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Commissioner



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Deputy Commissioner

STATE OF NEW HAMPSHIRE
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January 18, 2024

Shannon Bartlett
Superintendent, SAU 59
433 West Main Street
Tilton, NH 03276

Dear Superintendent Bartlett:

This letter is to summarize and report on the July 5, 2023 FY23 ESSER programmatic monitoring of Winnisquam Regional School District. 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 Winnisquam Regional School District 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	In Progress	2-3	N/A	N/A
3. Equitable Services	Finding (1)	3-4	2/20/24	4/22/24
4. Continued Payment	Met Requirements	4	N/A	N/A
5. Maintenance of Equity	Met Requirements	4	N/A	N/A
6. Construction	N/A	5	N/A	N/A
Activity Review	Met Requirements	5-6	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
Rebecca Weldon, Business Administrator, SAU 59

FY23 ESSER Programmatic Monitoring Report on Required Evidence of Compliance

SAU 59 Winnisquam Regional School District (“LEA”)
Monitoring Review Date: 7/5/23

Reviewer: Ellen Podgorski (“EP”)
Final LEA Report Date: 1/11/24

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:

- Responses from LEA’s ESSER III Grant Funding Stakeholder Input Survey; responses were received from parents, guardians, students, community members, professional staff, administration, and hourly staff. Survey requested respondents to select important priorities among the following: additional instructional time for students, student social/emotional/mental well-being, additional activities to support special populations such as students with disabilities, English learners, and others; improvements to facilities to improve safety, such as heating/cooling system and ventilation; continued emphasis on student/staff safety practices; and continued emphasis on technology equipment and access.
- Submission of research on evidence-based activities: “Family and School Relationship during COVID-19 Pandemic: A Systematic Review” from International Journal of Environmental Research and Public Health. Article explores relationship between family, students, and school and states that “the relationships between the three groups involved must be improved to some extent to meet the needs that have arisen as a result of distance learning.” It was noted that the LEA used some of its ESSER funds for a Family Support Liaison and a district social worker.
- Submission of research on evidence-based activities: “We Cannot Return to ‘Normal’: A Post-COVID Call for a Systems Approach to Implementing Restorative Justice in Education (RJE)” from MDPI. It was noted that the LEA used some of its ESSER funds for a restorative justice program.

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.

Along with the documentation described in section 1 above, the LEA presented and EP reviewed:

- Information to indicate the LEA is hiring a RTI Coordinator, remote learning tutors, and a contracted service for restorative justice.
- Contracts for employees hired to address learning loss needs to include a K-12 Future Pathways Coordinator, Family School Coordinator, Instructional Tech Specialist, and Math-flex middle school/high school.
- Contract between LEA and C.O.R.E. Vocational Services.



- Spring 2022 SAT proficiency level scores for English and math; ELA, math, and science proficiency percentages for grades 3-8 and 11; 2016-2022 math, reading, and science testing scores; percentage of students proficient in reading for kindergarten through grade five for fall 2019, fall 2020, and fall 2021.
- Clarification that the LEA has not used ARP ESSER funds to address learning loss yet and that ARP ESSER learning loss programs are supposed to happen during the 2023-2024 school year.

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.

LEA presented and EP reviewed:

- A list of invoices, vendors, and amounts totaling the CARES ESSER equitable services Activity 89792 amount of \$21,981.93. The description provided by the LEA in GMS identifies Sant Bani School as the recipient of equitable services.
- 4/1/21 check from LEA to Amazon; 9/6/21 and 10/7/21 invoices from Amazon to LEA for whiteboards; 3/15/21 purchase order from LEA to Amazon for iPad cases, device baskets, network rack, stylus pens, disinfectant cleaners, vacuum cleaner bags, hand sanitizer, mop head replacements, face masks, HEPA filters, air purifiers, two-way radios; 6/24/21 and 4/1/21 checks from LEA to Gov Connection; 5/17/21 invoice from Gov Connection for 18 Chromebooks; 3/22/21 and 3/18/21 invoices from Gov Connection to LEA for wireless tri-band waves; 6/3/21 and 3/11/21 purchase orders from LEA to Gov Connection for Chromebooks and wireless AC waves for Sant Bani; 4/15/21 and 4/28/21 checks from LEA to Apple and invoices for iPads.
- An explanation that there has been significant turnover in the business office during the last three years and that the LEA was unable to locate any communications between the LEA and non-public schools confirming the methods used to identify needs and demonstrating that equitable services were agreed upon by the LEA and Sant Bani School.
- A copy of the 8/8/22 non-public school participation form signed by the LEA and St. Bani School indicating that the school declined to participate in CARES-ESSER equitable services.

Findings:

1. The LEA was unable to provide documentation of communications and agreements between the LEA and Sant Bani School detailing the terms of ESSER I equitable services provision; methods used to identify needs; and confirmation that services provided were agreed upon between the LEA and Sant Bani School. Since the 8/8/22 non-public school participation form provided in response to the draft report indicates that Sant Bani School declined to participate in CARES-ESSER equitable services at that time, this form does not demonstrate that equitable services were provided in accordance with requirements as described in GMS and in the invoices and payments listed above.

Evidence of Correction Needed:

1. The LEA must secure and submit assurances from Sant Bani School (i.e., an email or letter signed by the school director) confirming that the LEA consulted with the non-public school as required and provided ESSER I equitable services to the non-public school in accordance with these consultations.

Corrective Action Plan Due Date: February 20, 2024

Fully Implemented Corrective Action Plan Due Date: April 22, 2024

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:

- 6/4/23 attestation signed by the Superintendent stating that the LEA continued to pay its employees as required during the periods of any disruptions or closures related to 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.

EP reviewed the LEA's FY22 Maintenance of Equity data, which shows that the LEA maintained equity in its high-poverty schools. NHED monitors each LEA's compliance with the Maintenance of Equity requirement through a parallel process, which tracks spending across schools in each district. NHED will review the district's final FY23 financial data when it is available to determine whether the district has maintained compliance with the FY23 Maintenance of Equity requirement.

Findings: None

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 7/5/23, the LEA had not undertaken any ESSER-funded construction projects. Subsequent to the monitoring review date, the LEA received final NHED approval for HVAC projects. 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 \(nh.gov\)](https://www.nh.gov/education/esser).

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 127062 Reimbursement Requested December 2022: The LEA submitted a reimbursement request for \$15,068.75 for a restorative justice program through C.O.R.E. Methods. LEA presented and EP reviewed 11/22/22 contract between LEA and C.O.R.E. Vocational Services; 11/30/22 invoice from C.O.R.E. Vocational Services to LEA including amounts for RBT and support for middle school, high school, and Southwick for amounts totaling \$14,318.75; 11/30/22 invoice from C.O.R.E. to LEA for Nurtured Heart Training for \$750; 12/30/22 check for \$14,318 and 11/30/22 check for \$750. The total amount paid is \$15,068.75, which matches the reimbursement request amount.

ARP ESSER Activity 127023 Reimbursement Requested December 2022: The LEA submitted a reimbursement request for \$3,215 for food service equipment. LEA presented and EP reviewed 12/12/22 invoice from Singer Kittredge for Heated Holding & Proofing Cabinet along with 12/17/22 check from LEA to Kittredge Equipment Co. for \$3,215, which matches the reimbursement request amount.

CRRSA ESSER Activity 126266 Reimbursement Requested July 2022: The LEA submitted a reimbursement request for \$16,542.21 for staff retention stipends. LEA presented and EP reviewed 7/15/22 Pay Distribution Report that shows \$1,000 stipend payments made to the following employees: K. Bolia, R. Camerato, A. Chertoff, J. Descoteaux, K. Foley, B. Foster, J. Herlihy, L. Hobbs, A. Howe, S. Johnston, K. Jones-Constant, L. Overton, D. Smith, K. Snyder, and K. Summers, and the LEA's Personnel Status Sheet for the same employees. The total amount of stipends paid to these employees is \$17,804.61, which exceeds the reimbursement request amount.

CRRSA ESSER Activity 101679 Reimbursement Requested July 2022: The LEA submitted a reimbursement request for \$10,764.75 for the K-12 Future Pathways Coordinator. LEA presented and EP reviewed 6/14/22 contract between LEA and K-12 Future Pathways Coordinator for 7/1/22-6/30/23; it was noted that the copy of the contract that was submitted was not signed by the employee. LEA presented and EP reviewed 7/1/22-7/29/22 Pay Distribution Report including payments made to K-12 Future Pathways Coordinator for amounts totaling \$10,764.75 including benefits, which matches the reimbursement request amount.



CRRSA ESSER Activity 101677 Reimbursement Requested August 2022: The LEA submitted a reimbursement request for \$7,706.16 for a districtwide Family Support Liaison. LEA presented and EP reviewed 6/14/22 contract between LEA and Family School Coordinator for 7/1/22-6/30/23; it was noted that the copy of the contract submitted was not signed by the employee. LEA presented and EP reviewed 8/12/22-8/26/22 Pay Distribution Report showing payments made to Family Student Support Liaison for amounts totaling \$7,706.16 including benefits, which matches the reimbursement request amount.

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:

Name of person completing this form

Date

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 22, 2024.

Equitable Services Finding 1: The LEA was unable to provide documentation of communications and agreements between the LEA and Sant Bani School detailing the terms of ESSER I equitable services provision; methods used to identify needs; and confirmation that services provided were agreed upon between the LEA and Sant Bani School. Since the 8/8/22 non-public school participation form provided in response to the draft report indicates that Sant Bani School declined to participate in CARES-ESSER equitable services at that time, this form does not demonstrate that equitable services were provided in accordance with requirements as described in GMS and in the invoices and payments listed above.

Equitable Services Corrective Action 1:

Equitable Services Evidence 1:

Evidence Submission presented by

Superintendent

Date