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February 14, 2024

Sarah Arnold
Head of School
53 Technology Lane
Conway, NH 03818

Dear Ms. Arnold:

This letter is to report on the August 16, 2023 FY23 ESSER programmatic monitoring of Northeast Woodland Chartered Public School. I want to thank your team for the cooperation and hard work leading up to the monitoring.

Enclosed is a comprehensive summary of the FY23 programmatic ESSER monitoring at Northeast Woodland Chartered Public School. As there are no findings or corrective actions needed, the report also serves as **Final Determination of Compliance for FY23 ESSER Programmatic Monitoring.**

Report Summary				
Requirement	Status	Page Number	Corrective Action Plan Due	Evidence Submission Due
1. Allowability	Met Requirements	2	N/A	N/A
2. Learning Loss	Met Requirements	2-3	N/A	N/A
3. Equitable Services	N/A	3	N/A	N/A
4. Continued Payment	Met Requirements	3	N/A	N/A
5. Maintenance of Equity	N/A	3-4	N/A	N/A
6. Construction	N/A	4	N/A	N/A
Activity Review	N/A	4-5	N/A	N/A

We consider this process a partnership. Please do not hesitate to seek technical assistance from me or from anyone within the Division of Learner Support. The goal is to make sure that students and staff are receiving the benefits of the COVID-19 Education Programs in accordance with requirements and regulations in an effective response to the challenges of the COVID-19 pandemic.

Sincerely,

Ellen C. Podgorski

Ellen C. Podgorski
Program Specialist, COVID-19 Education Programs

Cc: Lisa Mercier, NHED Administrator of Policy & Operations
Spring McKenney, Office & Admissions Manager, Northeast Woodland Chartered Public School

FY23 ESSER Programmatic Monitoring Report on Required Evidence of Compliance

**Northeast Woodland Chartered Public School (“LEA”)
Monitoring Review Date: 9/7/23**

**Reviewer: Ellen Podgorski (“EP”)
Final LEA Report Date: 2/14/2024**

1. Requirement of Allowable Activities 2.C.F.R.200.403-475

Summary and Analysis:

Monitoring review staff assessed the LEA’s efforts to demonstrate that the LEA’s ESSER-funded activities are allowable, reasonable, and necessary and undertaken to prevent, prepare for, and respond to COVID-19.

LEA presented and EP reviewed:

- 11/3/21 board meeting minutes, including ESSER grant updates, finance committee report, and information regarding COVID task force applications; COVID task force to include up to seven members of the community, one board member, and the Head of School. ESSER III to be used to cover the cost of student support, Title I teacher, and 4-5 classroom assistants.
- 10/6/21 board minutes referencing ESSER III assurances and COVID task force; Parent Teacher Association notes referencing ESSER II funding; 6/9/21 board meeting agenda; 8/17/22 board meeting minutes, which include discussion of using ESSER III funds for assistants.
- 3/9/22 finance report for school board, which includes updates on ESSER grants; 4/13/22 finance report for school board.

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A

2. Requirement to Address Learning Loss: Public Law 117-2 Sec. 2001

Summary and Analysis:

Monitoring review staff assessed the LEA’s compliance with the use of at least 20% of ARP ESSER funds to address learning loss.

LEA presented and EP reviewed:

- 6/2/21 Head of School report referencing recommendations for use of funds: hire additional elementary assistants, complete salary of Title I teacher, and part-time student support director.
- 5/17/21 finance committee meeting minutes, which reference ESSER allowable expenses: support emotional needs, teachers working with remote learners online, and cleaning services.
- 2/3/21 leadership meeting summary and action items; topics include the need for teacher assistants.
- 10/27/20 teacher contract for C. Higgins for 2020-2021 school year; 9/5/20 teacher contract for S. Wood for 2020-2021 school year; 6/17/22 teacher contract for J. Sparks for 2022-2023 school year; 9/19/22 teacher contract for C. Barclay for 2022-2023 school year; 9/7/22 assistant teacher contract for E. Gibbs for 2022-2023 school year; 8/2/22 assistant teacher contract for W. Strafford for 2022-2023 school year; 7/28/22 assistant teacher contract for E. Taylor for 2022-2023 school year; 7/5/22 assistant teacher contract for H. Surabian for 2022-2023 school year; 9/3/21 assistant teacher contract for K. Twigg-Smith for 2021-2022 school year; 8/30/21 assistant teacher contract for C. Barclay for 2021-2022 school year; 8/20/21 assistant teacher contract for S. Kendal for 2021-2022 school year; 11/22/21 assistant teacher contract for M. Leone for 2021-2022 school year; 10/18/21 paraprofessional contract for H. Surabian for 2021-2022 school year; 8/30/21 assistant teacher contract for E. Gibbs for 2021-2022 school year; and 6/21/21 Student Support Specialist contract for the 2021-2022 school year.



- Research in support of teacher assistants and school counselors.
- A data story and test results describing the impact of ESSER-funded activities in addressing learning loss.

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A

3. Requirement to Provide Equitable Services *Applies to ESSER I funds only. *Public Law 116-136 Sec. 18005*

Summary and Analysis:

Monitoring review staff assessed the LEA’s compliance with providing equitable services in accordance with federal requirements.

The LEA did not receive ESSER I funds, and the LEA is a charter school, so this requirement is not applicable.

Findings: N/A

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A

4. Requirement for Continued Payment to Employees: *Public Law 116-136 Sec. 18006; Public Law 116-260 Sec. 315*

Summary and Analysis:

Monitoring review staff assessed the LEA’s compliance with federal requirements for continued payments to employees and contractors.

LEA presented and EP reviewed a statement from the Head of School: “From our time of opening in September of 2020, we remained in person for the 20-21 school year, the 21-22 school year, and the 22-23 school year. All staff members were paid for time while open. During the 21-year, we had three classrooms that had to spend a two-week period engaging in remote learning due to COVID-19 exposures. All staff who needed to be remote were paid during the periods they were remote. Throughout that time period, all staff members have been compensated for time missed due to illness from COVID-19.”

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A

5. Requirement for Maintenance of Equity: *Public Law 117-2 Sec. 2004*

Summary and Analysis:

Monitoring review staff assessed the LEA’s compliance with Maintenance of Equity requirements.

The LEA is exempt from this requirement because it is a charter school.

Findings: N/A

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A

6. Construction Requirements: *2 C.F.R.200, 34 C.F.R. 75.600-617, Davis-Bacon Act*

Summary and Analysis:

Monitoring review staff assessed the LEA's compliance with ESSER construction requirements.

The LEA is exempt from this requirement because the school has not undertaken any ESSER-funded construction.

Findings: N/A

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A

Activities Selected for Further Programmatic Review

Summary and Analysis:

Monitoring review staff selected ESSER-funded activities for which the LEA requested reimbursement for further review.

ARP ESSER Activity 118977 Reimbursement Requested September 2022: The LEA submitted a reimbursement request for \$881.54 for surgical masks, hand sanitizer, and other medical supplies. LEA presented and EP reviewed August and September 2022 Amazon receipts for supplies (ice packs, face masks, hand sanitizer, gloves, bathroom supplies, first aid, notebooks, pencils, sunscreen, etc.) for amounts totaling \$912.

ARP ESSER Activity 118971 Reimbursement Requested September 2022: The LEA submitted a reimbursement request for \$13,343.32 for elementary assistants. LEA presented and EP reviewed contracts for four assistant teachers and one paraprofessional for the 2021-2022 school year as detailed in the Learning Loss section above; employee earnings records for assistants C. Barclay (\$850.18), E. Gibbs (\$1,972.68), W. Stafford (\$2,625.90), E. Taylor (\$2,200.33), K. Twigg-Smith (\$2,722.23), and H. Surabian (\$3,257.43) for amounts totaling \$13,628.75.

ARP ESSER Activity 118976 Reimbursement Requested August 2022: The LEA submitted a reimbursement request for \$2,022.44 for a student support position. LEA presented and EP reviewed 6/21/21 Student Support Specialist contract for the 2021-2022 school year; and employee earnings record for student support staff member J. Sparks showing a total of \$1,878.72 in salary payments \$146.80 in Social Security and Medicare costs for August 2022.

CRRSA ESSER Activity 107888 Reimbursement Requested September 2022: The LEA submitted a reimbursement request for \$1,393.65 for cleaning services. LEA presented and EP reviewed 9/24/21 contract between LEA and Mountain View Services, LLC for 8/29/21-8/28/22 for \$62,700; 10/2/22 invoice for September cleaning by Mountain View Services for \$6,000; documentation from QuickBooks showing LEA's 10/2/22 \$6,000 payment to Mountain View Services; clarification that the LEA applied the \$1,393.65 left in the grant to the \$6,000 invoice; 8/24/22 contract between LEA and Mountain View Services, LLC for 8/28/22-9/2/23 for \$62,550; and 9/14/20 contract between LEA and Emily Verny Cleaning for 8/30/20-8/30/21 for \$44,500.

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A