



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

February 1, 2024

Debra Taylor
Superintendent, SAU 7
21 Academy Street
Colebrook, NH 03576

Dear Superintendent Taylor:

This letter is to summarize and report on the July 25, 2023 FY23 ESSER programmatic monitoring of Stewartstown 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 programmatic ESSER monitoring at Stewartstown School District. 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	4	N/A	N/A
6. Construction	Met Requirements	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
Bridget Cross, Business Administrator, SAU 7



FY23 ESSER Programmatic Monitoring Report on Required Evidence of Compliance

**SAU 7 Stewartstown School District (“LEA”)
Monitoring Review Date: 7/25/2023**

**Reviewer: Ellen Podgorski (“EP”)
Final LEA Report Date: 2/1/2024**

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:

- 12/14/21 grant stakeholder meeting minutes with reference to ESSER; discussion of ideas for spending grant money to include after-school programs, responsive classroom, children’s stage theater, outdoor adventures, robotics, swing sets, field trips; stakeholders include students, teachers, and parents.
- Stakeholder emails received with feedback regarding Adaptive Sports Partnership, training on vision boards, and Girls on the Run.
- Parent survey results requesting feedback on student needs; spreadsheet with family information on needed supplies, contact preferences, and status of internet and device access.
- 11/2020 staff survey results requesting feedback on needed resources and materials.
- Survey results from 2022-2023 needs assessment; survey requested staff’s prioritization of needs including wellness, curriculum, instruction, and assessment.
- Staff feedback regarding needs for professional development and support to implement remote instruction.
- 7/2020 school reopening work group membership roster; 11/2021 LEA strategic plan.
- Stakeholder feedback regarding potential activities to include storage supplies, technology, headphones, art kits, and manipulatives/materials.
- 2020-2021 and 2021-2022 needs assessment results prioritizing staff needs for Professional Development Committee.
- Grant activity chart showing category, priority, activity, cost, budget codes, and performance measurement.

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 1 above, LEA presented and EP reviewed:

- Chart of learning loss related activities to include reasons for implementing the activities and related evidence; activities include Responsive Classroom, teacher mentor program, WMSI, RULER training, Walk-to-Read program.
- Chart of research links to support grant activities.



- Email correspondence between LEA and Responsive Classroom regarding on-site training activities.
- Correspondence between LEA and S. Bergman regarding resources and data.
- 6/2023 mentor program feedback including mentor and mentee responses.
- NHSAS writing data for 2021-2022 compared to 2022-2023.
- Staff feedback from 2022-2023 V&S work.
- STAR360 reading data and AIMS web reading data for 2022-2023 school year.
- 8/2022 Responsive Classroom participant attendance sheet.
- 11/8/22 attendance list for grades kindergarten through eight.

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:

- Document stating that there are no eligible non-public schools within or outside of the LEA’s boundaries.

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:

- 7/17/23 attestation from Superintendent stating that the LEA continued to pay all employees during any disruption and closures of said districts during all COVID-19 related closures.

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 indicates that the LEA is exempt from Maintenance of Equity 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.

LEA presented and EP reviewed:

- Signed SF-424D and 2020 ESSER fund program assurances.
- Communications between LEA and Pettinelli & Associates regarding quote for fitness station including LEA's indication that the vendor should proceed.
- LEA's 10/4/22 Procurement Documentation Form for fitness stations to include installation by Pettinelli & Associates Inc.; form indicates that procurement was non-competitive because the item was available from a single source.
- 10/4/22 Independent Contractor Agreement between LEA and Pettinelli & Associates for the installation of playground equipment.
- A photo of the Davis-Bacon Act poster.
- Payroll documentation from Pettinelli & Assoc. Inc. for week ending 10/7/22 that shows rates of pay of \$50/hour and \$40/hour, which exceed the prevailing wage rates for laborers and operators.
- Stewartstown property map, warranty deed, and 7/14/23 tax assessment document, which shows the LEA as the owner of Stewartstown Community School.
- LEA's purchasing and procurement manual, fixed assets policy, data records retention policy, and local records retention schedule.
- Clarification that no architectural plans or building permits were required for the construction project.

Findings: None

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 121376 Reimbursement Requested November 2022: The LEA submitted a reimbursement request for \$5,000 for a reading and writing consultant. LEA presented and EP reviewed 7/27/22 contract between S. Bergman and LEA regarding the provision of services for 30 days; 2/22/22 sole source approval for contract with S. Bergman; 11/7/22 invoice from S. Bergman to LEA for consulting services for amounts totaling \$5,000; 11/18/22 check for \$5,000 paid by LEA to S. Bergman; NH SAS Growth for Writing for 2021-2022 compared to 2022-2023; STAR 360 reading data and aimsweb reading data for 2022-2023.

ARP ESSER Activity 121377 Reimbursement Requested April 2023: The LEA submitted a reimbursement request for \$2,437.50 for V&S Workshops. LEA presented and EP reviewed 5/17/22 contract between LEA and V&S School Solutions for professional learning support for \$67,250; 3/7/22 sole source approval for contract with V&S Solutions; 4/10/23 invoice from V&S Solutions to LEA for \$16,250 along with amounts broken down into the contributions of Colebrook (\$9,587.50), Stewartstown (\$2,437.50), and Pittsburg (\$4,225); 7/28/22 purchase order to V&S School Solutions for \$10,134; 4/21/23 check paid by LEA to V&S School Solutions for \$2,437.50; 2022-2023 feedback from V&S work.

CRRSA ESSER Activity 132611 Reimbursement Requested December 2022: The LEA submitted a reimbursement request for \$2,711.44 for Title I teacher salaries and director stipend. LEA presented and EP reviewed 2022-2023 Pay Distribution Report showing amounts paid for teacher O. Joos salary and benefits; teacher A. Scott salary and benefits, and Title I Director salary and benefits for amounts totaling \$2,185.37; 12/1/22-12/31/22 LEA Expenditure Report showing ESSER II teacher/director salary and benefits amounts expended totaling \$2,711.44; 9/8/22 contract between LEA and employee A. Scott for Title I project director position for employment period 8/25/22-6/14/23; 8/22 teacher contract for 8/25/22-6/30/23; 8/2022 teacher contract for O. Joos for 8/25/22-6/30/23; and schedules for A. Scott and O. Joos.

CRRSA ESSER Activity 105277 Reimbursement Requested December 2022: The LEA submitted a reimbursement request for \$194.70 for the implementation of a mentor program for new teachers and paraprofessionals. LEA presented and EP reviewed 2022-2023 Pay Period Distribution Report showing amounts paid for mentee teachers' salary and benefits exceeding the reimbursement request amount of \$194.70; 8/2022 contracts for teacher mentees A. Falconer, A. Gourlay, J. Kennedy, D. La Point, S. Ricker, A. Scott, and A. Wonkka; and mentor program feedback including responses from mentors and mentees.

CARES ESSER Activity 121504 Reimbursement Requested August 2022: The LEA submitted a reimbursement request for \$2,132.32 for Responsive Classroom trainers. LEA presented and EP reviewed 6/23/22 contract between LEA and Responsive Classroom to provide Elementary Advanced Course for 8/15/22-8/18/22; 7/28/22 Staff Notice of Employment for A. Allard, A. Gourlay, A. Scott, T. Mathieu for Responsive Classroom Advanced Course; Pay Period Distribution Report showing \$2,312 paid in staff salary and benefits for Responsive Classroom.

CARES ESSER Activity 102236 Reimbursement Requested October 2022: The LEA submitted a reimbursement request for \$12,974.57 for an outdoor fitness center. LEA presented and EP reviewed 8/26/22 estimate from Pettinelli & Associates to LEA for fitness stations and installation for \$13,088; 10/10/22 invoice from Pettinelli & Associates to LEA for \$13,088; 9/15/22 purchase order from LEA to Pettinelli & Associates for \$13,088; 10/21/22 check paid from LEA to Pettinelli & Associates for \$13,088; email communications between LEA and vendor regarding the quote for fitness stations; and a photo of fitness stations.

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A