

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

November 8, 2023

Nicole Outsen  
Head of School  
171 Watson Road  
Dover, NH 03820

Dear Ms. Outsen:

This letter is to summarize and report on the July 12, 2023 FY23 ESSER programmatic monitoring of Seacoast Charter 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 Seacoast Charter 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	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*

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

Cc: Lisa Lienhart, NHED Administrator of Policy & Operations  
Ann Sterrit, Business Coordinator

**FY23 ESSER Programmatic Monitoring Report on Required Evidence of Compliance**

**Seacoast Charter School (“LEA”)**  
**Monitoring Review Date: 7/12/23**

**Reviewer: Ellen Podgorski (“EP”)**  
**Final LEA Report Date: November 8, 2023**

**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:

- Results from January 2022 family survey, which requested feedback on use of ESSER funds and suggestions include outdoor education, science lab investments, air filtration, free lunch, wellness programs, classroom assistants, counselors, playground equipment, masks, SEL, staffing, and summer academic camp.
- Results from June 2022 staff survey; which requested feedback on use of funds for staffing and feedback on supports needed; priorities listed include occupational therapist, math coach, additional assistants, permanent substitutes, Assistant Head of School, and supporting staff with good pay.
- Results from October 2022 staff SEL survey, which requested feedback on SEL topics and formats, curriculum, and training opportunities.
- Results from fall 2022 student survey, which requested feedback on how students feel about school; student feedback includes appreciation for Timbernook, creative approach to teaching, connections with teachers, art and music programs, math enrichment; suggestions for improvement include accelerated curriculum, discipline, outdoor playground, preparation for high school, playground equipment, table space, and more freedom.

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:

- Narrative explanation indicating that the school’s big considerations included meeting student academic and social-emotional needs; school reviewed several academic universal screeners and selected NWEA.
- Spreadsheet showing universal screeners and considerations, including cost per student, professional development cost, components, compatibility, administration, and pros/cons.
- Statement indicating that a Timbernook representative delivered a presentation to LEA staff so that the LEA could decide if it was a right fit for the LEA.
- Explanation of efforts to address needs of students disproportionately affected by COVID school closures to include ensuring that families had internet access and computers for remote learning. The LEA used Title I funds to offer students tutoring before and after school to meet their academic needs; LEA stated that students in foster care and students experiencing homelessness receive priority for Title I services and that the school uses the school’s budget to provide EL services to all students who qualify.



- Statement that the school hired an additional assistant to address learning loss in first and second grade classrooms; LEA used ESSER funds for a portion of the cost of an Intervention Coordinator to oversee academic and emotional services to students.
- Fully executed contract for ESSER II admin Nicole Outsen’s position for 2022-2023; fully executed contract for teaching assistant Melissa Bigelow’s position for 2023-2024.
- Statement that the school uses Title I and Title IV funds for before/after school and summer tutoring programs.
- NWEA data including a snapshot of student growth for 2022-2023 year.
- Surveys of students and staff regarding the Timbernook experience.

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 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

**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:

- 7/10/23 attestation letter from Head of School stating that the LEA continued to pay all employees during the pandemic and during remote instruction.

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.*

CRRSA ESSER Activity 132983 Reimbursement Requested October 2022: The LEA submitted a reimbursement request for \$5,855.45 for Timbernook. LEA presented and EP reviewed a 7/14/22 contract between the LEA and Timbernook; the October 2022 Payroll Details Reports for M. Dellea, S. Plante, S. McAndrew, A. Polino, T. Stachow, and M. Adams Timbernook stipends, payments, and training amounts totaling \$5,625; receipts from Amazon, Walmart, Dollar Tree, Home Depot, Hannaford, JoAnn Fabric for amounts totaling \$230.45 for program supplies. The LEA also provided clarification regarding the following purchases to support the program:

- 5-piece cookware mess kit and fleece blankets were purchased to support a “Let’s Go Camping” experience.
- Items purchased from Amazon, JoAnn Fabric, Dollar Tree, and Home Depot were used to construct costume pieces for a “Dragon and Knights” experience.
- Peas and beans from Hannaford were purchased to support a “musical wonders” experience.

CRRSA ESSER Activity 134184 Reimbursement Requested October 2022: The LEA submitted a reimbursement request for \$1,600 for an Intervention Coordinator. LEA presented and EP reviewed a fully executed contract for ESSER II admin N. Outsen’s position for 2022-2023; 10/11/22 invoice from N. Outsen to LEA for \$1,600 for coordinating intervention services; 10/12/22 check from LEA to N. Outsen including \$1,600 from the invoice.

CRRSA ESSER Activity 134485 Reimbursement Requested October 2022: The LEA submitted a reimbursement request for \$2,800 for math intervention materials. LEA presented and EP reviewed 10/1/22 invoice from NWEA to LEA for \$2,800 for MapGrowth K-12 and 10/11/22 check from LEA to NWEA for \$2,800.

CRRSA ESSER Activity 139020 Reimbursement Requested August 2022: The LEA submitted a reimbursement request for \$3,421 for cleaning supplies. LEA presented and EP reviewed 7/13/22 invoice from Clean-O-Rama to LEA for \$2,350 for two GEN1008 Drum items; 8/5/22 Amazon receipt for \$210 for the purchase of an electrostatic handheld sprayer; and 8/15/22 eVacuum Store receipt for \$861 for the purchase of a backpack vacuum.

CRRSA ESSER Activity 134141 Reimbursement Requested August 2022: The LEA submitted a reimbursement request for \$1,606.80 for a one-year subscription to the Freckle online learning platform. LEA presented and EP reviewed 8/1/22 invoice from Renaissance for Freckle ELA, Freckle Math, and Starmath subscriptions for the total of \$1,606.80; 8/17/22 check to Renaissance for \$1,606.80.

Findings: None

Evidence of Correction Needed: N/A

Corrective Action Plan Due Date: N/A