



Frank Edelblut
Commissioner

Christine M. Brennan
Deputy Commissioner

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

January 29, 2024

Timothy Broadrick
Superintendent, SAU 301
242 Suncook Valley Rd.
Alton, NH 03809

Dear Superintendent Broadrick:

This letter is to summarize and report on the July 13, 2023 FY23 ESSER programmatic monitoring of Prospect Mountain JMA. 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 ESSER programmatic monitoring at Prospect Mountain JMA including findings and necessary corrective actions. Your plan to address each finding must be presented to NHED in writing. A Corrective Action Plan template and Evidence Submission template are attached to this report, and the LEA will need to complete these forms and attach substantiating evidence per the instructions. The LEA will have up to 90 days from receipt of this report to demonstrate compliance in any areas that were found to be in violation of state or federal requirements. Please send all required corrective action plans and evidence submissions to the attention of Ellen Podgorski at the Division of Learner Support.

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	Finding (1)	2-3	2/29/24	4/30/24
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	4	N/A	N/A
6. Construction	N/A	4	N/A	N/A
Activity Review	Met Requirements	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
Program Specialist, COVID-19 Education Programs

Cc: Lisa Mercier, NHED Administrator of Policy & Operations
Heidi Duford, Business Administrator, SAU 301

FY23 ESSER Programmatic Monitoring Report on Required Evidence of Compliance

**SAU 301 Prospect Mountain JMA (“LEA”)
Monitoring Review Date: 7/13/2023**

**Reviewer: Ellen Podgorski (“EP”)
Final LEA Report Date: 1/29/2024**

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:

- Parent survey responses regarding COVID recovery planning. The LEA stated that they used these data, along with student surveys, when identifying priorities. The survey responses include a variety of comments on school operations and the remote learning model.
- The LEA’s COVID-19 relief funds public reporting and hearing schedule for 2020-2023, which notes that opportunities for stakeholder input were provided at each event.
- 1/13/23 Use of Funds Plan worksheet, which references that surveys were conducted to help form decisions on using ESSER funds to address learning loss, pay for PPE, and environmental mitigation supplies/equipment.
- 12/7/21 school board meeting minutes, which note a presentation on the hybrid master schedule proposal.
- 5/4/2021 Superintendent report to the LEA school board, which includes information to demonstrate that the LEA asked teachers to compile ideas for summer enrichment programs to address learning loss due to COVID-19. Teachers were asked to come up with unique educational experiences to address the most significant deficits experienced by students during the pandemic in the areas of social and emotional experiences.
- Posting language used to solicit faculty proposals and faculty summer enrichment proposals from summer 2021. The LEA stated that the school principal worked with the school administrative team and/or the Superintendent to make decisions regarding faculty proposals. Summer enrichment proposals include descriptions, learning objectives, schedule details, location, transportation requirements, and anticipated costs.

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.

In addition to the items noted in section one above, LEA presented and EP reviewed:

- February 2023 core values assessments of the LEA’s students along with an explanation that the LEA used this data through the pandemic and afterward to track student connectedness to the school community, which was a significant post-pandemic priority. The data include teachers’ assessments of students’ empathy, grit, integrity, self-control, and intellectual curiosity. The LEA provided a narrative stating that the LEA has devoted DEN advisory time, which was created through an ESSER-funded process, to implement lessons and activities on skill-building consistent with the core values.
- Student survey results and parent feedback regarding enrichment activities.



- Description of SAT score reports indicating that these reports are shared at school board meetings throughout the school year.
- An explanation regarding the enrollment of higher need students in enrichment programs and clarification that the Glass Geometry activity intentionally included about 50% students with learning gaps in math and 50% students performing at grade level in math.

Findings:

1. The LEA did not provide documentation demonstrating the LEA’s efforts to address specifically the needs of students disproportionately affected by COVID-19/school closures.

Evidence of Correction Needed:

1. The LEA must provide documentation demonstrating the LEA’s efforts to address specifically the needs of students disproportionately affected by COVID-19/school closures, including children from low-income families, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children/youth in foster care.

Corrective Action Plan Due Date: 2/29/2024

Fully Implemented Corrective Action Plans/Evidence of Correction Due Date: 4/30/2024

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 is exempt from this requirement.

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 8/28/23 attestation letter signed by the Superintendent stating that that the LEA met the requirement to continue full pay and benefits for all employees during the period of disruption in operations due to the pandemic.

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.

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.

As of the monitoring review date of 7/13/23, the LEA had not undertaken any ESSER-funded construction projects. After the monitoring review date, at the time of this report, the LEA is currently in the process of seeking approval for a construction project. The LEA is reminded of the need to comply with all requirements for ESSER-funded construction as stated in federal regulations and outlined on the NHED website: [ESSER Funded Construction | Department of Education \(nh.gov\)](#).

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 126560 Reimbursement Requested July 2022: The LEA submitted a reimbursement request for \$19,895.56 for summer enrichment activities. LEA presented and EP reviewed Pay Period Distribution Report showing \$18,108.16 in amounts paid for planning stipends and summer enrichment to A. Berry, T. Corriveau, R. Fernald, M. Folan, B. Hikel, M. Kelley, P. Long, J. Robidas, and R. Troendle; Federal Fund Time Cards; Summer Enrichment Activity Agreements, 7/17/22 purchase order from M. Folan to LEA for New England history field trip costs along with a credit card statement showing purchases and a 7/22/22 check paid from LEA to M. Folan for \$1,787.40.

ARP ESSER Activity 126560 Reimbursement Requested August 2022: The LEA submitted a reimbursement request for \$2,201.89 for summer enrichment activities. LEA presented and EP reviewed Pay Period Distribution Report for July-August 2022 showing \$1,081.99 in benefits paid to A. Berry, B. Hikel, and M. Kelly; Federal Fund Time Card Reports; Personnel Action Authorization for A. Berry's appointment as ESY paraprofessional; Summer Enrichment Activity Agreements for B. Hikel and M. Kelley; receipts for summer enrichment activity supplies totaling \$119.90; narrative explanation as to how materials purchased at Michaels craft store were used to support the summer robotics program; 8/19/22 check from LEA to First Student for the amount of \$2,195 along with invoices and purchase order for summer enrichment program travel costs.

ARP ESSER Activity 115505 Reimbursement Requested January 2023: The LEA submitted a reimbursement request for \$7,178 for engineering and project management services. LEA presented and EP reviewed 7/1/22 purchase order from H.L. Turner Group to LEA for HVAC System, Roof Design and Replacement Services for \$42,500; 12/30/22 invoice from H.L. Turner Group for construction drawings, bidding and permitting, and construction administration for \$7,178 along with 1/20/23 check for the same amount; 5/4/22 signed proposal from H.L. Turner for window and classroom renovation work for \$78,400. The LEA clarified via 7/13/23 email that the LEA is not moving forward with construction.

ARP ESSER Activity 115505 Reimbursement Requested February 2023: The LEA submitted a reimbursement request for \$5,564 for engineering and project management services. LEA presented and EP reviewed 7/1/22 purchase order from H.L. Turner Group to LEA for HVAC System, Roof Design and Replacement Services for \$42,500; 1/27/23 invoice from H.L. Turner to LEA for construction drawings, bidding and permitting, and construction administration for \$5,564; 2/17/23 check from LEA to H.L. Turner for \$5,564; and 5/4/22 signed proposal from H.L. Turner for window and classroom renovation work for \$78,400. The LEA clarified via 7/13/23 email that the LEA is not moving forward with construction.

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A



**NHED ESSER Programmatic Monitoring
Corrective Action Plan**
(Use a separate form for each Corrective Action Item)

LEA Name:

Finding Number:

Description of Finding:

Please check the box that most appropriately matches the LEA’s status in implementing the Corrective Action Plan (“CAP”). Please also provide any documentation that supports the LEA’s assertion that the CAP has been fully implemented.

- (1) Partially implemented
- (2) Fully implemented
- (3) No further action required (provide detailed explanation below)

If option (1) is selected, please explain the implementation status as well as the anticipated completion date in the space below:

Anticipated Completion Date:

If option (2) or (3) is selected, please explain how the plan was implemented or why no further action is required in the space below:

Please return to Ellen.C.Podgorski@doe.nh.gov at the Division of Learner Support



**Evidence Submission
FY23 ESSER Programmatic Monitoring**

Evidentiary requirement of the Corrective Action Plan submitted to NHED on: _____

Use the template below to describe the evidence the LEA is providing in response to each FY23 ESSER Programmatic Monitoring LEA Report finding and Corrective Action Plan. Attach sufficient evidence to substantiate each corrective action taken. Please return your signed Evidence Submission to the NHED Division of Learner Support no later than April 30, 2024.

Learning Loss Finding 1: The LEA did not provide documentation demonstrating the LEA’s efforts to address specifically the needs of students disproportionately affected by COVID-19/school closures.

Learning Loss Corrective Action 1:

Learning Loss Evidence 1:

Evidence Submission presented by

Superintendent

Date