

Recommended by the School Board (5-0-0)

Recommended by the Budget Committee (9-0-0)

ARTICLE 2 – BY PETITION

Shall the Town vote to implement the Hillsdale K-8 Singapore Math Dimensions curriculum in the Pelham School District?

ARTICLE 3 – BY PETITION

Shall the Town vote to remove the position of the 2nd Assistant Principal at Pelham High School (a non-union position recently established in the school year 2023-24) with a proposed salary of \$107,000 in order to help reduce the school budget and focus on teacher retention?

ARTICLE 4 – BY PETITION

Shall the town vote to have the School Board do a Ten year study to determine the influx of students on the school system and the Tax impact on the tax payers of Pelham for the next ten years?

GIVEN UNDER OUR HANDS AT SAID PELHAM THIS 22nd DAY OF JANUARY 2025.



Troy Bressette, Chair



G. David Wilkerson, Vice Chair



Garrett Abare



Rebecca Cummings



Darlene Greenwood

Pelham School Board

Cost Per Pupil (Continued)

The New Hampshire Department of Education calculates Cost per Pupil based on current expenditures as reported on each school district's Annual Financial Report (DOE-25). Cost per Pupil represents current expenditures less tuition and transportation costs. Any food service revenue is deducted from current expenditures before dividing by Average Daily Membership (ADM) in attendance. Capital and debt service are not current expenditures and are not included.
Source: <https://www.education.nh.gov> ⇒ Data Reports ⇒ Public Reports ⇒ Financial Reports.

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ARTICLE 3 - BY PETITION

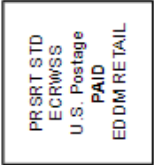
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ARTICLE 4 - BY PETITION

Shall the Town vote to have the School Board do a ten year study to determine the influx of students on the school system and the tax impact on the taxpayers of Pelham for the next ten years?

ARTICLES 2-4 BY PETITION - EXPLANATION

The School Board does not explain petition warrant articles. We do not want to inadvertently explain something inaccurately as these are not articles put forth by the Board.



*****ECRWSS*****

Local
Postal Customer



2025 VOTER GUIDE

To Our Friends and Neighbors, the Residents of Pelham,

We put together this Voter Guide to help you make an informed decision on Election Day. The guide includes the School District Warrant Articles and provides an explanation.

Please do not hesitate to reach out to us at psb@pelhamsd.org or visit us at www.pelhamsd.org for additional information. All of the details from the budget process can be found under *School Board ⇒ Voting & Elections ⇒ Budget Information*. School Board members, school administrators, and SAU staff are happy to answer any questions you may have.

Our hope is that this guide provides you with the information necessary to cast a well-informed vote. Election Day is Tuesday, March 11, 2025, between 7:00 AM and 8:00 PM, at Pelham High School. We appreciate your support and look forward to seeing you at the polls.

Respectfully yours,

Pelham School Board

Troy Bressette, Chair
Garrett Abare
Darlene Greenwood
G. David Wilkerson, Vice Chair
Rebecca Cummings



ARTICLE A - ELECTION OF OFFICERS

To elect by ballot the following School District Officers:

- School Board Member 3-Year Term
- School Board Member 3-Year Term

ARTICLE 1 - OPERATING BUDGET

Shall the Pelham School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session of the annual school district meeting, for the purposes set forth herein, totaling Forty-Four Million, Eighty-Two Thousand, Four Hundred Eleven Dollars (\$44,082,411)? Should this article be defeated, the default budget shall be Forty-Three Million, Three Hundred Forty-Nine Thousand, Sixty-Eight Dollars (\$43,349,068), which is the same as last year, with certain adjustments required by previous action of the Pelham School District or by law; or the Pelham School Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a revised operating budget only. (Majority vote required)

Recommended by the School Board (5-0-0)
Recommended by the Budget Committee (9-0-0)

ARTICLE 1 - EXPLANATION

Article 1 is about the operating budget, which is the funding the School Board determined necessary to provide quality educational programming for our students next year. The proposed budget is only \$733,343 (1.7%) more than the default budget. The default budget is the budget that would be adopted if the proposed budget does not pass. It is the previous year's budget adjusted for one-time expenditures, debt service, and other obligations. The Board used the following commitments as the framework for developing the budget.

- Maintain programming and adherence to class size guidelines.
- Maintain long-term plans for technology, instructional materials, and capital maintenance.

Key Budget Increases

The Pelham School District faces key budget increases that are related to legal and contractual obligations. These are outside the control of the Board. The overall budget reflects an increase of \$1,647,292 over the 2024-2025 adopted budget (3.9%). This is less than the increases from health insurance, the teachers contract, and special education. This is because the Board reduced expenses in other areas such as personnel.

Non-Discretionary Budget Increases		
Cost Item	Explanation	Increase
Health Insurance	Increase in health insurance premiums. This is the portion funded by the District.	\$669,464
Teachers Contract	Increase in the teachers contract for year 2. The contract was approved by voters in March 2024.	\$635,257
Special Education (OOD)	Increase tuition (\$78,382) and transportation (\$327,018) for out-of-district (OOD) students.	\$365,938
Total		\$1,670,659

Enrollment Data

Enrollment					
Year	21-22	22-23	23-24	24-25	25-26*
Elementary (Pre-K–5)	715	756	752	752	777
Middle (6-8)	383	356	339	349	340
High School (9-12)	580	581	556	512	472
Total	1,678	1,693	1,647	1,613	1,589
*Projected. Source: Superintendent's October 1 Enrollment Projections.					

Goals 2024-25

The Pelham School Board has set four goals that establish the short- and long-term strategic direction for the District.

- Improving Student Performance in Mathematics
- Strengthening Student Connections
- Improving Student Performance in Literacy
- Making Pelham the Best Place to Work

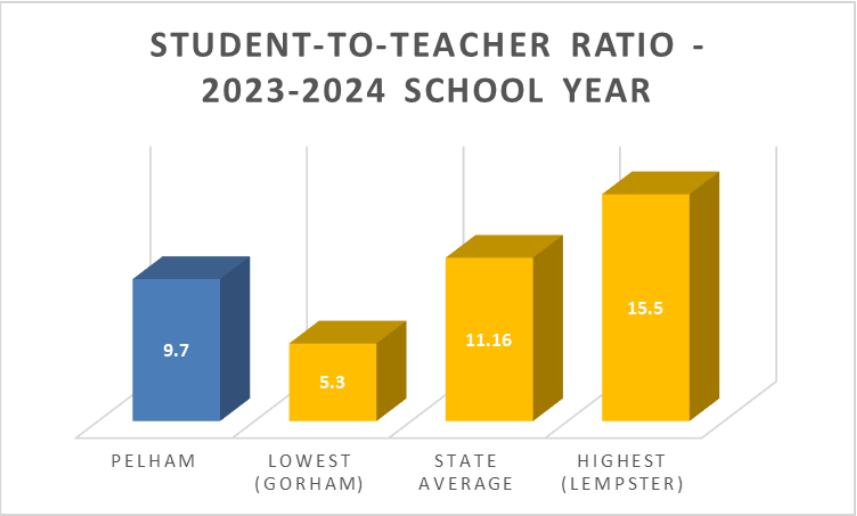
Personnel Adjustments

Given enrollment declines and increases in key budget areas, the Pelham School Board reduced staffing levels in this budget. Overall, for the Proposed FY26 Budget, personnel is reduced by (\$203,421). This includes the following reductions:

- Pelham High School
 - Business Teacher Position
 - Part-Time Reading Specialist Position
- Pelham Memorial School
 - Special Education Teacher (50% in the operating budget and 50% funded through a grant)
- Pelham Elementary School
 - Special Education Teacher Position
 - Classroom Teacher Position

The budget also includes additional personnel based on need. This includes three instructional assistants to support students with learning disabilities and an additional custodian at PMS given the doubling of the building's size due to the renovation.

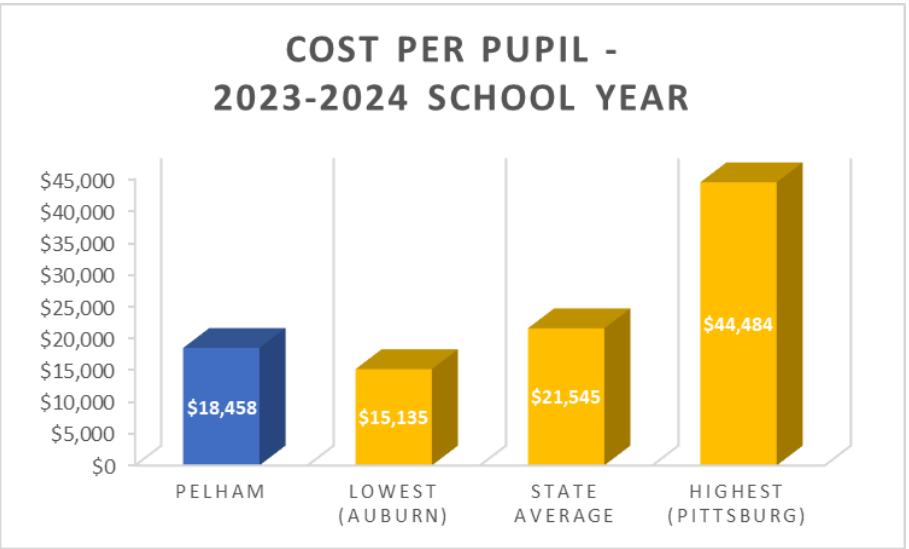
Student-To-Teacher Ratio



This chart shows the Student-to-Teacher Ratio for the Pelham School District compared to the average across the state as well as the highest and lowest ratios. The number of teachers is defined as the full-time equivalent for grades K-12 of subject-specific teachers at all grade levels, as well as special education and regular classroom teachers. Please note that Student-to-Teacher Ratio is not a measure of average class size.

Cost Per Pupil

The School Board remains committed to fiscal responsibility. As measured by cost per pupil, the Pelham School District is 147th out of 161 districts in New Hampshire for 2023-24. The average cost per pupil in New Hampshire was \$21,545. Pelham's cost per pupil was \$18,458.



PELHAM SCHOOL DISTRICT

DRAFT 2025-26 School Calendar DRAFT

July						
Su	M	T	W	Th	F	Sa
		1	2	3	4 H	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		
School Days:						4

August						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						
School Days:						4

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

October						
Su	M	T	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13 H	14	15	16	17	18
19	20	21	22 ER	23	24	25
26	27	28	29	30	31	
School Days:						22

November						
Su	M	T	W	Th	F	Sa
						1
2	3 Q2	4 W	5	6	7	8
9	10	11 H	12	13	14	15
16	17	18	19	20	21	22
23	24 T2	25	26 W	27 H	28 H	29
30						
School Days:						15

December						
Su	M	T	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10 ER	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25 H	26 H	27
28	29	30	31			
School Days:						17

January						
Su	M	T	W	Th	F	Sa
				1 H	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19 H	20 S2	21	22	23	24
25	26	27	28	29	30	31
School Days:						19

February						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11 ER	12	13	14
15	16	17	18	19	20	21
22	23 H	24	25	26	27	28
School Days:						15

March						
Su	M	T	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10 W	11 T3	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				
School Days:						21

April						
Su	M	T	W	Th	F	Sa
			1 ER	2	3	4
5	6 Q4	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 H	28	29	30		
School Days:						18

May						
Su	M	T	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13 ER	14	15	16
17	18	19	20	21	22	23
24	25 H	26	27	28	29	30
31						
School Days:						19

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

Special Days

July 4	Independence Day (Offices Closed)
Aug 11,12,15,18,22	Additional Professional Development Options
August 13-14	Workshop - New Teachers Only
August 19, 20, 21	Workshop (3 of 6) includes all IAs
August 25	PES Meet & Greet, PMS Gr 6, PHS Gr 9 - Half Day
August 26	First Full Day Of School
Aug 29 & Sept 1	Labor Day Weekend (No School)
Sept 24 ER*	Early Release - PD District (1 of 6)
Oct 13	Columbus Day (No School)
Oct 22 ER*	Early Release - PD District (2 of 6)
Nov 3	Start of Second Quarter (PHS)
Nov 4 W*	General Election Voting / Workshop (4 of 6)
Nov 11	Veterans Day (No School)
Nov 24	Start of Second Trimester (PES and PMS)
Nov 26 W	Workshop - for Parent Conferences (5 of 6)
Nov 27-28	Thanksgiving (No School)
Dec 10 ER*	Early Release - PD PEA Collab (3 of 6)

Total School Days

180

Dec 24-Jan 2	Vacation (No School)
Jan 19	Martin Luther King Jr. Day (No School)
Jan 20	Start of Second Semester (PHS)
Feb 11 ER*	Early Release - PD PEA Collab(4 of 6)
Feb 16	Presidents Day - Regular School
Feb 23-27	Winter Vacation (No School)
March 10 W	Workshop - Town Election (6 of 6)
March 11	Start of Third Trimester (PES and PMS)
April 1 ER*	Early Release - PD PEA Collab (5 of 6)
April 6	Start of Fourth Quarter (PHS)
April 27 - May 1	Spring Vacation (No School)
May 13 ER*	Early Release - PD District (6 of 6)
May 25	Memorial Day (No School)
June 11	180th Day of School for Students
June 12-18	Additional Days of School (if needed) or Add'l PD
June 19	Juneteenth National Independence Day

Approved by Pelham School Board XX/XX/2025

* Dates selected to align with Regional CTE Programs.

**PELHAM SCHOOL BOARD
MEETING SCHEDULE
2025-2026**

(all meetings are Wednesdays at 6:30 at Pelham Elementary School unless otherwise specified)

2025

Month	Date	Meeting Type	Note
March	19	Board Reorganization	
April	2	Board Meeting	
	16	Board Meeting	
May	7	Board Meeting	
	21	Board Meeting	
June	4	Board Meeting	
	18	Board Meeting	
July	9	Board Meeting	
August	13	Board Retreat	PHS Library 5PM
September	3	Board Meeting	Budget Review SAU, School Board, Curriculum and Transportation, PHS (subject to change)
	10	Board Meeting	Budget Review PES, PMS, Food Service, Facilities, Technology and Special Services (subject to change)
(optional)	13	Board Meeting	ALL DAY SATURDAY MEETING (instead of 9/3 and 9/10)
	24	Board Meeting	Budget Review Salaries & Benefits
October	1	Board Meeting	
	15	Board Meeting	
November	5	Board Meeting	
	19	Board Meeting	
December	3	Board Meeting	
	17	Board Meeting	

2026

January	7	Board Meeting	
	21	Board Meeting	
February	4	Deliberative Session	Sherburne Hall @ 7PM
	18	Board Meeting	
March	4	Board Meeting	
	10	School District Vote	Pelham High School 7 am - 8 pm
	18	Board Reorganization	

PELHAM SCHOOL DISTRICT POLICY

BDC – APPOINTED BOARD OFFICIALS

Category: Optional

CLERK OF THE DISTRICT

The Clerk of the District is an elected official, and shall not be a member of the School Board. The Clerk shall receive such remuneration as the District may determine and shall keep a true record of each District meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law.

A Deputy Clerk may be appointed by the Clerk subject to the approval of the Board.

TREASURER

The Treasurer of the District is an elected official, and shall not be a member of the School Board. The Treasurer shall receive such remuneration as the District may determine and perform such duties pertaining to the fiscal affairs of the School District as outlined in the New Hampshire statutes relating to public schools.

A Deputy Treasurer may be appointed by the Treasurer subject to the approval of the Board.

District Policy History:

Adopted: July 1998

Revised: November 1999

Revised: April 5, 2006

Revised: January 21, 2021

Legal References:

*RSA 195:5 Cooperative School Districts: School Board
Powers and Duties*

RSA 197:20 Clerk

RSA 197:22, School Meetings & Officers: Treasurers Bond

RSA 197:23-a School Meetings & Officers Treasurers Duties

RSA 671:23 School District Elections: Warrant

RSA 671:6, School District Elections: Other Officers

PELHAM SCHOOL DISTRICT POLICY

DAF – ADMINISTRATION OF FEDERAL GRANTS

Category: Priority

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

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

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

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

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

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

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

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

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

DAF-1 ALLOWABILITY

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

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

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

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- ii. the cost is identified in the approved budget or application;
 - iii. there is an educational benefit associated with the cost;
 - iv. the cost aligns with identified needs based on results and findings from a needs assessment; and/or
 - v. the cost addresses program goals and objectives and is based on program data.
- c. A cost is allocable to the Federal award if the goods or services involved are chargeable or assignable to the Federal award in accordance with the relative benefit received.
- 2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the Federal award.
 - 3. Be consistent with policies and procedures that apply uniformly to both Federally-financed and other activities of the District.
 - 4. Be afforded consistent treatment. A cost cannot be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
 - 5. Be determined in accordance with generally accepted accounting principles.
 - 6. Be representative of actual cost, net of all applicable credits or offsets.

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

- 7. Be not included as a match or cost-share, unless the specific Federal program authorizes Federal costs to be treated as such.
- 8. Be adequately documented:
 - a. in the case of personal services, the Superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
 - b. in the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.

B. Selected Items of Cost: The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a Federal grant. When applicable, District staff

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

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

D. Determining Whether A Cost is Direct or Indirect

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

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

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

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

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

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

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

Where a Federal program has a specific cap on the percentage of administrative costs that may be

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charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

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

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

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

When the obligation is for:

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

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

Pre-award costs are those incurred prior to the effective date of the Federal award or subaward directly pursuant to the negotiation and in anticipation of the Federal award where such costs are necessary for efficient and timely performance of the scope of work. Such costs are allowable only to the extent that they

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would have been allowable if incurred after the date of the Federal award and only with the written approval of the *initial* Federal awarding agency or of the NHDOE or other pass-through entity.

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

DAF-2 CASH MANAGEMENT AND FUND CONTROL

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

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

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

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

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

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

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional cash payments.
- D. The District shall account for the receipt, obligation and expenditure of funds.

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- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
 - 1. The District receives less than \$120,000 in Federal awards per year.
 - 2. The best reasonably available interest-bearing account would not be expected to earn interest in excess of \$500 per year on Federal cash balances.
 - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected Federal and non-Federal cash resources.
 - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to Federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on Federal advance payments deposited in interest-bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (“PMS”) through an electronic medium using either Automated Clearing House (“ACH”) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by Financial Institutions) as that will assist in the timely posting of interest earned on Federal funds.

DAF-3 PROCUREMENT

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

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

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

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

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

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

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

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

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

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

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

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

- B. Solicitation Language:** The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such

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description shall not, in competitive procurements, contain features which unduly restrict competition.

The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, shall set forth those minimum essential characteristics and standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

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

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

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

1. Micro-purchases

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

2. Small Purchases (Simplified Acquisition)

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

3. Sealed Bids

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

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

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

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bidder can be made principally on the basis of price.

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

4. Competitive Proposals

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

If this method is used, the following requirements apply:

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

The District may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are

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evaluated, and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

5. Noncompetitive Proposals

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

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

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

Surplus Area Firms: The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms, including, without limitation, Veteran-Owned Small Business (VOSBs) or Service-Disabled Veteran-Owned Small Businesses (SDVOSBs) are used when possible ("target business"). Affirmative steps must include:

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

E. Contract/Price Analysis: The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit),

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including contract modifications. (See 2 CFR 200.324(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

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

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

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

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

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

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

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

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

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

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

H. Additional Requirements for Procurement Contracts Using Federal Funds:

1. Clause for Remedies Arising from Breach: For any contract using Federal funds under which the contract amount exceeds the upper limit for Simplified Acquisition/Small Purchases (see DAF-3.C.2), the contract must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).
2. Termination Clause: For any contract using Federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
3. Anti-pollution Clause: For any contract using Federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
4. Anti-lobbying Clause: For any contract using Federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause, and require bidders to submit Anti-Lobbying Certification as required under 2 CFR 200, Appendix II (J).
5. Negotiation of profit: For each contract using Federal funds and for which there is no price competition, and for each Federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.324(b)).
6. "Domestic Preference" Requirement: The District must provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States, to the greatest extent practicable. This requirement applies whether the District is purchasing the products directly or when the products are purchased by third parties on the District's behalf (e.g. subcontractor, food service management companies, etc.). It also generally applies to all purchases, even those below the micro-purchase threshold, unless otherwise stipulated by the Federal awarding agency. See also

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additional “Buy American” provisions in DAF-4.C regarding food service procurement.

7. **Huawei Ban**: The District may not use Federal funds to procure, obtain, or enter into or renew a contract to procure or obtain equipment, services, or systems which substantially use telecommunications equipment or services produced by Huawei Technologies Company or ZTE Corporation, or any of their subsidiaries.

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

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

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

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

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

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

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

- A. **Mandatory Contract Clauses**: The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
 1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates and other applicable credits accruing to or received by the contractor or any assignee under the contract, to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
 2. The contractor must separately identify for each cost submitted for payment to the school food

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authority the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or

3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and Office of Management and Budget cost circulars;
5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;
6. The contractor must identify the method by which it will report discounts, rebates and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

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

C. “Buy American” Requirement: **NOTE - See DAF-3.H.6 regarding “domestic preference” requirements for procurements other than for food service.**

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

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

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1. Exceptions: The two main exceptions to the Buy American requirements are:
 - a) The product is not produced or manufactured in the U.S. in sufficient and reasonably available quantities of a satisfactory quality; or
 - b) Competitive bids reveal the costs of a U.S. product are significantly higher than the non-domestic product.
2. Steps to Comply with Buy American Requirements: In order to help assure that the District remains in compliance with the Buy American requirement, the Director of Nutrition and Wellness, shall
 - a) Include a Buy American clause in all procurement documents (product specifications, bid solicitations, requests for proposals, purchase orders, etc.);
 - b) Monitor contractor performance;
 - c) Require suppliers to certify the origin of the product;
 - d) Examine product packaging for identification of the country of origin; and
 - e) Require suppliers to provide specific information about the percentage of U.S. content in food products from time to time.

DAF-5 CONFLICT OF INTEREST AND MANDATORY DISCLOSURES

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

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 subrecipient.

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

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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).

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

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

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

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

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

Equipment and supplies acquired ("property" as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements.

Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilferable items acquired in whole or in part under a Federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

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

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- B. Records:** The Superintendent or designee shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- C. Inventory:** No less than once every two years, the Business Administrator or designee shall cause a physical inventory of all equipment and pilferable items to be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy DAF-6, Administration of Federal Grant Funds, inventories shall be conducted consistent with Board Policy DID, Fixed Assets and Inventory.
- D. Control, Maintenance and Disposition:** The Superintendent shall develop administrative procedures relative to property procured in whole or in part with Federal funds to:
1. prevent loss, damage, or theft of the property; Any loss, damage, or theft must be investigated;
 2. to maintain the property and keep it in good condition; and
 3. to ensure the highest possible return through proper sales procedures, in those instances where the District is authorized to sell the property.

DAF-7 TRAVEL REIMBURSEMENT – FEDERAL FUNDS

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

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

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

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

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

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

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of such policy, the federal General Services Administration for federal employees for locale where incurred.

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

In addition, for any costs that are charged directly to the federal award, the Superintendent or designee shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award.
- B. The costs are reasonable and consistent with Board policy.

DAF-8 ACCOUNTABILITY AND CERTIFICATIONS

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

Byrd anti-lobbying Certification provision: In accordance with 45 CFR 2543.87, contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any organization, agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by 31

U.S.C. 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient of the funds.

DAF-9 TIME-EFFORT REPORTING, OVERSIGHT & AUDIT REQUIREMENTS

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:

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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:

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 NHDOE or other pass-through entities as appropriate to the extent that they are more restrictive than the Federal requirements. The Business Administrator or designee is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to

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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).

DAF-10 **GRANT BUDGET RECONCILIATION AND GRANT CLOSEOUT**

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

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

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

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

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

DAF-11 **SUBRECIPIENT MONITORING AND MANAGEMENT**

When entering agreements involving the expenditure or disbursements of federal grant funds, the District shall determine whether the recipient of such federal funds is a "contractor" or "sub-recipient", as those terms are defined in 2 CFR §200.23 and §200.93, respectively. See also guidance at 2 CFR §200.330. "Subrecipient and

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See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA contractor determinations". Generally, "sub-recipients" are instrumental in implementing the applicable work program whereas a "contractor" provides goods and services for the District's own use. Contractors will be subject to the District's procurement and purchasing policies (e.g., **DAF-3 relative to federal grant funds**, *DJE* relative to bidding requirements for non-federal money projects, etc.). Sub-recipients are subject to this Policy.

Under the UGG, the District is considered a "pass-through entity" in relation to its sub-recipients, and as such requires that sub-recipients comply with applicable terms and conditions (flow-down provisions). All sub-recipients of Federal or State funds received through the District are subject to the same Federal and State statutes, regulations, and award terms and conditions as the District.

A. Sub-award Contents and Communication

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

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

B. Subrecipient Monitoring Procedures.

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The Superintendent is responsible for having all the District project managers monitor sub-recipients.

The District will monitor the activities of the sub-recipient to ensure the sub-award is used for authorized purposes. The frequency of monitoring review will be specified in the sub- award and conducted concurrently with all invoice submission.

Subrecipient monitoring procedures include:

1. At the time of proposal, assess the potential of the sub-recipient for programmatic, financial, and administrative suitability.
2. Evaluate each sub-recipient's risk of noncompliance prior to executing a sub-award. In doing so, the District will assess the sub-recipient's:
 - a) Prior experience with the same or similar sub-awards.
 - b) Results of previous audits and single audit (if applicable).
 - c) New personnel or new or substantially changed systems.
 - d) The extent and results of Federal awarding agency monitoring.
3. Confirm the statement of work and review any non-standard terms and conditions of the sub- award during the negotiation process.
4. Monitor financial and programmatic progress and ability of the sub-recipient to meet objectives of the sub-award. To facilitate this review, sub-recipients are required to submit sufficient invoice details and a progress report. The District project managers will encourage sub-recipients to submit regular invoices.
5. Invoices and progress reports will be date stamped upon receipt if received in hard copy. A record of the date of receipt will be maintained for those invoices sent electronically.
6. In conducting regular oversight and monitoring, the District project managers will:
 - a) Verify invoices that include progress reports.
 - b) Review progress reports to ensure the project is progressing appropriately and on schedule.
 - c) Compare invoice to agreement budget to ensure eligibility of costs and that costs do not exceed budget.
 - d) Review invoice to ensure supporting documentation is included and invoices costs are within the scope of work for the projects being invoiced.
 - e) Obtain report, certification and supporting documentation of local (non- federal)/in-kind match work from the sub-recipient.
 - f) Review sub-recipient match tasks for eligibility.
 - g) Initial the progress report and invoice confirming review and approval prior to payment.
 - h) Raise any concerns to the Superintendent.
7. The Superintendent **or designee**, upon recommendation from the project's manager, will approve the invoice payment.

PELHAM SCHOOL DISTRICT POLICY

DAF – ADMINISTRATION OF FEDERAL GRANTS

Category: Priority

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

8. Payments will be withheld from sub-recipients for the following reasons:
 - a) Insufficient detail to support the costs billed;
 - b) Unallowable costs;
 - c) Ineligible costs; and/or
 - d) Incomplete work or work not completed in accordance with required specifications.
9. Verify every sub-recipient is audited in accordance with 2 CFR §200 Subpart F – Audit Requirements.

C. Sub-recipient Project Files. Sub-recipient project files will contain, at a minimum, the following:

1. Project proposal;
2. Project scope;
3. Progress reports;
4. Interim and final products; and
5. Copies of other applicable project documents as required, such as copies of contracts or MOUs.

D. Audit Requirements.

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

1. Issue a management decision on audit findings pertaining to the Federal award.
2. Consider whether the results of audits or reviews indicate conditions that necessitate adjustments to pass through the entity's own records.

D. Methodology for Resolving Findings.

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

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

- a) Temporarily withhold cash payments pending correction of the deficiency;
- b) Disallow all or part of the cost of the activity or action not in compliance;
- c) Wholly or partly suspend or terminate the sub-award;
- d) Initiate suspension or debarment proceedings;

PELHAM SCHOOL DISTRICT POLICY

DAF – ADMINISTRATION OF FEDERAL GRANTS

Category: Priority

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

- e) Withhold further Federal awards for the project or program; and/or
- f) Take other remedies that may be legally available.

DAF-12 REPORTING ON REAL PROPERTY

The District will submit annual 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.

DAF-13 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 the Office of Inspector General for the Federal awarding agency.

District Policy History:

Adopted: May 6, 2020

Revised: December 21, 2022

Legal References:

Federal Regulations:

2 CFR 200.317-200.326

2 CFR 200.344 Retention Requirements for Records

2 CFR 200.501 Audit Requirements

2 CFR 200.503 Relation to Other Audit Requirements

2 CFR Part 180

PELHAM SCHOOL DISTRICT POLICY

DAF – ADMINISTRATION OF FEDERAL GRANTS

Category: Priority

See also: ACA, DI, DID, DJ, DJC, DJE, DJF, DK, EFAA, EHB, EHB-R, JICI, JRA

2 CFR Part 200

2 CFR Part 200 Appendix II

2 CFR Part 200.0-200.99

2 CFR Part 200.305

2 CFR Part 200.313(d)

2 CFR Part 200.403-200.406

2 CFR Part 200.413(a)-(c)

2 CFR Part 200.430

2 CFR Part 200.431

2 CFR Part 200.458

2 CFR Part 200.474(b)

7 CFR 210 7 CFR Part 210 National School Lunch Program

7 CFR Part 210.16

7 CFR Part 210.19

7 CFR Part 210.21

7 CFR Part 215.14a

7 CFR Part 220.16

Federal Statutes:

41 U.S.C. 4712 - Enhancement of contractor protection from reprisal for disclosure of certain information

42 USC 1751 – 66 - National School Lunch Act

PELHAM SCHOOL DISTRICT DID – CAPITAL FIXED ASSETS

Category: Recommended
See also: DAF, DN

NOTE: Any property purchased in whole or in part with Federal funds must be managed in accordance with Board policy DAF.

The Pelham School District has invested in a broad range of capital assets that are used in the school system's operations. The Superintendent will designate the person responsible for managing the District's capital assets and maintaining the fixed assets inventory. In accounting for capital assets, the District will implement the standards required by Statement 34 of the Government Accounting Standards Board.

Capital assets are real or personal property that have a value equal to or greater than the capitalization threshold of the particular classification of asset, and have an estimated useful life of greater than ~~one~~ five years.

Capital assets include:

- Land
- Land Improvements (not depreciable)
- Land Improvements (depreciable)
- Infrastructure
- Construction in Progress
- Leasehold Improvements
- Buildings and Building Improvements
- Vehicles
- Furniture, Equipment & Machinery

All assets, or at least a representative sampling, including those that are reported on a composite basis, must be evaluated once annually to reflect either an increase or decrease in total value.

CAPITALIZATION THRESHOLD

For financial reporting purposes, capitalization thresholds are set at \$10,000 per item, or for like-kind (aggregate) purchases, for all classes except Infrastructure assets, which are capitalized and depreciated if over \$100,000 per item.

ESTIMATED USEFUL LIFE THRESHOLD

For financial reporting purposes, an asset must have an estimated useful life greater than five years to be considered for capitalization and depreciation.

ACQUISITION OF ASSETS

Capital assets may be acquired through donation, purchase, or may be constructed. The asset value for donations will be the fair market value at the time of the donation. The asset value, when purchased, will be the initial cost plus the trade-in value of any old asset given up, plus all costs related to placing the asset into operation. The asset value of constructed assets will include all costs of construction.

PELHAM SCHOOL DISTRICT

DID – CAPITAL FIXED ASSETS

Category: Recommended

See also: DAF, DN

DEPRECIATION OF ASSETS

For all assets that qualify as a depreciable asset, the straight-line, full-year depreciation method should be utilized to depreciate the capital asset, over the estimated useful life of the related asset.

DISPOSITION OF ASSETS

When capital assets are sold or otherwise disposed of, the inventory of capital assets should be relieved of the cost of the asset and the associated accumulated depreciation. Assets will be removed on an annual basis in conjunction with the annual update. The appropriate depreciation will be taken for the year of disposal.

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

District Policy History:

Adopted: December 18, 2013

Revised: September 9, 2020

Legal Reference:

GASB 54

Governmental Standards Board Statement 54 (GASB 54) Link effective as of 2024.4.4

2 CFR Part 200

PELHAM SCHOOL DISTRICT POLICY
GBGD – WORKERS COMPENSATION TEMPORARY ALTERNATIVE
WORK PROGRAM ALTERNATE TRANSITIONAL DUTY

Category: Recommended

In compliance with RSA 281-A:23-b, the School District will provide temporary alternative/transitional work opportunities to all employees temporarily disabled by a work-related injury or illness.

The District adopts the principle that it is important to provide meaningful work during the time of healing and strengthening following a work-related illness or injury; to retain the knowledge and expertise of the employee; and to maintain the dignity and respect of the employee.

~~Temporary~~ Alternative/Transitional Duty is meant to be temporary and transitional in nature to return the employee back to full duty. This program will last as long as the employee continues to transition back to the position at full duty, but not longer than 18 months. (RSA 281-A:25-a includes a 18-month limitation for reinstatement to the employee's former position after the date of the injury.) Once the transition stops, the employee's supervisor and the Human Resource ~~Manager~~ Director will reevaluate the temporary alternative/transitional program in which the employee is participating.

This program is not intended to address those situations in which an employee has been deemed to be permanently disabled and unable to resume their previous position.

The provisions of this policy are intended to comply with RSA 281-A:23-b, Alternative Work Opportunities as adopted into law on February 8, 1994, and LAB 504.04. To the extent that this policy is ambiguous or contradicts the RSA or DOL regulations, the language of the RSA or DOL regulations, the language of the RSA or DOL will prevail.

A notice summarizing all employees' rights shall be posted for inspection by all employees.

District Policy History:

Adopted: April 6, 2006

Revised: May 5, 2021

**Pelham School Board Meeting
Post Deliberative Session
Town Hall Conference Room
February 5, 2025**

School Board Members: Troy Bressette, Chair; David Wilkerson, Vice Chair; Garrett Abare; Rebecca Cummings; and Darlene Greenwood

Superintendent: Chip McGee

Assistant

Superintendent: Sarah Marandos

Business Administrator: Deb Mahoney

Absent: Alexia Nou; and Mya Belanger

Also in Attendance: None

I. Public Session:

A. Call to Order:

8:57 p.m. – Vice-Chair David Wilkerson called the meeting to order, followed by the Pledge of Allegiance.

8:59 p.m. – Chair Troy Bressette and Garrett Abare entered the meeting.

B. Public Input @ 9:00 p.m.:

No one came forward.

Public Input closed at 9:01 p.m.

II. Presentations:

A. None

III. Main Issues:

A. Reconsideration of Warrant:

No one from the Board suggested any reconsideration of the Board's position in the Warrant Article regarding the FY2026 budget. No one from the Board suggested any action related to the three petition warrant articles.

IV. Other:

A. None

V. Board Member Reports:

A. None

VI. Consent Agenda:

A. Adoption of Minutes

a. January 22, 2025 – Draft Public Minutes

b. January 22, 2025 – Draft Non-Public Minutes

B. Vendor and Payroll Manifests:

a. 566 \$648,872.88

b. 566M \$3,781.27

- c. AP020525 \$803,944.88
- d. PAY566M \$167.73
- e. PAY566P \$470,324.80

C. Correspondence & Information:

- a. None

D. Enrollment Report:

- a. None

E. Staffing Updates:

a. Leaves:

- i. None

b. Resignations:

- i. None

c. Retirements:

- i. None

d. Nominations:

- i. None

Mr. Wilkerson moved to accept the Consent Agenda as presented. Mr. Abare seconded the motion, which passed (5-0-0).

IX. Future Agenda Planning:

- None

X. Future Meetings:

- A. 02/19/2025 – 6:30 p.m. School Board Meeting @ PES Library
- B. 03/05/2025 – 6:30 p.m. School Board Meeting @ PES Library
- C. 03/11/2025 – 7:00 a.m. – 8:00 p.m. Voting Day @ PHS

XI. Non-Public Session:

- a. The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- c. Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

Mr. Wilkerson moved to enter non-public under RSA 91-A:3, II (a)—The dismissal, promotion, or compensation of any public employee and RSA 91-A:3, II (c) Reputation at 7:28 p.m. Mr. Abare seconded the motion, which passed (5-0-0).

- a. T. Bressette - Aye
- b. D. Wilkerson - Aye
- c. G. Abare - Aye
- d. R. Cummings - Aye
- e. D. Greenwood - Aye

97
98 **XII. Reconvene:**
99 9:42 p.m.
100
101 **XIII. Adjournment:**
102 Mr. Wilkerson moved to adjourn the School Board Meeting at 9:43 p.m. Mr. Abare seconded the motion, which passed
103 (5-0-0).
104
105 a. T. Bressette - Aye
106 b. D. Wilkerson - Aye
107 c. G. Abare - Aye
108 d. R. Cummings - Aye
109 e. D. Greenwood - Aye
110
111
112 Respectfully Submitted,
113 Matthew Sullivan
114 School Board Recording Secretary

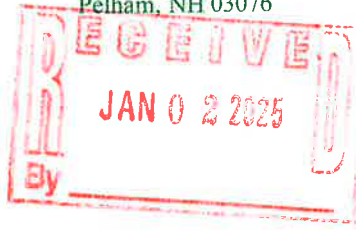
February 5, 2025



TOWN OF PELHAM

Planning Department

6 Village Green
Pelham, NH 03076



Tel: (603) 635-7811

Fax: (603) 635-6954

Email: planningdepartment@pelhamweb.com

December 4, 2024

Pelham School District
59A Marsh Road
Pelham, NH 030796

RE: Planning Board Case #PL2024-00033, PL2024-00034, & PL2024-00035, Map 29 Lot 7-131 & Map 28 Lot 7-136 - Pelham School District solar installation of Pelham Elementary School, Middle School & High School

Dear Members of the Pelham School District.

Pursuant to RSA 674:54, II, the Planning Board was presented a plan by Kearsarge Energy, LP for the installation of rooftop PV (Photovoltaic) solar panel arrays to be placed on Pelham Middle School, Elementary School, and High School. RSA 674:54, II, allows the Board to provide non-binding written comments to the school district regarding the conformity or nonconformity of the proposal with normally applicable Land Use Regulations. The Board would like to thank you for the opportunity to provide a non-binding review of the proposed rooftop solar panel installations.

After reviewing the plans, we respectfully offer the following suggestions for your consideration:

1. **Snow Management:** To ensure safety during winter months, we recommend that measures be taken to avoid areas where snow may slide off the solar panels, particularly in entryways and high-traffic areas. Proper design or installation of snow guards could mitigate this potential hazard.
2. **Roof Security:** We suggest implementing strong security measures to prohibit students and unauthorized individuals from accessing the rooftops.
3. **Solar Glare:** To minimize the risk of solar glare affecting drivers near the schools, we encourage positioning the panels to avoid creating reflective angles towards roadways.

We appreciate your openness to our feedback. Thank you to your attention to these recommendations.

Sincerely,

Jennifer Beauregard
Planning Director on behalf of the Pelham Planning Board

Testimony regarding HB717

Chip McGee, Superintendent of Schools

Pelham School District, SAU28

January 30, 2025

I am writing in support of HB 717 with an amendment. Representative Ladd's bill could allow the legislature to avoid increasing local property taxes in Pelham and across the state.

The legislature has promised to reimburse school districts for qualified special education expenses for our neediest students. The law promised to fund expenses over about \$70,000 per student at 80% and for expenses above about \$200,000 per student at 100% (RSA 186-C:18, III). But this year, the state is only reimbursing districts at 67 cents on the dollar. For Pelham property owners, this means a shortfall of \$266,906 in FY25 (Source: [NHDOE Special Education Aid Analysis](#)). I request that the law not change the thresholds for funding. Instead I ask that the law commit to funding the current thresholds. The language to add could read,

The governor is authorized to draw a warrant from the education trust fund to satisfy the state's obligation under this section. Such warrant for payment shall be issued regardless of the balance of funds available in the education trust fund. If the balance in the education trust fund, after the issuance of any such warrant, is less than zero, the comptroller shall transfer sufficient funds from the general fund to eliminate such deficit. The commissioner of the department of administrative services shall inform the fiscal committee and the governor and council of such balance. This reporting shall not in any way prohibit or delay the distribution of adequate education grants.

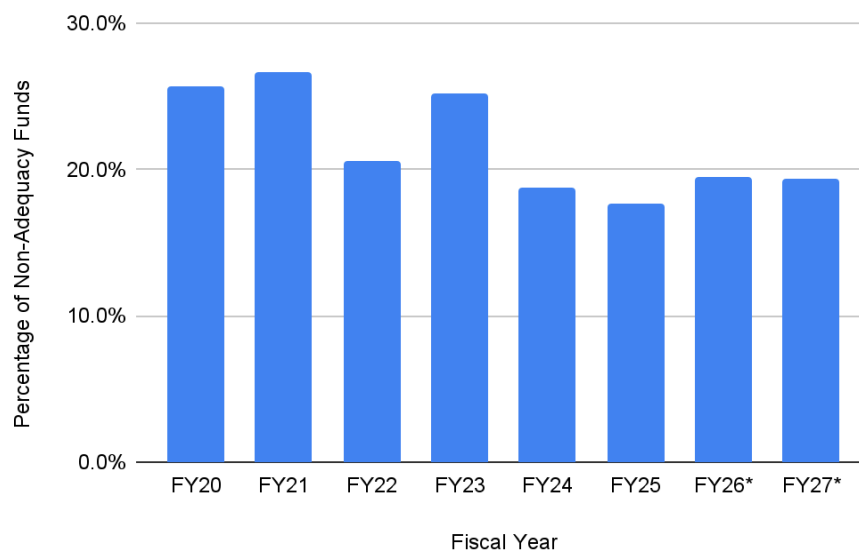
The chart below from the [NHDOE Commissioner's FY26/27 budget](#) shows the budget for Special Education Aid from FY20 to FY27. This item has shrunk from over 25% of the non-adequacy portion of the Educational Trust Fund in FY20 to under 20% projected in FY27.

At the same time, new projects to spend money from the Education Trust Fund have grown rapidly. This shift resulted in an increase in property taxes in Pelham.

It is always interesting for the NHDOE to try out new experimental ideas in education, but I ask that it do so within its budget, rather than make local communities pay for it.

Special Education Aid Allocations FY20 to FY27

(Percent of Non-Adequacy Funds)



Monthly Enrollment

Pelham School District

As of February 01, 2025

Enrollment								
Grade Level	End of Year 23-24	9/3/24	10/1/24	11/1/24	12/1/24	1/1/25	2/1/25	Change from January
Preschool	69	66	65	64	66	69	69	0
Kindergarten	122	99	99	99	99	99	99	0
1	104	129	128	129	128	128	126	-2
2	132	106	107	107	107	107	107	0
3	108	134	134	135	134	134	133	-1
4	106	108	108	107	107	107	107	0
5	121	111	111	111	109	109	110	1
6	115	121	122	123	123	123	122	-1
7	118	113	113	113	112	112	112	0
8	110	114	114	115	116	117	117	0
9	119	110	102	103	103	103	103	0
10	139	121	118	118	116	116	115	-1
11	143	145	143	144	144	142	142	0
12	148	148	147	146	146	147	148	1
PES Total	762	753	752	752	750	753	751	-2
PMS Total	343	348	349	351	351	352	351	-1
PHS Total	549	524	510	511	509	508	508	0
PSD Total	1654	1,625	1,611	1,614	1,610	1,613	1,610	-3

Withdrawals			
School	Grade	Date	Notes
PHS	9	1/23/25	Moved to Methuen, MA
PHS	10	1/2/25	Moved to GA
PHS	10	1/27/25	Moved to Chelmsford, MA
PHS	11	1/27/25	Moved to Greenfield, MA
PMS	6	10/2/25	Out Of District Placement from October
PES	PK	1/2/25	Services only
PES	PK	1/29/25	Withdrawing
PES	1	1/4/25	Moved to Revere, MA
PES	1	1/4/25	Moved to Revere, MA
PES	3	1/18/25	Windham Academy
New Students			
School	Grade	Date	Notes
PHS	9	1/23/25	Transfer from Sturbridge, MA
PHS	10	1/23/25	Transferring from Tyngsboro, MA
PHS	11	1/23/25	Trasfer from Melbourne, FL
PHS	12	1/23/25	Transferring from Uganda
PES	PK	1/3/25	New Enrollment
PES	PK	1/3/25	New Enrollment
PES	5	1/21/25	Transferring from Uganda

PELHAM SCHOOL DISTRICT, SAU28

Professional Nomination

Academic Year: 2024-2025

School Board Meeting 02/19/2025

NAME	POSITION LOCATION	SALARY GRADE/STEP	POSITION ASSIGNMENT
Kimberly Hirsch	PES	\$230.49 per day	Long Term Substitute
Tiffany Smith	PMS	\$109,180	Assistant Principal (25/26 School Year)