

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, December 19, 2019

PMHS Media Center

Pittsfield Middle High School

1. CALL THE MEETING OF THE SCHOOL BOARD TO ORDER
2. AGENDA REVIEW
3. ACTION ON AMENDED AGENDA
4. APPROVE MINUTES: December 5, 2019
December 5, 2019, Non-Public Minutes
5. PUBLIC INPUT - Comments from community members, guests, and faculty
6. STUDENT REPRESENTATIVE – Oral Report

7. DEAN OF INSTRUCTION

Action

-

Information & Discussion

- School Reorganization

8. DEAN OF OPERATIONS

Action

-

Information & Discussion

- Capital Improvement Projects
- District Newsletter
- Fall Athletics Recap
- Ski and Snowboard Club
- Student Management Update
- Student Council

9. DIRECTOR OF STUDENT SERVICES

Action

-

Information & Discussion

- No Report

10. DIRECTOR OF COLLEGE AND CAREER READINESS

Action

-

Information & Discussion

- No Report

11. DIRECTOR OF INTERVENTION

Action

-

Information & Discussion

- Credit Audits
- Title I Budget

12. SUPERINTENDENT OF SCHOOLS

Action

- Default Budget
- Warrant Articles and Public Information Actions

Information & Discussion

- District Social Worker Update
- ConVal School Funding Lawsuit
- NHSBA Delegate Assembly
- Policy Updates
- Coming Events

13. SCHOOL BOARD

Action

-

Information & Discussion

-

14. COMMITTEE ASSIGNMENTS

- A) Budget Committee Representative: HA
- B) Drake Field & Facilities: MW & AG
- C) Negotiating Team: HA & BD
- D) Foss Foundation: TM

15. PLAN AGENDA FOR NEXT MEETING: January 2, 2020

16. PUBLIC INPUT - 2nd Session

17. NON-PUBLIC SESSION – The need for a non-public session is not anticipated at this time.

18. ADJOURNMENT

STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #51
PITTSFIELD SCHOOL BOARD

MINUTES

Pittsfield School Board Meeting
December 5, 2019
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Heidi Asdot, Vice Chairperson
Bea Douglas (exit meeting at 6:50 p.m.)
Adam Gauthier (exit meeting at 6:52 p.m.)
Ted Mitchell

Others Present: John J. Freeman, Superintendent of Schools
Melissa Brown, Director of Career Readiness
Derek Hamilton, Dean of Operations
Kathy LeMay, Director of Interventions and Title I
Tobi Chassie, Recording Secretary
Members of the Faculty
Members of the Public

Mr. Wolfe called the meeting to order at 5:30 p.m.

II. AGENDA REVIEW

The following items were added to the agenda:

- Basketball Practice
- Warrant Articles
- Resignation
- January 2, 2020, School Board Meeting

The following item was removed from the agenda:

- Pace Academy

III. ACTION ON AGENDA

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to approve the agenda as amended.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Ms. Douglas to approve the minutes of the public meeting on November 21, 2019. The following change was made: on page one, add Kathy LeMay to the “others present” list. The motion was approved unanimously to accept the minutes as amended.

A motion was made by Mr. Gauthier and seconded by Ms. Asdot to approve the non-public minutes of November 21, 2019. The motion was approved unanimously to accept the minutes as written.

V. PUBLIC INPUT

Melissa Babcock stated that she has been observing some behavior issues at PES. She stated her concern that inappropriate behavior has been observed on many occasions. Ms. Babcock wanted to ensure that the Board was fully aware of the incidents being observed. She stated her concern that Dr. Freeman had observed four incidents within an hour and didn't consider that a problem. Further, she stated her knowledge of an email that went to staff allegedly asking that students not be sent to the student support center.

Dr. Freeman stated that he does think student misbehavior is an issue to be considered seriously. He reviewed his previous observation by underscoring the point that the behavior he observed were handled effectively by the staff involved. He reassured Ms. Babcock that the administration does not “sweep anything under the rug” or falsify data as she has alleged.

Tracy Huyck stated that she is concerned with the qualifications of the administration and whether that may be a reason for the outcome of the behavior situations. She said that four people in one week have contacted her; she directs them to the appropriate administrative processes. She feels that something is missing if students are not feeling safe coming to school. She specifically mentioned “Choose Love” and that it wasn't working.

Dr. Freeman stated that when initiating a new program such as “Choose Love”, it takes time to see it's effect. He stated that all people are not always satisfied with the outcomes of behavioral events that occur at school. He believes that steps are taken when there are complaints of bullying. Dr. Freeman thanked Ms. Huyck for the part she played in bringing “Choose Love” to the Pittsfield's schools. Ms. Huyck stated that the work she has done with Dr. Freeman is appreciated and wondered if there should be a follow up since people do not feel that appropriate steps are being taken.

Mike Cabrel stated that there have been threats to his family, including the youngest member of the family.

Tara Ash asked if Dr. Freeman is aware of all behavioral incidents that happen at the schools. Dr. Freeman stated that he is aware of all reported bullying incidents, but not necessarily all behavioral incidents. Ms. Ash asked Mr. Hamilton what the protocols were when students are told by other students to kill themselves or to commit suicide. Mr. Hamilton stated that there is a protocol for self-injurious behavior and a protocol for a threat assessment.

VI. SUPERINTENDENT

A. Safety Inspection Report

Pittsfield Fire Department Inspector Nicholas Abell, accompanied by Chief Peter Pszonowsky, presented the Department's report of the annual inspection of the school buildings.

Mr. Abell called attention to two codes that failed the inspection. First, the school could not provide documentation that the school conducts all-hazard drills in compliance with the latest edition of the New Hampshire State Fire Code. Second, the school could not provide documentation that the school has developed an emergency response plan as required by RSA 189:64; Emergency Response Plans.

Mr. Abell stated that the Pittsfield Fire Department is willing to assist the district in working on the deficits identified in the report.

VII. DEAN OF OPERATIONS

A. District Technology Plan

Mr. Hamilton, accompanied by members of the district's Technology Team (Kathy Mahanes, Jen Massey, Bruce Ballou, and Emily Foote), presented the 2020-2023 Technology Plan. Mr. Hamilton paid compliments to others who were instrumental in the development of the plan who were unable to be at the meeting (Kiza Armour, Debbie Darrah, Sherry Evans, Amber Zachos, and Ross Morse).

Mr. Hamilton reviewed the timeline that was followed by the team in developing the Technology Plan proposal. He explained that the plan is in a logic model format. Ms. Massey reviewed the section of the plan titled *Ensuring Student Ownership for Learning*. She reviewed initial conditions, action plan, and long term outcomes. Ms. Mahanes reviewed the next section, *Raising Student Achievement*, including initial conditions, action plan, and long term outcomes. The section, *Developing Work Study Skills*, was reviewed by Ms. Foote. Mr. Ballou reviewed the section *Systems and Infrastructure*, including initial conditions, action plan, and long term outcomes.

Mr. Hamilton reviewed the next steps, which include receiving feedback from the Board, seeking the Board's final approval, and creating a work plan related to the logic model.

VIII. STUDENT REPRESENTATIVE

Harrison Hill distributed a copy of the PMHS Norms for the Board's review. The document explained the difference between a norm and a rule. The norms that have been proposed and continue to be vetted by advisories include: responsibility, courage, respect, and diversity.

IX. DEAN OF INSTRUCTION

A. Conference Data

By report, Ms. Harvey provided the Board with conference participation data from 2016 to 2019. She noted that PMHS had the highest percentage of students completing their conferences this fall within that period. PES has maintained its participation rate at the time of this report, with some rescheduled conferences taking place this week.

B. Midterm Assessments

Ms. Harvey provided the Board with a copy of the letter that was sent to families regarding midterm assessments, which are scheduled for December 4 to 11, 2019.

C. ATS Team

Ms. Harvey's report reminded the Board that the middle school was identified as an Additional Targeted Support school. Teachers in grades five through eight will be meeting with administration monthly to review data and participate in plan-do-study-act (PDSA) cycles to improve outcomes. External assistance is anticipated by WestEd, resourced by federal grants.

X. DIRECTOR OF STUDENT SERVICES

A. FAPE (Free and Appropriate Public Education)

By report, Ms. Bickford provided information to the Board relative to laws that ensure all students, including students with identified disabilities, have the right to a free and appropriate public education. She also reviewed laws relative to "LRE", or least restrictive environment.

B. NH Special Education Costs Survey 2019

Ms. Bickford provided the Board with a report that is created by a voluntary survey of special education directors completed throughout the state relative to special education costs. Ms. LeMay, on behalf of Ms. Bickford, provided the Board with the

Pittsfield statistics.

C. Flex Program

Ms. Bickford provided the Board with the first newsletter of the Flex Advisory Board (FAB) sent to all staff.

XI. DEAN OF OPERATIONS (Continued)

A. Capital Improvement Projects

Mr. Hamilton provided the Board with an updated list of capital improvement projects and estimates. He pointed out an updated estimate to replace the HVAC controls from Energy Controls of New Hampshire. Mr. Wolfe opined that the Board should take a year to investigate these items further. Mr. Bob Schiferle stated the items on the capital improvement list should be forwarded to the Town of Pittsfield Capital Improvement Committee.

B. School Facilities

Mr. Hamilton provided accolades to Sue Barrett and Jim Dawson for their help with the fire inspection.

XII. SUPERINTENDENT OF SCHOOL (Continued)

A. NH Safe Grant

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously voted to accept the New Hampshire Safe grant in the amount of \$17,500.

B. Policy Updates

Dr. Freeman presented Policy GBEB, Staff Conduct, Policy JFA, Residency, Policy JFA-R, Residency - Legal Requirements, and Policy JLF, Reporting Suspected Child Abuse or Neglect. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve the policies presented.

C. Middle School Designation by State

Dr. Freeman informed the Board that the middle school was previously designated as an "Additional Targeted Support" school. This fall, the district has also been advised that the middle school has been identified as a "Targeted Support and Improvement" school, due to the state's conclusion that the school has one racial subgroup that is underperforming the general population. He explained that he has reached out to a potential source of technical assistance with whom we have worked in the past - a

large consulting organization known as WestEd - for support. A potential multi-year collaboration is being planned by Ms. Harvey, which will be funded by federal grants.

D. Annual Audit Report

Dr. Freeman presented the Board with a copy of the annual audit report from The Mercier Group.

E. Basketball Practice

Dr. Freeman stated that a parent has made a complaint about basketball practices on Sunday during poor weather. Dr. Freeman informed the Board that a previous Board had discouraged practices on Sunday and wanted to know this Board's opinion. Mr. Wolfe stated that it should be optional for students to participate. Ms. Douglas stated she was on the fence and asked members of the public for their opinion. Discussion ensued highlighting the pros and cons of having Sunday practices. The process for poor weather cancellations during weekend activities was reviewed.

F. Warrant Articles

Dr. Freeman distributed a packet of information that was presented to the Budget Committee at a meeting earlier this week. He also provided the Board with a draft copy of the Pittsfield School District Warrants for 2020. Mr. Wolfe stated he would like to see money requested for the special education reserve account. Ms. Asdot asked that technology be considered. The Board agreed facilities should be considered. Ms. Asdot asked that the position of resource officer be reconsidered. Dr. Freeman agreed to provide the Board with draft warrant articles relative to these topics.

G. Resignation

Dr. Freeman informed the Board of the resignation of Paul Strickhart. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board voted unanimously to accepted the resignation.

H. January 2, 2020 School Board Meeting

Dr. Freeman suggested the Board cancel their meeting on January 2, 2020. If the Board feels a second meeting is necessary, they can add one on January 30, 2020. The Board was in agreement with this suggestion.

I. Coming Events

Dr. Freeman provided the Board with a list of coming events for the month of December.

XIII. COMMITTEE ASSIGNMENTS

- A. Budget Committee - Ms. Asdot
- B. Drake Field & Facilities - Mr. Wolfe and Mr. Gauthier
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

XIV. PUBLIC INPUT (Second Session)

Mr. Cabrel stated he would be willing to be the resource officer voluntarily for the remainder of the year.

Ms. Ash asked about a behavioral incident that occurred before the Thanksgiving break. Dr. Freeman stated specifics could not be discussed due to confidentiality laws.

Ms. Huyck asked if students can provide a service to the community by offering a service to a small business in town, such as developing a web page. She expressed her support of having a resource officer in the district.

XV. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the meeting was adjourned at 7:13 P.M.

Respectfully submitted,

Tobi Chassie
Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: Danielle Harvey
Subject: Board Meeting – December 19, 2019
Date: December 12, 2019

ACTION

None at this time.

INFORMATION

1. School Reorganization: I have begun research into the idea of moving 6th grade to the PMHS building. Concord structures their middle school as 6-8, and it does seem to be the prevalent middle school model. I have drafted an initial outline with areas to consider if we move forward. I will share with the PES team leaders and PMHS team leaders next week, before the board meeting. I will share a short update at the board meeting.

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, Dean of Operations
Subject: Board Meeting – December 19, 2019
Date: December 12, 2019

INFORMATION

1. Capital Improvement Projects. I've enclosed the cost breakdowns for the boiler replacement and automated control system at Pittsfield Elementary School. Granite State Plumbing and Heating gave us a general quote of \$90,000.00 to replace the boilers in both buildings but did not provide a detailed cost estimate. The enclosed quote from Palmer & Sicard, Inc. provides a cost breakdown to replace the boilers at Pittsfield Elementary School only. A cost estimate from Energy Controls of New Hampshire to transition to an automated control system is also enclosed; keep in mind it doesn't include the kindergarten wing of the building.
2. District Newsletter. A copy of our latest district newsletter is enclosed. This month's issue highlights the PMHS Alumni Panel Presentation on January 7, our upcoming winter concerts, and the PES and PMHS Holiday Food Drives.
3. Fall Athletics Recap. The middle school, junior varsity, and varsity soccer teams all enjoyed productive seasons this past spring. The middle school girls finished second in the Suncook Valley League Tournament and the middle school boys, led by first-year coach and alum Cam Darrah, finished third in the Suncook Valley League Tournament. The varsity girls team finished with a record of 4-1 1-1 and narrowly missed out on qualifying for the state tournament. The varsity boys team finished with a 8-6-2 record. The boys lost in the preliminary round of the state tournament. Seniors Paige Provencal, Rebecca Smith, and Jolene Wood all earned All Scholastic recognition for maintaining a 3.25 GPA or higher. Kianna Vincelette and Jesse MacGlashing earned All Conference honors. Kianna Vincelette, Paige Provencal, and Jah Gordon were also named to the New Hampshire Soccer Coaches Association All State teams.
4. Ski and Snowboard Club. This year we have 44 students in grades 4-12 participating in the Ski and Snowboard Club through the Outreach Program at Gunstock. Through the generous support of the Sanderson Trust Fund, we are able to offer families a discounted rate to participate in the program. A special thanks to PES/PMHS parent, Carrie Clark, for writing the grant application. I also want to acknowledge Casey Donini for serving as our program coordinator, Mark McLeod and Charlene Vary for serving as our program advisers, and parents Adam Cote and Mark Schuster for chaperoning the outings.
5. Student Management Update. I've enclosed a copy of a recent letter that I shared with families regarding behavior management at PES. The letter provides an overview of the management challenges we have experienced this past semester and the steps we have taken to address the behavior. Recent data shows a slight drop off in the daily number of referrals, and less frequent referrals for out-of-assigned area.

Additionally, I've provided a timeline of the steps we have taken over the past two months to address behavior management practices at PES.

- October 3 – shared an email with staff clarifying behavior management practices
 - October 7 – met with CPI trained staff to review restraint and transport procedures
 - October 22 – shared an email with staff clarifying clear hallways protocol and instructions for classroom doors to be closed during the school day to limit disruptions
 - November 13 – held a staff meeting to discuss behavior management concerns and the necessary next steps
 - November 18 – used a protocol at a faculty meeting to review an article on school discipline practices
 - November 21 – discussed procedures with team leaders for providing feedback on current hallway expectations and logical consequences
 - December 3 – implemented modified school-wide hallway expectations
6. Student Council. The PES Student Council, made up of fifth and sixth grade students, are advised by sixth grade teacher, Sarah Jean-Gilles. The students are currently working on holiday cards for staff members and are aspiring to raise enough money to visit the Children's Hospital at Dartmouth (CHaD) to donate trauma bears. The PMHS Student Council is in full swing as it coordinates Spirit Month. The activities to date have included dress days, trivia competitions, and scavenger hunts for Ham on the Lamb. Spirit Month will culminate with Spirit Day on December 20. I want to thank advisers Jen Massey and Rick Anthony for their efforts to promote class camaraderie and school spirit.



Proposal

Proposal submitted to:
Pittsfield Middle High School

Phone:
(603)435-6701

Date:
December 4, 2019

Street:
23 Oneida St.

Job Name / Location:
(2) Boiler Replacement

City, State and Zip Code:
Pittsfield, NH 03263

Contact: Susan Barrett
Sbarrett@pittsfieldnhschools.com

We hereby propose to furnish, in accordance with specifications below or on attached pages, all material and labor necessary to complete the following scope of work:

Palmer and Sicard is pleased to provide the following quote to furnish and install (2) Oil fired Boilers w/ Oil Burners to replace the existing (2) Weil-McLain Boilers Model: 788.

Additional specifications and provisions:

- (2) Weil-McLain Model: BL-788-W w/ Carlin 801CRD-W Burner & BMP
- (2) Standard Boiler Controls (Press. Relief, LWCO, Flame Safety Controller & High Limit)
- Flue piping connections
- HW piping connections
- Fuel oil line connections
- Utilizing existing controls, expansion tank & pumps
- All permits and inspections
- Start-up and check out
- Removal & Disposal of old boilers

Note: All work done during normal business hours. Does not include upgrades to existing Controls & System Components, all to be reused.

for the sum of: Fifty-Six Thousand, Six Hundred Seventy-Five and 00/100 dollars - \$56,675.00.

Payment to be made as follows:

Standard terms apply. No Premium Time.

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from specifications below involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation insurance.

Authorized Signature: *Joseph T. Rubin*

Joseph T. Rubin, Project Manager/Estimator

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Unless otherwise specified, payment terms are as follows: 45% due at signing, 45% due when equipment / materials delivered on site and 10% due at completion.

Date of Acceptance: _____

Authorized Signature: _____

Energy Services Division

140 Epping Road
Exeter, New Hampshire 03833
Office: (603) 929-0910
Fax: (603) 929-0973



**ENERGY CONTROLS
OF NH**

17 South River Road, Unit 6, Bedford, NH 03110
.. (603) 854-2402

PROPOSAL

Number AAAQ1590

Date Nov 20, 2019

Sold To	Ship To	Prepared by:
School Administrative Unit # 51 Susan Barrett 23 Oneida Street Pittsfield, NH 03263 United States	School Administrative Unit # 51 Susan Barrett 23 Oneida Street Pittsfield, NH 03263 United States	Vince Eugene (603)231-8801 vince.eugene@ec-nh.com
Phone (603) 435-5526	Phone (603) 435-5526	

Qty	Description	Unit Price	Ext. Price
	Pittsfield Elementary School - BUDGETARY Proposal *** THIS PROPOSAL IS FOR BUDGET PURPOSES ONLY ***		
1	Proposal for Conversion of existing non DDC pneumatic controls to Full DDC controls with HTML 5 based Graphical Front End Front end DDC controller (HTML 5 Graphical Web based front end) (1) Small Pre-Fab Panel, NEMA 1 with Power supply (1) JENE-PC8000 Tridium Niagara 100 Device JACE (1) JENE-PC8100 - 3 year maintenance. (1) Installation and Cabling (1) Programming and Configuration (1) Point to Point CAD Drawings Air Handling Units (AH-1, AH-2, AH-3, AH-4, AH-5, AH-6) (6) JENEsys EDGE 534 Controller (6) 100 Point 3 Year Maintenance (6) Power Supply for one 534 and one XM (6) Sensors and CT's (6) Installation and Cabling (6) Programming and Configuration Rooftop Unit (AC-1) (1) JENEsys EDGE 534 Controller (100 Point Limit and 5 devices) N4 (1) 100 Point 3 Year Maintenance (1) Sensors, Current Transducers (1) Power Supply for one 534 and one XM (1) Installation and Cabling (1) Programming and Configuration Roof Exhaust Fans (REF-1, REF-2,REF-3,REF-4) (4) Installation and Cabling (4) Programming and Configuration	\$143,831.74	\$143,831.74



(4) Current Transducer and Relay

Exhaust Fans (EF-1 thru EF-10)

- (10) Installation and Cabling
- (10) Programming and Configuration
- (10) Current Transducer and Relay

Exhaust Fans (RAF-1, RAF-2, RAF-3)

- (3) Installation and Cabling
- (3) Programming and Configuration
- (3) Current Transducer and Relay

Cabinet Unit Heaters (CH-1, CH-2)

- (2) Installation and Cabling
- (2) Programming and Configuration
- (2) Current Transducer and Relay

Radiant Zones 28 Zones

- (28) Programming and Configuration
 - (28) ZoneTight Valve Actuator Fail Safe Act., On/Off, NC/FC, 24V w/Aux.
 - (28) Room temperature sensor
 - (3) JENEsys EDGE 534 Controller
 - (9) Onyxx Expansion Module - 34 point IO Module connection via LynxBus to Onyxx-534 Hardware
 - (3) 100 Point 3 Year Maintenance
 - (3) Terminal Block with Resistor
(1 box of 10)
 - (3) Power Supply for one 534 and eight XM's
 - (3) Medium Pre-Fab Panel, NEMA 1
- Misc Project parts

Boiler Plant and Pump Control

- (1) JENEsys EDGE 534 Controller (100 Point Limit and 5 devices) N4
- (4) Onyxx Expansion Module - 34 point IO Module connection via LynxBus to Onyxx-534 Hardware
- (1) 100 Point 3 Year Maintenance
- (3) Terminal Block with Resistor
(1 box of 10)
- (1) Power Supply for one 534 and eight XM's
- (1) Medium Pre-Fab Panel, NEMA 1

General Statement of Work

Scope:

A. EC-NH shall implement a Niagara Framework based open system that will allow products from various suppliers to be integrated into a unified system in order to provide flexibility for expansion, maintenance, and service of the system. The Facility Owner shall be the named license holder of all software



Qty	Description	Unit Price	Ext. Price
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associated with any and all incremental work on the project.

B. The <Owner> shall receive ownership of all job specific configuration documentation, data files and application-level software developed for the project. This shall include all custom, job specific software code, databases and documentation for all configuration and programming that is generated for a given project and/or configured for use with the NAC, FMCS Server(s), and any related LAN / WAN / Intranet and Internet connected routers and devices. Any and all required IDs and passwords for admin and programming level access to any component or software program shall be provided to the <Owner>.

C. It is the owner's intent to purchase an open system capable of being serviced and expanded by any acceptable system integrator that has and maintains certification (TCP) to work on Niagara Framework systems. The Niagara Compatibility Statement (NICS) for all Niagara Software shall allow open access and be set as follows: accept.station.in="*" accept.station.out="*" accept.wb.out="*" accept.wb.in="*". In any case, the <Owner> shall maintain the right to direct contractor to modify any software license, regardless of supplier, as desired by the <Owner>.

D. All hardware and field level devices installed, (i.e.; ASCs, PDUs), for the project shall not be limited in their ability to communicate with a specific brand of Niagara Framework device. They shall also be constructed in a modular fashion to permit the next generation and support components to be installed in replace of or in parallel with existing components.

E. Provide and install all wiring required for a complete system, including communication bus, analog points, digital points, low voltage power, emergency power, and spare communication bus. Splices are not permitted within the IAS FAC LAN or DLN communication cables. Only continuous bus topologies, MS/TP or continuous homeruns are allowed for these networks. Capacity of any bus shall be limited to 80% of the allowable device count to allow for future minor modifications or expansions to the network.

F. Provision of all documentation called out in these specifications including, but not limited to, submittals, O&M manuals, commissioning submittals, CAD based as-built documentation, and training manuals.

G. Training of facility personnel, and or maintenance contractor, on the operation and maintenance of the system.

H. System point to point check out, verification and documentation. Assist the Owner/CxA, and/or TAB Firm in verification and functional performance testing and GUI acceptance testing.

I. Graphical User Interface Development. The Contractor shall develop the graphics, tools, features, and network integration as required.

**** Notes ****

Excludes any Off hours labor all work to be performed during Normal Business Hours (Normal hours are 7am to 4:30pm)
Pricing is assumed based on assumption that School will be unoccupied for the duration of this project. There would be additional charges to perform the work while school is occupied.

Existing Components, Devices, Sensors and Wiring found to be faulty or defective are not covered by this proposal and will be quoted seperately if necessary.



Qty	Description	Price	Amount
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SubTotal	\$143,831.74
Tax	\$0.00
Shipping	\$0.0
Total	





DISTRICT NEWSLETTER



PMHS Alumni Panel Presentation

On Tuesday, January 7, a panel of Pittsfield Middle High School (PMHS) alumni will be sharing their high school and post-graduation experiences with students in grades 5-12. The annual *Home Is Where the Heart Is* presentation, facilitated by Angela Castonguay of the New Hampshire Higher Education Assistance Foundation (NHHEAF), provides insight into college, military, and the job industry. PMHS graduates will meet with students by grade level to answer questions and share their post-graduation experience. An alumni reception will follow in the PMHS library at 3:00 p.m.



NEASC Community Forum

The Pittsfield School District is in the process of accreditation for Pittsfield Elementary School and maintaining accreditation for Pittsfield Middle High School. On December 11 from 6:00-7:30 p.m. a community event is planned at Pittsfield Middle High School for community members to have the opportunity to provide their voice, insight, and experiences in the school district accreditation process. All community members are welcome and encouraged to participate in this very important event. A light dinner will be provided.

IMPORTANT DATES

NEASC Community Forum
PMHS Library
December 11, 2019, 6:00 PM

NHHEAF Financial Aid Night
PMHS Library
December 17, 2019, 6:00 PM

Whole School Morning Meeting
PES Gym
December 18, 2019, 8:15 AM

School Board Meeting
PMHS Library
December 19, 2019, 5:30 PM

No School: Holiday Break
PES/PMHS
December 23, 2019 – January 1, 2020

Home Is Where the Heart Is Event
PMHS Lecture Hall
January 7, 2020, 10:51-2:46 PM

PES Winter Concert: Grades 1-4
PMHS Gym
January 14, 2020, 6:30 PM

PMHS Winter Concert
PMHS Gym
January 15, 2020, 6:30 PM

School Board Meeting
PMHS Library
January 16, 2020, 5:30 PM

The district calendar is available at:
www.pittsfieldnhschools.org

Meet Miss McMenimen

Miss McMenimen grew up in West Babylon, New York and moved to Concord, New Hampshire at the start of her middle school years. She graduated from Concord High School and later received her bachelor's degree in Elementary Education from Plymouth State University. Miss McMenimen has been working in various schools and after-school programs for the past six years. When Miss McMenimen is not in the classroom she enjoys going on hikes with her two German Shepherds, watching movies, reading, and going out to breakfast. Miss McMenimen is thrilled to be starting her teaching career at Pittsfield Elementary School as a fifth grade teacher.

Winter Concerts

Concert season is quickly approaching! We invite all family, friends and community members to join our students at our January concert series. All students in grades 1-4 will have their winter concert on Tuesday, January 14 and students in grades 5-6 and band will have their winter concert on Tuesday, January 21. Also, the PMHS Band and Chorus will be performing on Wednesday, January 15. All concerts start at 6:30 p.m. in the PMHS gym. Students are asked to report to the school by 6:15 p.m. to line up and start promptly.

Holiday Food Drives



Thank you to everyone who donated to the PES Food Drive. We collected 1,080 items! PMHS is also collecting items through December 18.

PARENTS CORNER

Spirit Month

The Student Council's Spirit Month is in full swing at PMHS. Students can earn points for their class by wearing white or Nathan's Fight gear to Friday's (12/13) varsity basketball games at 5:30 and 7:00 p.m. to support Nathan's Fight Against ALS.

PK-K Solstice Celebration

The pre-school and kindergarten classes are holding their annual Solstice Celebration on Thursday, December 19, from 5:00-6:30 p.m. Participants will be making bird seed ornaments to hang out back on the apple trees.

School Board

There will be no School Board meeting on January 2, 2020. The Board will resume its regular meeting schedule on Thursday, January 16, at 5:30 p.m., in the PMHS library.



PITTSFIELD ELEMENTARY SCHOOL
34 Bow Street
Pittsfield, New Hampshire 03263
Phone: (603) 435-8432 • Fax (603) 435-7358

December 12, 2019

Dear Families,

Regular data reviews and observations of student behavior at Pittsfield Elementary School have indicated a need to take additional steps to support behavior management. The Pitt Stop, the school's student support center, has processed an average of 12.5 behavior referrals per day since the start of the school year, which is nearly double the average of the previous three school years. The majority of the referrals are for a small number of students. Data also indicate that one of the most common problem behaviors is out-of-assigned area, a relatively uncommon problem behavior at the elementary level. This behavior often appears as yelling or running in the hallway, causing a disruption to the school day.

In response to the data and observations, staff members have been working throughout the school year to support individual students and behavior management systems. Individualized supports involve teams of people implementing personalized supports and interventions to best meet the needs of individual students. System reviews have resulted in the clarification of behavior management practices, a refocus on school-wide hallway expectations, and the development of an expanded list of logical consequences to effectively support long term behavior change. Additionally, we have also integrated several social-emotional learning programs including Choose Love (in all classes K-6), Playworks (during recess activities), and the Zones of Regulation (in most classrooms and the Pitt Stop) to support student behavior.

While there is still work to be done, data from mid-November to date, shows a slight drop off in the daily number of behavior referrals, and less frequent referrals for out-of-assigned area. Another positive trend is that the number of students out-of-assigned area has dropped off and the duration of the behavior is shorter, causing fewer disruptions to the school day. Hallway behavior will continue be a point of emphasis for the remainder of the month and into the new calendar year. A copy of the hallway expectations is enclosed with this letter for families to review and reinforce at home.

The school staff is committed to the safety of all students. We recognize that some students struggle with behavior expectations for a variety of reasons, and we ask for your patience and understanding as we implement and modify practices to support individuals and the system as a whole. We will continue to work diligently to provide a safe and respectful environment for all learners.

Respectfully,

Derek Hamilton
Dean of Operations
Pittsfield School District

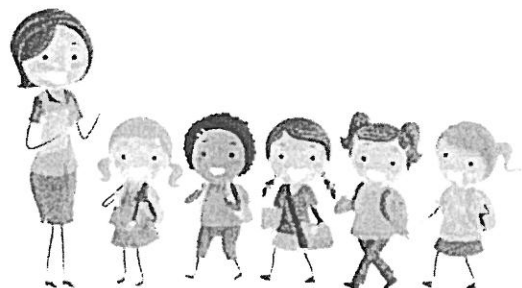
PES Behavior Expectations: Hallways



- Respect
 - Walk quietly
 - When entering school in the morning, talk quietly with nearby friends and classmates
 - When moving through hallway with class during the school day, talking is not permitted
 - When leaving school in the afternoon, talk quietly with nearby friends and classmates
 - Show courtesy by removing hats and hoods when entering the building and by keeping cell phones in bags
 - Wait patiently and quietly
 - Walk to the right in single file
 - Respect others' body space and place in line
 - Yield to classes/children already en route
 - Respect hallway displays
 - Greet others by saying hello or by waving

- Responsibility
 - Listen to and follow directions the first time
 - Go directly to your destination
 - Use ramp and stairs appropriately

- Safety
 - Walk
 - Keep hands, feet, and belongings to self
 - Stay in assigned area
 - Move safely



Pittsfield School District

To: Pittsfield School Board
From: Kathy LeMay
Subject: Board Meeting –12-19-19
Date: December 11th, 2019

ACTION

1. None at this time

INFORMATION

1. **Credit Audits:** Audits for the current juniors will be conducted during the holiday break. In the month of January, I plan to hold meetings with each of these students to help them to understand where they are and what they need for graduation requirements. This information will then be shared with their families. Credit audits for freshman and sophomores will be completed by the end of the summer. Once created, all credit audits will be located within each student's Google folder which can be accessed by their teachers.
2. **Title I Budget:** Due to changes that have been made at the state level, new requirements are in place for the use of the Title I funds. Moving forward, all money set aside for our homeless population must be spent or it will be sent back to the state. There are also new guidelines around the signing off of fund expenditures and recording time and effort. I am staying current on these changes by attending regional meetings and have created a budget spreadsheet that will allow me to keep a closer eye on the activity lines.

Pittsfield School District

To: Pittsfield School Board
From: John
Subject: Board Meeting – December 19, 2019
Date: December 12, 2019

ACTION

1. Default Budget. Board members have received a copy of the default budget and default budget revenue estimates (additional copies will be available at your meeting). Your acceptance is recommended.
2. Warrant Articles and Public Information Actions. A proposed warrant draft is enclosed; it includes articles that would address three areas of interest raised at your last meeting: facilities, special education, and technology. In addition to the articles themselves, the Board would also want to consider the source of funds and the dollar amounts to be appropriated. The draft is intended as a discussion-starter. Ideally, the Board will finalize the warrant so it can be forward to the Budget Committee.

INFORMATION

1. District Social Worker Update. I regret to report that we have heard from only two applicants for the district social worker position, and it appears that neither candidate holds a state license; we are following up with each to confirm their status. Should this be the case, I plan to advertise for a *school social worker* position. While this latter solution is not ideal from the Medicaid perspective, it is important that these services be provided as soon as possible for our students and families.
2. ConVal School Funding Lawsuit. We received a call from attorney John Tobin regarding the lawsuit. He reported that the state has requested and been granted a sixty-day extension for filing; this is providing an opportunity for additional school districts to be added to action. This also means that the due date for our friend-of-the-court brief is now the first week in April. Attorney Tobin estimates that the Board would receive a draft for review in about the third week in March.
3. NHSBA Delegate Assembly. Board members have received background information from the New Hampshire School Boards Association regarding their annual Delegate Assembly, which will be held on Saturday, January 25. If one of the Board members will be participating, we can take care of the registration, and the Board will want to schedule time in January to discuss the proposed resolutions.
4. Policy Updates. Clean copies of policies recently adopted will be provided in January.
5. Coming Events. Looking ahead:
 - Thurs Jan 2: School Board Meeting Cancelled
 - Tue Jan 7: *Home is Where the Heart Is* program with alumni and current students, 11:00 a.m. to 3:00 p.m.

- Tue Jan 7: Alumni Reception, PMHS Media Center, 3:00 p.m.
- Tue Jan 14: Good to Great Team, 4:30 p.m.
- Tue Jan 14: PES Winter Concert, 6:30 p.m.
- Wed Jan 15: PMHS Winter Concert, 6:30 p.m.
- Thurs Jan 16: School Board Meeting, 5:30 p.m.
- Thurs Jan 16: Budget Committee Budget Hearing, PMHS, (time not yet announced)
- Mon Jan 20: Martin Luther King Day, School Closed

NON-PUBLIC SESSION

The need for a non-public session is not anticipated at this time.

DRAFT

Pittsfield School District

Warrant – 2020

Article 1: School Lunch Program

To see if the Pittsfield School District will vote to raise and appropriate the sum of \$330,000 for the support of the School Lunch Program. This appropriation will be funded by a like amount of revenue from the sale of food and state and federal sources. (Estimated tax impact of this article: \$0.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). (Majority vote required)

Article 2: Receive and Expend Grant Funds

To see if the Pittsfield School District will vote to raise and appropriate the sum of \$850,000 for the support of federal and private foundation grant-funded educational programs of the Pittsfield School District. This appropriation is contingent upon receiving revenue from federal grants and private foundations and will be expended in accordance with federal and state requirements upon approval by the New Hampshire Department of Education or private foundation requirements. (Estimated tax impact of this article: \$0.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). (Majority vote required.)

Article 3: Operating Budget

Shall the Pittsfield School District raise and appropriate as an operating budget, not including appropriations by special warrant articles and other appropriations voted separately, the amounts set forth on the budget posted with the warrant or as amended by vote of the first session, for the purposes set forth therein, totaling \$10,731,265. Should this article be defeated, the default budget shall be \$10,231,764, which is the same as last year, with certain adjustments required by previous action of the Pittsfield School District or by law; or the governing body may hold one special meeting, in accordance with RSA 40:13, X and XVI, to take up the issue of a revised operating budget only. (Estimated tax impact of this article: -\$1.90/thousand; estimated tax impact of the default budget: -\$3.79.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). (Majority vote required.)

Article 4: Special Education Capital Reserve Fund

To see if the Pittsfield School District will vote to raise and appropriate up to \$50,000 to be added to the Capital Reserve Fund established in March 1996 to fund special education programs for identified students of the district under the provisions of RSA 35:1, with such amount to be funded from the June 30 unreserved fund balance available for transfer on July 1. (Current account balance, approximately \$226,800.) (Estimated impact of this article: \$0.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). (Majority vote required.)

Article 5: School Buildings Maintenance Capital Reserve Fund

To see if the Pittsfield School District will vote to raise and appropriate up to \$100,000 to be added to the Capital Reserve Fund previously established to maintain the school buildings of the district under the provisions of RSA 35:1, with such

amount to be funded from the June 30 unreserved fund balance available for transfer on July 1. (Current account balance, approximately \$200,000.) (Estimated tax impact of this article: \$0.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). (Majority vote required.)

Article 6: Technology Capital Reserve Fund

To see if the Pittsfield School District will vote to establish a Technology Capital Reserve Fund under the provisions of RSA 35:1 for the purchase of computers, other technology equipment and technology materials for use by students and teachers in the district and to raise and appropriate the sum of \$100,000 to be placed in this fund. Further, to name the Pittsfield School Board as agents to expend from said fund. (Estimated tax impact of this article: \$0.38/thousand.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). Majority vote required.)

Article 7: Dumpster Replacement Capital Reserve Fund

To see if the Pittsfield School District will vote to raise and appropriate the sum of \$3,000 to be added to the Dumpster Replacement Capital Reserve Fund previously established to fund replacement of dumpsters at the schools of the district. (Current account balance, approximately \$3,000) (Estimated tax impact of this article: \$0.02/thousand.)

Recommended by the Pittsfield School Board. Recommended / Not Recommended by the Pittsfield Budget Committee (x yes, y no). (Majority vote required.)