PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, April 15, 2021
PMHS Lecture Hall
Pittsfield Middle High School

1. CALL THE MEETING OF THE SCHOOL BOARD TO ORDER
   - All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege or address if the speaker does not follow this rule of order. (Pittsfield School Board Policy BEDH)
2. ROLES & RESPONSIBILITIES OF SUPERINTENDENT/SCHOOL BOARD
3. AGENDA REVIEW
4. ACTION ON AMENDED AGENDA
5. APPROVE MINUTES: April 1, 2021
   April 1, 2021, Non-Public Session
6. PUBLIC INPUT & PUBLIC ACCESS– Comments from community members, guests, and faculty. The public may join the meeting remotely using the following information.

   https://us02web.zoom.us/j/9624435282?pwd=ZncvcW1VcUo1KzZEejk5SkNGVnZpQT09
   Meeting ID: 962 443 5282
   Passcode: Harvey
   Dial by your location:
   1(312)626-6799
   1(929)205-6099

7. STUDENT REPRESENTATIVE – Oral Report

8. PES REPORT

Action
-

Information & Discussion
- Attendance
- Grants
- NEASC Report
- RFP for Energy Performance Contract
- Behavior Update

9. PMHS PRINCIPAL REPORT

Action
-

Information & Discussion
- District Newsletter
- End of Year Events
- Reopening Plan
- Wednesday Schedule
- School District Website

10. PMHS ASSISTANT PRINCIPAL REPORT

Action	Information & Discussion
▪	▪

11. DIRECTOR OF STUDENT SERVICES

Action	Information & Discussion
▪	▪ Medicaid ▪ Spring Happenings

12. SUPERINTENDENT OF SCHOOLS

Action	Information & Discussion
▪	▪ Tuition Study Committee ▪ School Board Training ▪ Tuition Request ▪ American Rescue Plan Act ▪ Administrative Leadership Team Options

13. SCHOOL BOARD

Action	Information & Discussion
▪	▪

14. COMMITTEE ASSIGNMENTS

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

15. PUBLIC INPUT
16. PLAN AGENDA FOR NEXT MEETING: May 6, 2021
17. NON-PUBLIC SESSION – if required under RSA 91-A:3 II
18. ADJOURNMENT

ADVANCE COPY, SUBJECT TO THE APPROVAL BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
April 1, 2021
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Justin Clough, Vice Chairperson
Bea Douglas
Ted Mitchell (via Zoom)

Others Present: John Graziano, Interim Superintendent of Schools
Jessica Bickford, Director of Student Services (via Zoom)
Melissa Brown, PMHS Assistant Principal
Derek Hamilton, PMHS Principal
Danielle Harvey, PES Principal
Kathy LeMay, PES Assistant Principal
Members of the Public (some via Zoom)

Chairperson Gauthier opened the meeting at 5:34 p.m.

II. AGENDA REVIEW

The following items was added to the agenda:

- Drake Field (Ms. Douglas)
- Contact Tracing (Mr. Gauthier)
- American Rescue Plan Act (Dr. Graziano)
- Teacher Request (Dr. Graziano)
- Resignations (Dr. Graziano)
- GrantOverview (Ms. Harvey)
- 2020 Senior Gift (Mr. Hamilton)
- Indicator 11 (Ms. Bickford)
- DLM - Alternate Assessment (Ms. Bickford)

III. ACTION ON AMENDED AGENDA

On a motion made by Mr. Mitchell and seconded by Mr. Clough, the Board voted unanimously to approve the agenda as amended.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Ms. Douglas and seconded by Mr. Clough to approve the minutes of the public meeting on March 18, 2021. Changes include: under section II, paragraph 1, change to "The Board voted to appoint Mr. Gauthier as Chair with Mr. Clough, Ms. Drouin, Mr. Gauthier, and Mr. Mitchell voting in the affirmative and Ms. Douglas voting in opposition."; in section VI, paragraph 2, change to "...a letter from…"; and in section XVI, paragraph 3, change to "Mr Gauthier, yes". The motion was passed unanimously to approve the minutes as amended.

A motion was made by Mr. Mitchell and seconded by Ms. Douglas to approve the minutes of the non-public session on March 18, 2021. The motion passed unanimously to approve the minutes as written.

V. PUBLIC INPUT - None

VI. STUDENT REPRESENTATIVE - No report.

VII. PES PRINCIPAL

A. Attendance

Ms. Harvey provided the Board with information relative to attendance for the last two weeks. Answering Ms. Douglas' question, Ms. LeMay explained that the twenty-eight out on quarantine on March 25th, was due to parents self-quarantining their students.

B. Summer Programming

Ms. Harvey provided information about the plans for summer programming.

C. Curriculum

Ms. Harvey provided background information on the curriculum being implemented at PES. She explained competencies and rubrics to measure the meeting of the competencies. Ms. Harvey explained that some purchased curricula are used as guidelines for teachers to use, although not mandated. She explained the process the teachers use to write and vet units and coursework. Due to COVID-19, the process is about a half year behind.

Mr. Clough asked how curricula are being assessed for effectiveness; he asked how it is known that the results expected are achieved. Ms. Harvey stated that data collected on students meeting competencies is analyzed by the Administrative Team. Also, Northwest Evaluation Association (NWEA) data is collected and analyzed. When deficiencies are identified, steps are taken to remedy the problem. Ms. Harvey provided an explanation of the work that is done to calibrate the scoring of student work samples. This work connects to the teacher's student learning objectives that are set each year; data is collected to determine each teacher's success at meeting performance expectations of their students.

Mr. Clough asked if there are curricula that is available that might help students achieve higher on the testing that is done. He stated that he would like to be part of the solution to help students perform higher on the assessments given. Ms. Harvey stated that the book, *Closing the Achievement Gap,* is a resource that is used by the faculty to investigate what further action should be taken to help students.

Ms. Harvey explained *Project Lead the Way* and *Launch* as available curricula that supports the learning of students at PES.

D. Assessment

Ms. Harvey provided information relative to the assessments done at PES. The curriculum assessments vary according to each competency. She noted that the Developmental Reading Assessment (DRA), Northwest Education Association (NWEA) Measurements of Academic Performance (MAP) assessments, and NH State Assessment Program (NHSAS) are formal assessments that are also used.

Ms. Harvey explained the process she has followed and will continue to follow to inform the Board of the results of formal assessments that are required for state level accountability.

Mr. Clough stated that he would like to know if there is something in place that will hold teachers accountable to their professional responsibilities. Ms. Harvey explained that she and Ms. LeMay are making observations on a daily basis. Also, teachers monitor themselves in teams by reviewing student achievement data on a regular basis. Data collection spreadsheets are used by teachers to continuously monitor student performance data; these data are shared with Ms. Harvey.

Ms. Harvey stated that student-led conferences are a way in which students hold themselves accountable for performance. She promised to provide more information on this topic at a later date.

E. Spring Assessments

Ms. Harvey provided a copy of the letter informing parents of spring assessments to the Board.

F. New England Association of Secondary Schools and Colleges (NEASC) Report

Ms. Harvey explained that from the Collaborative Conference a report has been issued. She asked if the Board would rather do a dive into the report at a future Board meeting or a specially scheduled work session. She highlighted specific pages to which she wanted the Board to refer. Ms. Harvey explained that the work that has been outlined in the report will be done in two years and then, hopefully, the entire district (K-12) will be accredited. She stated that this would be a significant achievement, as there are not very many elementary schools accredited in New England. Ms. Harvey reviewed nine commendations that were provided in the NEASC report, a large number in comparison to other schools' reports.

A plan must be developed on how the information in the report will be shared out to the community. Ms. Douglas stated that the Board should spend time on the report to do justice to the work. Ms. Harvey stated that an annual report must be provided to NEASC to alert them to any changes that occur since the visit. The Board decided to listen to further information at their next meeting and then make a plan for future work to be done.

G. Wednesday Schedule

Ms. Harvey informed the Board that PES is looking into bringing students in on Wednesdays. Logistics and a timeline have been considered. She suggested the change occur the week of April 19, 2021. The Board was in agreement to having students come in on Wednesdays.

H. Pittsfield School District Grants

Ms. LeMay distributed information to the Board regarding grants. She explained the Title I grant, highlighting the fact that the grant cannot supplant items that are the responsibility of the district. She explained that the grant may be used for staff, intervention materials/programs and professional development. They are required to use this grant on family engagement, homelessness, and equitable services. This entitlement is based on factors such as poverty (free and reduced lunch rates).

Ms. LeMay explained the Title II grant, which is designed for providing staff with professional development opportunities. She stated that this grant can be used to provide professional development in the school or to send teachers out to training.

Ms. LeMay explained the Title IV grant, designed to support competency based learning. She explained that his money can be spent on increasing student opportunities for a well-rounded education, developing and maintaining safe and healthy students, and effectively using technology to increase opportunities for digital learning and teaching. She reiterated that these funds cannot supplant what the district is responsible for providing; it is over and above what the district funds.

Rural and Low-Income Schools (RLIS) was explained by Ms. LeMay. The focus of this grant is family engagement opportunities.

Coronavirus Aid, Relief, and Economic Security (CARES) Elementary and Secondary School Emergency Relief (ESSER) is the grant provided for preventing, preparing or responding to COVID-19. Mr. Gauthier asked if furniture can be purchased with this money and Ms. LeMay answered affirmatively.

Coronavirus Response and Relief Supplemental Appropriations Act (CRRSA) ESSER grant is a newer grant provided for preventing, preparing or responding to COVID-19. Ms. LeMay stated that the money cannot be used to supplant district responsibility and has to meet criteria to be considered appropriate use of funds, such as addressing learning loss; preparing for re-opening; and testing, repairing and upgrading projects to improve air quality in school buildings. Mr. Clough asked if the funds can be used to provide tutors for students who have struggled with remote learning; Ms. LeMay answered affirmatively.

American Rescue Plan (ARP) ESSER grant is requiring twenty percent being used to address learning loss by adding interventions. It can also be used for costs related to preventing, preparing for, and responding to COVID such as funds needed to implement protocols based on CDC guidance. Ms. LeMay is estimating that this grant will be approximately $2.1 million.

Ms. LeMay explained that the funds must be spent wisely so that there is not a detrimental effect when the money is gone. She stated that the Administration Team has discussed the need for community involvement and transparency is spending the funds. Mr. Graziano stated that the management of these grants is going to be critical. Ms. LeMay stated that the hiring of a grant manager is being considered.

Ms. Bickford explained the Individuals with Disabilities Education Act (IDEA) grant. She stated that the money must be used on an excess cost that is necessary and reasonable and for the sole purpose of assisting students with disabilities or programs for students with disabilities. This grant is for Kindergarten through grade twelve. There is also an IDEA grant for preschool students specifically.

Funds are rotating over a four year cycle, which creates a daunting task to manage. She reviewed how these funds are being used or planned to use.

VIII. PMHS PRINCIPAL

A. Department of Health and Human Services (DHHS) Quarantine Guidelines

Mr. Hamilton provided the Board with a copy of a DHHS Health Alert, which outlines the updated guidance for travel and quarantine due to exposure.

B. Pandemic Report

Mr. Hamilton explained that PMHS was closed today due to a situation that arose last night. He said that the Steering Team decided that closing was necessary due to the lack of information available. He said that testing results came in today and confirmed that eight students and four staff members had to be quarantined and the school will move back to the Teal Status.

Mr. Hamilton stated that the latest data from DHHS shows that there has been a 13% increase in cases state-wide from the previous seven day period. During that time period, the state-wide positivity rate is 4.3%. Pittsfield is currently at 9.9% rate, twice as high as the state.

Mr. Hamilton stated that contact tracing is a very time-consuming endeavor. He described the criteria that is used to determine when people have to quarantine. Mr. Hamilton provided the Board with a copy of a letter that has been sent to explain procedures to parents and families.

Mr. Clough asked if Mr. Hamilton feels confident that the procedures are being followed and that the schools can remain open. Mr. Hamilton stated that they are following the DHHS guidelines closely and are confident that they can remain open. He went on to say that after forty-eight hours, a school needs permission to remain closed due to COVID-19 issues; the State is encouraging schools to remain open for five days per week.

C. Professional Learning

Mr. Hamilton informed the Board that professional development at PMHS has been targeted to two themes including learning targets and Universal Design for Learning. Mr. Hamilton explained the work being done by the Additional Targeted Support (ATS) Team under the guidance of WestEd, a technical assistance provider focused on continuous improvement. He provided a document that explained the use of learning targets in more detail.

D. Contact Tracing

Mr. Gauthier stated that he had recently been contacted by a state official for contact tracing purposes. The person reported that the administration is in the 95%ile in the State's contact tracing process implementation. Mr. Gauthier thanked the administration for this hard work being done to keep students and staff safe.

IX. PMHS ASSISTANT PRINCIPAL

A. Tuition Request

Ms. Brown explained that a PMHS student is interested in studying Animal Science, but the Concord Regional Technical Center does not offer the program. The Dover Community Technology Center has offered the student to attend their program for the cost of $1,000.62 next year. She asked for the Board's approval to have this student attend this program. Ms. Brown provided the Board with a copy of the RSA that relates to this topic. Mr. Gauthier opined that, according to the RSA, the district is not mandated to send a student to a program other than Concord. Ms. Brown stated the student would be driving to the Dover program. Discussion ensued regarding the liability of the district for the student providing their own transportation. Mr. Gauthier requested that the district's attorney be asked about the liability issue. On a motion made by Mr. Clough and seconded by Mr. Mitchell, the Board unanimously approved the tuition of $1,000.62 for the student to attend the Dover Community Technology Center. Mr. Gauthier asked if the time to drive to Dover will negatively impact the student, to which Ms. Brown stated that the student is a high achieving student and it would unlikely impact success.

B. Student Behavior Update

Ms. Brown provided the Board with data relative to behavioral referrals. The data has been impacted by the pandemic. Ms. Brown praised teachers for their work in addressing behaviors in the classroom. She explained that a process-based behavior management approach is being used to help students identify the cause or motivation and develop a plan for making better choices. Ms. Brown reported that there have been sixteen out-of-school suspensions, 110 referrals, and three substantiated bullying investigations.

Mr. Mitchell inquired about outdoor learning space. Ms. Brown stated that work will be done to provide students and teachers outdoor learning time. Mr. Hamilton stated that the problem solving approach is working successfully and provided accolades to Ms. Brown and Mr. Farnsworth for the work being done. Ms. Bickford stated that research tells us that the primary factor for managing

behavior is student-teacher relationships; this approach is consistent with the research. Mr. Clough spoke to the importance of building rapport with students.

C. Spring Assessments

Ms. Brown provided information on spring assessments that will be administered at PMHS, including the Scholastic Aptitude Test (SAT), NH State Assessment System (NHSAS), and Northwest Evaluation Association (NWEA). Mr. Hamilton previously explained that the data from these assessments will be analyzed by teachers in the upcoming months.

X. DIRECTOR OF STUDENT SERVICES

A. Dynamic Learning Maps (DLM) - Alternate Assessment

Ms. Bickford explained that the DLM is an alternate assessment for the student with disabilities who are unable to sustain the state assessments.

B. Indicator 11

Ms. Bickford explained that the NH Department of Education monitors the compliance of special education regulations through a series of indicators. Indicator 11 is about the timeliness of evaluations. Pittsfield is in 100% compliance with this indicator.

Ms. Bickford provided Mr. Clough with clarification regarding the Governor mandated meetings that were held in the fall.

XI. INTERIM SUPERINTENDENT OF SCHOOLS

A. Tuition Committee

According to Dr. Graziano, the Tuition Study Committee will meet on April 20, 2021 to plan a community forum being held on May 8th from 9:30 to 11:00. He explained that the summary report of the committee will be available to the Board with the full report due by the end of June and will include data gathered at the community forum. The Tuition Study Committee has not yet asked for tuition costs from districts, although two have submitted unsolicited proposals.

B. School Board Training

Dr. Graziano stated his appreciation for those Board members signing up for training. He suggested that the roles and responsibilities of Board members and the superintendent be reviewed. Dr. Graziano stated that the Chair and Vice Chair of the Board met with Dr. Graziano following the last meeting; he is confident

that this Board will move forward in a positive way to improve learning for students.

C. American Rescue Plan Act

Dr. Graziano briefly reviewed the American Rescue Plan Act with the Board. Mr. Hamilton explained the steps in place for staff having to quarantine. Ms. Douglas reminded the Board that a memorandum of understanding was signed with the Education Association of Pittsfield relative to COVID-19

D. Teacher Request

Dr. Graziano stated that a teacher has requested time off adjacent to vacation days. He explained that although this is discouraged, there are extenuating circumstances due to COVID-19. On a motion made by Ms. Douglas and seconded by Mr. Clough, the Board voted unanimously to approve paid leave and approve the request of this teacher.

E. Resignations

Dr. Grazioano recommended that the Board approve the resignation of Danielle McMenimen. On a motion made by Mr. Clough and seconded by Ms. Douglas, the Board voted unanimously to approve the resignation of Ms. McMenimen with regret.

Dr. Graziano recommended that the Board approve the resignation of Bruce Ballou due to retirement. On a motion made by Mr. Clough and seconded by Ms. Douglas, the Board voted unanimously to approve the resignation of Mr. Ballou with regret.

Dr. Graziano recommended that the Board approve the resignation of Sally Blanchette due to retirement. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to approve the resignation with deep regret.

XII. SCHOOL BOARD

A. Drake Field Request

Ms. Douglas read a letter from Tom Farrell, a graduate of the Class of 1971. Two of his brothers are deceased due to car accidents and a sign was dedicated at Drake Field in their memory. Mr. Farrell addressed the recent passing of Nathan Vincent, another graduate of PMHS who was diagnosed with amyotrophic lateral sclerosis (ALS). Mr. Farrell followed Mr. Vincent and was greatly inspired by his journey. He proposed that the scoreboard at Drake Field be amended to add the

name of Nathan Vicent. It was noted that Nathan's family is aware of this request and is appreciative of the offer.

On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board voted unanimously to approve adding the name of Nathan Vincent to the scoreboard.

B. Website

Mr. Clough recommended some work be done on the district's website. He noted that there is outdated information on the website.

C. 2020 Gift

Mr. Clough asked for a status update on the class of 202o gift of bleachers for Drake Field. Mr. Hamilton stated that they had put a hold on the installation of the bleachers due to COVID-19 as they wanted to discourage people congregating there. They will be installed soon.

D. Agenda Summary

Mr. Gauthier asked the Board for permission to summarize the agenda for the community in the Pittsfield Post and permission was granted.

XIII. COMMITTEE ASSIGNMENTS

Committee assignments were updated:

A. Budget Committee - Mr. Clough

C. Drake Field & Facilities - Mr. Gauthier

D. Negotiations – Ms. Douglas and Mr. Mitchell

E. Foss Family Scholarship Foundation – Ms. Drouin

XIV. PUBLIC INPUT - None

XV. NON-PUBLIC SESSION

Mr. Gauthier stated that a discussion by the Board will be necessary relative to personnel.

At 8:10 p.m. a motion was made by Mr. Clough and seconded by Mr. Mitchell to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss personnel

matters. The Board was polled and voted unanimously to enter into a non-public session (Mr. Clough, yes; Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

At 8:12 p.m. a motion was made by Mr Gauthier and seconded by Mr Mitchell to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Mr. Clough, yes; Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

XVI. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, April 15, 2021 at 5:30 p.m. in the Pittsfield Middle High School Lecture Hall.

XVII. ADJOURNMENT

On a motion made by Mr Mitchel and seconded by Mr clough , the meeting was adjourned at 8:15 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary (via Zoom)

PITTSFIELD SCHOOL BOARD

Non-Public Session Minutes

April 1, 2021

Members Present: Adam Gauthier, Chairperson
Justin Clough, Vice Chairperson
Bea Douglas
Ted Mitchell

Motion: On a motion by Mr. Clough and seconded by Mr. Mitchell, the Board voted unanimously to enter into a non-public session under the authority of RSA 91-A:3 II (c).

Specific Statutory Reason for Nonpublic Session: RSA 91-A:3 II (c) to discuss personnel matters.

Roll call: Vote to enter non public session:

Mr. Clough	yes
Ms. Douglas	yes
Mr. Gauthier	yes
Mr. Mitchell	yes

Time Nonpublic Session Entered: 8:15 p.m.

Other Persons Present: Interim Superintendent John Graziano

Description of Matters Discussed:

Dr. Graziano informed the Board of a personnel matter.

Action: No action was taken in non-public session.

Public Session Reconvened:8:20

Role Call to Seal Minutes: Vote to seal non- public minutes :

Mr. Clough	yes
Mr. Mitchell	yes
Ms. Douglass	yes
Mr. Gauthier	yes

Minutes Recorded By: John Graziano, Interim Superintendent

Pittsfield School District

To: Pittsfield School Board

From: PES Administration, Danielle Harvey and Kathy LeMay

Subject: Board Meeting – April 15, 2021

Date: April 9th, 2021

ACTION
None at this time.

INFORMATION

1. Attendance: The third round of attendance letters have been mailed to all families of students who have been "chronically absent" this school year. Chronic absenteeism is identified at missing 10% or more school days.

2. Grants: At the board meeting, we will provide you with a copy of the documents from the NH DOE that I used to gather my information for the presentation on the grants from the last meeting.

3. NEASC Report: Last meeting we shared the Collaborative Conference report. Would the board like to discuss that in a work session or at the meeting?

4. Class Dojo: Since not all board members are in Class Dojo, we will share that platform with you at the board meeting so you can see the information that is going out to families there; in addition to what's on the website and the district facebook page.

5. RFP for Energy Performance Contract: Projects in federal grants that are over $10,000 need to be bid on. Attached you will find an RFP for an Energy Performance Contract. In order to make the next set of air filtration updates to PES using ESSR funds it has been recommended that we put out this RFP so that the next phase of work can be planned out and completed.

   Danielle and Sue Barrett met with Control Technologies and Mike Davey of Energy Efficient Investments Inc to discuss the next stage of energy needs at PES. The Yeaton Associates report and current facility status was used to plan the proposed RFP. PES is looking at dehumidification, replacement of upstairs windows, and a VRF (Variable Refrigerator Flow) system. Initial conversations indicate that the VRF system may be a better option in our building versus the ERV (Energy Recovery Ventilation) installed at PMHS, due our air handlers and current roof set up.

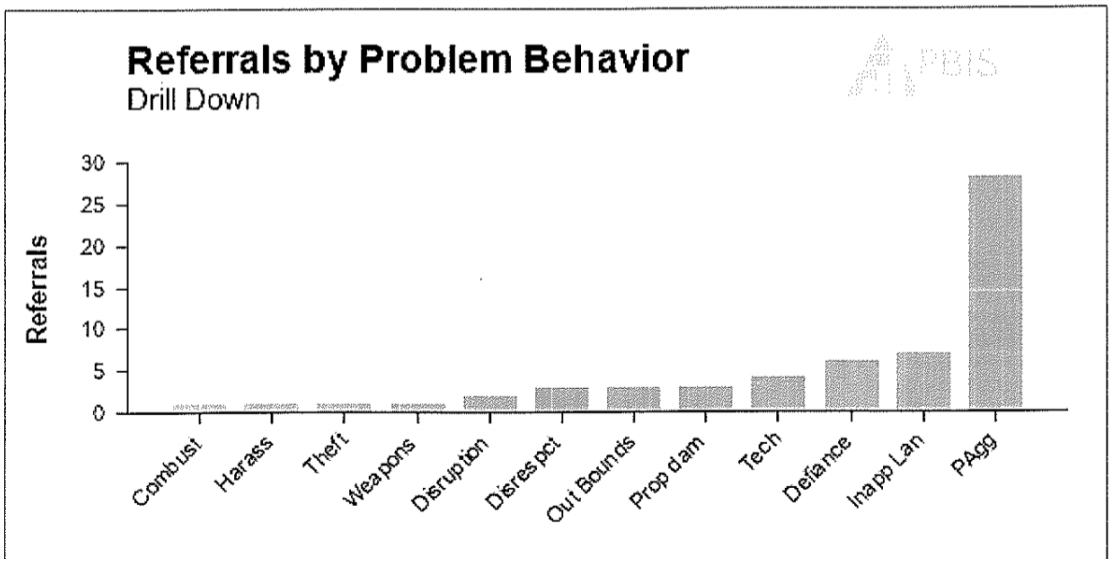
6. Behavior Update: To date, there has been 1 out of school suspension and 0 in school suspensions. The chart on the next page shows the number of incidences of unexpected behaviors by category. As you can see, physical aggression is the highest. This is mainly due to the fact that other smaller behaviors are being managed by the "Plan and Process" procedure (attached) that Erik

Rogers and Christie Hinckley are using in the Student Support Center and not resulting in a referral because the problems are being addressed.

SWIS

Pittsfield Elementary School
Generated: *Apr 9, 2021, 8:42:56 AM*

Swis Drill Down Report
Problem Behavior



Strategic Plan and Process

Date:	Student:	Beginning Time:	End Time:
Class/Subject/Environment:	Teacher/Instructor/Staff:	Others Involved:	

SCC support requested or was the student sent to SSC/did the student access SSR voluntarily (check one)	Sent/Sent for		Voluntary	

CLASSROOM STRATEGIES ATTEMPTED:

STEP 1:

Calm Down Time Total:

STEP 2:

ANTECEDENT: How Did I Feel? (One/Feeling/Emotion) ___angry_____:
What Happened?

STEP 3:

PROBLEM: Unexpected Behavior. What Did I Do?

STEP 4:

IMPACT: What Was The Consequence? Who/What Was Impacted By The Event? How can I fix this?

STEP 5:

SOLUTION: Next Time That I Feel _____ I Will:

STEP 6:

OUTCOME: Then I'll Be Able To:

STUDENT SIGNATURE: _____

STAFF SIGNATURE:

Pittsfield School District

To: Pittsfield School Board

From: Derek Hamilton, PMHS Principal

Subject: Board Meeting – April 15, 2021

Date: April 9, 2021

INFORMATION

1. District Newsletter. I've enclosed a copy of our most recent newsletter. This month's topics highlight Spring Assessments, the Tuition Study Community Forum, and DHHS travel guidance.

2. End of Year Events. We are beginning to plan for several end of year events that include transition programs for elementary to middle school and middle to high school students, Eighth Grade Promotion, Senior Awards Night and the Commencement Ceremony. I'll provide an overview of transition programs at the May Board meeting. Below is an overview of eighth grade and senior events.

    - The capstone event for eighth grade will be an Awards Night (modeled after our Senior Awards Night) with some signature eighth grade elements to it. The traditional Eighth Grade Promotional Ceremony required students to pass all course competencies in all classes in order to participate in the ceremony. Due to the circumstances of the past year, we anticipate that many of our students will need additional time to demonstrate mastery of course competencies, and we prefer not to restrict or penalize those who are off pace. Eighth graders will still have a deadline to complete course competencies to be promoted to the ninth grade, but we are hoping that our summer programming will support those who need additional time and instruction. The Eighth Grade Awards Night is scheduled for Tuesday, June 15, at 6:00 p.m.

    - We are planning for Senior Awards and Commencement to be held as ticketed events in the school gymnasium. Our seniors have advocated for traditional ceremonies to be held on campus if possible. We believe that by following the same organization and mitigation procedures we have followed for other public events that we can safely hold these ceremonies in the school gymnasium. We will determine the number of tickets allocated per graduating senior after we lay out the gym for graduation exercises. We will also live stream the ceremonies for the general public. The Senior Awards Night will be held on Friday, June 11, at 7:00 p.m. The Commencement Ceremony is scheduled for Saturday, June 12, at 10:00 a.m.

3. Reopening Plan. I've enclosed an updated copy of our school district's Reopening Plan and an addendum to it. The District Leadership Team (DLT) updated the public health section, which included updates to daily screening, the screening protocol, and travel guidance based on the most recent guidance from the Department of Health and Human Services. We updated the school environment section to reflect at least three feet of spacing between student desks. We also included updates to topics under the heading other (see page 18), which included co-curricular

and extra-curricular activities, remote meal pick-up, and transportation. Lastly, the addendum reflects the changes to our instructional practices from this past fall to present time.

4. Wednesday Schedule. Per the Governor's order that schools must offer 5 days of in-person learning by April 19, we are in the process of reorganizing our Wednesday schedules. Wednesdays will be an early release day district-wide to allow time for a professional learning block per the Master Agreement. The morning arrival time will remain the same (7:45-8:15 a.m.) and dismissal will start at approximately 12:35 p.m. Depending on the grade level or grade span, students will rotate through core classes (in shorter intervals) or sign-up for content blocks for additional support and/or enrichment. All grade levels will also have an advisory block on Wednesdays.

5. School District Website. At the School Board meeting I will walk Board members through the setup and design of the school district website and seek your feedback about any potential updates or additional information to be included on the website. We are considering a redesign of the website over the summer.

DISTRICT NEWSLETTER

Pittsfield School District
Strong Community • Strong Schools

Spring Assessments

Each year students in grades 3-8 and grade 11 participate in mandated assessments (NHSAS/SAT). The Pittsfield School District also utilizes NWEA MAP tests to measure growth and proficiency in reading and mathematics and to tailor instruction accordingly.

- Grades 3-8 / Grade 11: New Hampshire Statewide Assessment System (NHSAS)
- Grade 11: Scholastic Aptitude Test (SAT)
- Grades K-10: Northwest Evaluation Association (NWEA) MAP tests

Please keep an eye out for letters and communication from your child's teachers about each of these assessments.

Tuition Study Community Forum

The Tuition Study Committee invites all community members to attend its community forum on Saturday, May 8, at 9:30 a.m. in the PMHS lecture hall. The purpose of the forum is for the Tuition Study Committee to present information and seek input. This forum will be a unique opportunity for the community. We respectfully ask for all community members to attend and participate. Masks and social distancing will be required. We look forward to seeing you there!

IMPORTANT DATES

Spring Conferences
PMHS
April 5-16, 2021

School Board Meeting
PMHS Lecture Hall
April 15, 2021

Spring Conferences – No School
PES/PMHS
April 16, 2021

Spring Break – No School
PES/PMHS
April 26-30, 2021

School Board Meeting
PMHS Lecture Hall
May 6, 2021

End of Segment 7
PES/PMHS
May 7, 2021

Tuition Study Committee
Community Forum
PMHS Lecture Hall
May 8, 2021, 9:30 – 11:00 AM

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

Meet Mrs. Gould

Sarah Gould has over a decade of experiences working with children and families of all ages (PK-12). She has spent the last six years as a school counselor and has truly found her passion working with middle and high school students. Sarah loves being able to "think outside the box" when helping students' problem solve. When not working, Sarah enjoys spending time with her family in and around their Barrington home. Her children (Conor, 12 and Emily, 6) are the lights of her life. She cherishes her summer adventures with them. Their adventures are even more fun when her husband, Glenn is able to join them. Sarah is also an avid volunteer. She is the Secretary of her local PTA and is on the board of the Barrington Friends of Music.

April Break: Travel Guidelines

As we approach the April Break, several people have asked for clarity around the travel guidelines. The Pittsfield School District is following the most recent guidance from the New Hampshire Department of Health and Human Services. Domestic travel within the U.S. no longer requires quarantine upon return to NH (regardless of COVID-19 vaccination status), this includes domestic travel to U.S. territories (not applicable to international travel or cruise ships). We still encourage everyone to continue monitoring for symptoms and to stay home with any mild symptoms.

Kindergarten Sap Boiling

This past week Mrs. Harvey and our kindergarten students made maple syrup as part of their study of New Hampshire seasons.

HEALTH SERVICES CORNER

Health Screenings

We encourage everyone to continue monitoring for symptoms (particularly after any travel) and to stay home with any mild symptoms. Symptoms to look for include fever, respiratory symptoms (runny nose, sore throat, or cough) and muscle aches or chills. If you have any symptoms, you are encouraged to get a COVID-19 PCR test.

Mitigation Procedures

We are continuing to require face coverings be worn at all times, everyone is frequently sanitizing and/or washing their hands throughout the school day, and we are making every effort to reduce and limit hallway traffic. Our students are doing an excellent job of following these practices at school!

SAU 51
REOPENING PLAN

Educating the students of the Pittsfield School District,
while being as safe as possible

APPROVED: AUGUST 6, 2020
AMENDED: APRIL 15, 2021

TABLE OF CONTENTS

EXECUTIVE SUMMARY PAGE 3

REOPENING TASK FORCE PAGE 4

RESOURCES/REFERENCES PAGE 6

GUIDING PRINCIPLES/KEY STRATEGIES PAGE 7

SUBTEAM REPORTS/RECOMMENDATIONS

1. INSTRUCTION/TECHNOLOGY PAGE 8
2. PUBLIC HEALTH PROTOCOLS PAGE 11
3. SCHOOL ENVIRONMENT PAGE 15
4. SCHOOL MANAGEMENT & COMMUNICATION PAGE 17

OTHER TOPICS/RECOMMENDATIONS

1. CO-CURRICULAR/EXTRA CURRICULAR ACTIVITIES PAGE 18
2. FOOD SERVICES PAGE 19
3. TRANSPORTATION PAGE 19

PROFESSIONAL DEVELOPMENT/TRAINING RECOMMENDATIONS PAGE 20

TIMELINE/ACTION STEPS PAGE 21

SCHOOL DISTRICT CALENDAR PAGE 22

EXECUTIVE SUMMARY

Our District Leadership Team (DLT), consisting of teacher leaders and administrators, assumed the primary responsibility for developing our Pittsfield plan. Other teachers and support staff also volunteered to help in this important initiative. The DLT established three goals to guide its recommendations.

- Student, staff, and community safety
- Actions will be guided by medical and public health officials along with risk and emergency management collaborators
- Reopening plans must be equitable and accessible for all students and families

The DLT and sub-teams considered full remote, full in-person, and hybrid learning models for the fall. Based on feedback received from families and guidance received from public health sources, as well as considering the advantages and limitations of the school buildings themselves, the plan will outline a proposal for all learning to be online, with the support of students coming into school in a hybrid model. This means that students will have the option to be on-site in small cohorts on a part-time basis or to work fully remotely.

Families that choose to have their students work on-site will be grouped in A/B day groupings. Students assigned to A day will work on-site on Monday/Thursday and B day students will work on-site on Tuesday/Friday. All students will be remote on Wednesdays. Families will be scheduled together. The 2020-2021 school year has been divided into eight segments (see district calendar). Each segment is 4-5 weeks long (or roughly half of a quarter). This will allow for each student to adjust their personal choice of hybrid on-site or full remote based on the changing conditions and risk mitigation.

In order to make the schools safe for students and staff, significant resources and shifts in practice are necessary to meet safety guidelines and protocols. Daily screening of students and staff on-site will be required. Students and staff will be required to wear masks in most school settings and maintain a six-foot social distance. Additional health and hygiene practices are also recommended, while cleaning and disinfecting will be a priority both during school and after hours.

The DLT, Steering Committee, and School Board will continuously evaluate the plan and will be prepared to make appropriate shifts in school status (see school status protocol) and other protocols based on the changing conditions, local and state health data, and guidance from state (DOE/DHHS) and national (AAP/CDC) organizations.

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REOPENING TASK FORCE

The District Leadership Team (DLT) served as the guiding coalition in the development of the reopening plan. The team met in early July 2020 to review research, develop goals, and establish subteams. The team reconvened in early August 2020 to align the recommendations of the subteams in preparation to share the plan with the School Board and community.

Team Members

- Meg Foehl, PK-K Team
- Sara Ball, PK-K Team
- Bernadette Rowley, ½ Team
- Danielle John-Zensky, ¾ Team
- Lindsey Bickford, 5th Grade Team
- Nicole Calauti, PES Unified Arts Team
- Darlene Stewart, PES Special Education Team
- Sarah Jean-Gilles, 6th Grade Team
- Alissa Heppler, MS Team Team
- Rebecca Thompson, MS Team
- Charlene Vary, PMHS Special Education Team
- Kiza Armour, 9/10 Team
- Sarah Carson, 9/10 Team
- Amber Zachos, 11/12 Team
- Kathy Vassallo, 11/12 Team
- James Cobern, PMHS Unified Arts Team
- Danielle Harvey, PES Principal
- Kathy LeMay, PES Assistant Principal
- Derek Hamilton, PMHS Principal
- Melissa Brown, PMHS Assistant Principal
- Jessica Bickford, Director of Student Services
- John Freeman, Superintendent

SUBTEAMS

The subteams below met between July 20-July 31 to research, discuss, and make recommendations in the areas of instruction/technology, public health, school environment, and school management and communication.

INSTRUCTION/TECHNOLOGY ● Kiza Armour ● Jessica Bickford ● Jodi Biron ● Susan Bradley ● Gina England ● Meg Foehl ● Danielle Harvey ● Alissa Heppler ● Sarah Jean-Gilles ● Danielle John-Zensky ● Terry Littlefield ● Kathy Mahanes ● Gailann Newton ● Bernadette Rowley ● Kate Soucy ● Lisa Stevens ● Darlene Stewart ● Charlene Vary	PUBLIC HEALTH PROTOCOLS ● Cindy Caravella ● Nina Chambers ● Lenore Coombs ● Elisha Griffin ● Derek Hamilton ● Christy Hinckley ● Joanne Rautio
SCHOOL ENVIRONMENT ● Lindsey Bickford ● Kristen Brown ● Melissa Brown ● Nicole Calautti ● James Cobern ● Sue Elliott ● Desiree Holland ● Emily Fontaine ● Jeff Martel ● Kim Morganti ● Alicia Presby ● Elaine Ramsey ● Kathy Vassallo	SCHOOL MANAGEMENT & COMM. ● Sarah Carson ● Lisa Gauthier ● Krystal Hudgens ● Kathy LeMay ● Nicole McLlarky

PRIMARY RESOURCES/REFERENCES

1. American Academy of Pediatrics (AAP) Guidance for School Reopening
2. Centers for Disease Control and Prevention (CDC) Interim Guidance for Child Care Programs and K-12 Schools
3. Massachusetts Department of Elementary and Secondary Education Interim Fall School Reopening Guidance
4. New Hampshire Department of Education Grades K-12 Back to School Guidance
5. New Hampshire Department of Health and Human Services COVID-19
6. STRRT Draft Recommendations and Sub-Recommendations
7. School Staff and Family Survey Responses
8. Neighboring School District Reopening Plans

GUIDING PRINCIPLES / KEY STRATEGIES

1. **Equity and ease in pivoting** - all learning is set up for online learning. Students who come to school get support to complete the online learning. If students choose not to work on-site, they will receive support to complete the online learning. We strive to make the learning equitable and accessible in school or at home.

2. Learning commitments are chunked out in segments to allow for students choice of on-site or full remote based on the changing conditions and risk mitigation.

3. Classrooms should be grouped/cohorted together to the extent possible so that students and teachers in one classroom/group avoid crossover with another classroom/group. Teachers will move between classrooms instead of students whenever possible.

4. When feasible, student and staff cohorts should remain as static as possible by having the same group of children stay with the same staff. If possible, consider opportunities to rotate teachers, instead of students, to minimize hallway traffic.

5. Families highlighted the need to align student work expectations. While we work towards bigger projects that work across discipline competencies, teachers will also communicate to be sure they are not overlapping.

6. Enforcing physical distancing may be difficult for a full day. When possible, emphasis should be placed on limiting the size of groups and maintaining consistent small cohorts and spacing between students. Teachers will need to be sure to include movement breaks and mask breaks throughout the day.

7. The safety of students, staff, and community is the priority. Clear protocols and procedures will provide clarity for all stakeholders.

8. Efficient and effective communication with families will increase our ability to safely educate our students.

9. Team decisions will be based on the latest research and recommendations from state and national organizations.

INSTRUCTION RECOMMENDATIONS - SEE ADDENDUM (PAGE 23)

I. SCHEDULING - What does the school day look like in order to support small groups, appropriate distancing and teacher supervision of online learning?

A. District Level

1. Families that choose to have their students work on-site will be grouped in A/B day groupings. Students assigned to A day will work on-site on Monday/Thursday and B day students will work on-site on Tuesday/Friday. All students will be remote on Wednesdays.
    a) The days work out to be approximately evenly distributed.
    b) This approach allows us to see the students more regularly; instead of going 5 days without seeing students.
2. The 2020-2021 school year has been divided into eight segments (see district calendar). Each segment is 4-5 weeks long (or roughly half of a quarter). This will allow for each student to adjust their personal choice of hybrid on-site or full remote based on the changing conditions and risk mitigation.
3. We recognize that two days in school creates a new routine. In order to support families, we will default to students from one family coming in on the same day; exceptions possible if that would be a better family support.
4. The remote day will allow for teacher planning time (CPT/PLC/contractual professional development) and allow for in person staff to check in on the remote staff and students.

B. PES

1. For preschool scheduling we recommend splitting by age groups for the AB groupings.
2. For Unified Arts classes students will stay with the same UA course for a session to reduce contact points.
    a) Build in longer breaks between classes for cleaning
    b) Kindergarten classes will be in their rooms or outside.
    c) Other classes will be in the UA space or outside.

C. PMHS

1. Sixth grade - core teachers rotating through home bases to support math, science, English, and social studies
2. Seventh and eighth grade - core teachers rotating through home bases to support math, science, English, and social studies (students and/or home bases will sign up for science labs)
3. High School - students will work in a home base within a pod and have the flexibility to design a schedule that meets their needs; students may work independently or in small groups within their home base, get additional support, and/or attend lab based and Unified Arts courses

II. STUDENT GROUPING

A. The core concept with student grouping is that they are assigned to a smaller group in order to reduce points of contact.
    1. PES
        a) Students assigned to a team for their homebase. The team will do lunch and recess together. Each team will be made of 2-3 homerooms and be supported by 3-4 teachers.
    2. PMHS Pods
        a) Grade 6 classrooms together
        b) Grade 7/8 together
        c) Grades 9-12 (organizing principle TBD)

III. TRANSITIONS
A. Students will work in their assigned homebase, in a socially distant workspace.
B. Students will only leave their homebase to access course specific materials (science labs, Unified Arts course, etc.)
C. The priority will be that teachers move to support the students. Students should remain in their homebase as much as possible for indoor work.
D. Students and teachers may work outside as needed and/or for course specific lessons (i.e. gym, music, etc.)

IV. DIGITAL PLATFORMS
A. Information for Families
    1. Families like the closed communication system. Classdojo will stay for family communication at PES. PMHS is finalizing a tool.
    2. In order to better support families in knowing the work that is assigned, we will make two changes.
        a) Teachers will share google doc with a list of what students need to do (at least a week at a time)
        b) Assignment details will be posted up for Sunday night (for Monday, Tuesday, Wednesday) and Wednesday night (for Thursday, Friday)
    3. Teachers will also provide links for google classrooms to Powerschool.
    4. Feedback will be communicated to families in a timely manner so they can support completion of student work; at least weekly.
B. Information for Students
    1. Google Classroom will be where students see and submit their work.
    2. Zoom will be the prioritized platform used for virtual meetings. Meets only as a backup.
    3. There will be expectations for being online at certain times. A staff will be available for check-ins, support and synchronous class discussions will be scheduled between 8-2 on remote learning days, with at least one day having flex times.

4. Work needs to be turned in through google classroom (this way it shows as “turned in”)

C. Information for Teachers
   1. Common Grade Span Expectations will be set by each team
   2. Use the Classwork Categories to organize the class work
      a) Classroom organized by day for PES
      b) Categories set by team at PMHS
      c) Use the due date
   3. Schedule office hours or 1:1 appointments to check in with students
   4. Include the special ed teacher, paras assigned to the class and principals as co-teachers to classes
   5. Expectations for being online at certain times. A staff will be available for check-ins, support and synchronous class discussions will be scheduled between 8-2 on remote learning days, with at least one day having flex times. No longer than 48 hour response time.
   6. Feedback to families needs to be communicated to families in a timely manner so they can support completion of student work; at least weekly.

V. ASSESSMENT
   A. Plan for assessment (baseline and progress) - All students will be assessed in literacy and math skills within the first four weeks.
      1. NWEA can be in person or remote K-8
         a) Will offer online students to come in for assessment only
      2. Teacher-created assessments at upper PMHS grades
   B. Data would be used to determine needs for specific student intervention needs; grade levels may add other assessments by agreement

VI. TECHNOLOGY
   A. All students will have an assigned 1:1 device
   B. Families, students and staff should psd-support@pittsfieldnhschools.org to let us know of technology issues. It’s a team of people who can respond and see if additional support is needed.
   C. Additional printers needed; one for each pod to limit contact points.
   D. We will be purchasing a new domain name to shorten email addresses.

VII. APPLICATIONS
   A. Teachers need to limit the number of applications they are assigning students to use. Preference will be given to apps which can be logged in through google classroom and clever (to limit the number of logins).

PUBLIC HEALTH RECOMMENDATIONS

I. STATUS PROTOCOL

A. The school district will follow a status classification system to reflect the risk level (based on the changing conditions), which will correspond with the protocols in place at our schools (recommend starting the school year in yellow).

B. The school status will be reviewed bi-weekly at a minimum, or more frequently if needed, by the district steering committee. Status decisions will be based on the latest local and state health data, guidelines from state (DOE/DHHS) and national (AAP/CDC) organizations, and input from our District Leadership Team.

STATUS	MODALITY	TARGET CAPACITY	SAFETY PROTOCOLS
Red	Campus Closed	0%	NA
Orange	Limited Access	10-25%	Strict - limited access to students with special needs and those who require additional support; strict protocols for screening, masks, and travel
Yellow	Campus Open	50%	Required protocols - screening upon arrival, masks required inside the school building, extensive minimization of travel within the building
Green	Campus Open	50%	Recommended protocols - self monitoring of symptoms, masks suggested in the classroom, and limited travel within the building
Teal	Campus Open	75-90%	Approaching near normal operations; masks required and travel within the building occurs as needed; students still have the option to work remotely
Blue	Near Normal Operations	99%	Transition back to near normal operations; those with severe medical concerns will still be allowed to work remotely

II. ARRIVAL AND DISMISSAL PROCEDURES

A. Due to the need for screening prior to entering the school facility and the additional staff presence to supervise arrival locations, students may not arrive at school any earlier than 7:45 a.m. Each school will establish arrival procedures and entry points for students/grade levels. *(Note - depending on the number of in person students, we may adjust the start time to allow for proper staffing)*.

B. Dismissal at the end of the school day will be staggered in order to avoid congestion in the hallways and outside of the school facilities. Each school will establish dismissal procedures by transportation method (i.e. walkers, car riders, or bus riders) or grade level.

III. DAILY SCREENING

A. All students/families and staff members are expected to report any symptoms to the school nurse. Any student or staff member who is sick or not feeling well is advised to stay home. Symptoms to look for include fever, respiratory symptoms (runny nose, sore throat, or cough) and muscle aches or chills.

B. All students and staff members will be offered sanitizer upon arrival to school.

C. All students will undergo temperature screenings prior to recess or lunch. Temperature screenings will be administered or monitored by school staff members.

IV. SCREENING PROTOCOL

A. Students and staff members are expected to report any symptoms or close contacts prior to entering the school facility.

1. Any symptoms of COVID-19 (see Universal Guidelines for list of potential symptoms) or a fever of 100.4 degrees F or higher.
2. Any close contact with someone who has symptoms of COVID-19 or is confirmed to have COVID-19 in the past 14 days.

B. Students and staff members with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will **not** be allowed into the school facility.

1. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and self-isolate at home following the instructions below.
2. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should self-quarantine for 10 days from their last exposure or return from travel.

C. Staff with suspected or confirmed COVID-19 must stay out of the school facility until symptom-based criteria are met for discontinuation of isolation.

1. At least 10 days have passed since symptoms first appeared **and**;

2. At least 1 days (24 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms.

V. TRAVEL GUIDELINES

A. As of March 17, 2021, domestic travel within the U.S. no longer requires quarantine upon return to NH (regardless of COVID-19 vaccination status), this includes domestic travel to U.S. territories (not applicable to international travel or cruise ships).

VI. ISOLATION PROTOCOL

A. If someone (student or staff) is feeling ill, the student should be accompanied by a staff member to the designated isolation room. Both must be masked, if tolerated and developmentally appropriate for the student, with a face covering (cloth or medical). The health services office should be notified immediately when an ill student is being accompanied to the isolation room.
   1. Isolation Spaces
      a) PES - Health Services Office
      b) PMHS - PATCH Office

B. The Health Services Office will follow the enclosed protocol in any such situation.

VII. HEALTH, HYGIENE, & SAFETY PRACTICES

A. General Expectations
   1. Staff members are expected to review safe practices as it relates to hand hygiene, sanitation, and illness outlined in the Universal Guidelines for All New Hampshire Employers and Employees.
   2. Families are encouraged to assess their child(ren) prior to sending them to school. Any student or staff member who is sick or not feeling well is advised to stay home. Employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
      a) Fever
      b) Respiratory symptoms (runny nose, sore throat, cough, or shortness of breath)
      c) Flu-like symptoms such as muscle aches, chills, and severe fatigue
      d) Changes in a person's sense of taste or smell
   3. Students and staff members are expected to follow the guidance below on hand washing while on school grounds.
      a) Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
      b) Always wash hands with soap and water if your hands are visibly dirty.

c) Wash or sanitize hands upon arrival, before and after meals or snacks, and before or during meal preparation or services.

4. Students and staff members are advised to avoid touching their eyes, nose and mouth with unwashed hands.
5. Students and staff members are advised to cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.
6. Students/families are advised to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the health services office. Staff members are required to report any symptoms of COVID-19 or close contact to a person with COVID-19 to the health services office and their supervisor.

B. Wearing of Face Coverings (Masks)

1. General School Settings - students and staff members are **required** to wear masks in the following areas (in orange, yellow, and green status):
   a) School buses (at all times)
   b) Entering or exiting the school building
   c) Transitioning in the hallway or school building
   d) Arrival to and leaving a classroom
   e) Engaged in group activities
2. Classroom Environment
   a) **Required** in orange and yellow status; mask breaks will be allowed during the school day
   b) **Suggested** in green status; students *may* remove their mask if seated and able to maintain a six foot social distance

C. Social Distancing - students and staff members are expected to maintain a six foot social distance whenever possible.

D. Hand Sanitization - students and staff members are expected to sanitize prior to entering a classroom; it is also the expectation that students and staff members will sanitize after using the restroom.

VIII. REPORTING/INVESTIGATING CASES OF COVID-19

A. The school district will utilize the CDC school decision tree in cases of confirmed person with COVID-19 in the school building. This includes:

1. Coordinating with local health officials
2. Dismissing students and most staff for 2-5 days
3. Communicating with staff, families, and students (any school closure due to a suspected or confirmed case of COVID-19 will occur through School Messenger)
4. Clean and disinfect thoroughly
5. Making decisions about extending the school dismissal

6. Implementing strategies to continue education and related supports for students
7. Ensuring continuity of meals programs
8. Considering alternatives for providing essential medical and social services for students.

B. A student or staff member who had or was likely to have COVID-19 may return to school according to CDC guidelines.

IX. CLEANING & DISINFECTING PROCEDURES

A. General Information
   1. The school district will continue to align its cleaning practices to CDC guidelines for cleaning and disinfecting schools.
   2. The school district will continue to use EPA approved disinfectants against COVID-19.

B. During School Hours (see school environment section)

C. After Hours
   1. In addition to general cleaning procedures, frequently touched areas and surfaces (including but not limited to chairs, tables/desks/countertops, and doorknobs) will be sanitized at the end of each school day.

X. OTHER

A. Drinking Fountains
   1. Will be turned off in classrooms
   2. Will be turned off in common areas
   3. The water bottle filling stations will remain on if the push bar can be disabled

B. Hallway Traffic
   1. Transitions will be limited - teachers and teams will determine management of transitions and traffic patterns during the school day
   2. During transition windows (i.e. arrival and dismissal) - staff members not assigned to students or a duty post are expected to step out to support

C. Student Lockers (PMHS) - students will not be assigned lockers; students will be expected to keep materials / belongings in their home room or home base

SCHOOL ENVIRONMENT

I. CLASSROOM ENVIRONMENT

A. Spacing
   1. A minimum of three feet, center to center will be used when setting up homebase spaces. Avoid stationing desks face to face.
   2. If a small group is needed, then students may sit three feet away from each other with masks on.

3. Provide plexiglass (some sort of material-shower curtain) barriers during small group work, as needed.
4. Porous surface seating may be used on case by case basis, but will be assigned to an individual student and not shared.
5. Flexible space for mask breaks, as needed, on an individual basis; this would be separate from a full-class mask break.

II. SANITATION PROCEDURES

A. During School Hours

1. Shared school supplies must be sanitized or sit undisturbed overnight. (UA's, Science, textbooks, classroom libraries/guided reading books, math manipulatives, etc.)
2. Create sanitizing stations in each occupied room (to include disinfectant wipes and sanitizer)
3. One person at a time in the elevator (with the exception of special cases-siblings, 1:1 paras, etc.); create a sanitization schedule
4. Classrooms and Work Spaces
   a) Students *may* wipe down their own desks or workstations before transitioning to another space or at the end of the day; otherwise, cleaning and disinfecting will be performed by a staff member.
   b) Staff members will clean and disinfect materials such as lab supplies and other materials as needed.
5. Other School Settings (high traffic areas)
   a) Hallways - high touch areas will be cleaned as frequently as possible
   b) Bathrooms - high touch areas will be cleaned three times per day (mid-morning, early afternoon, and after hours)
   c) Cafeteria - table tops and high touch areas will be cleaned after each lunch group

III. VISITORS TO THE SCHOOL

A. VISITORS

1. During the school day visitors will be permitted by appointment only if deemed essential.
2. Any visitor entering the building will be required to follow status protocol for wearing a mask.
3. When possible, school staff will meet delivery people outside to accept delivery.

B. LATE ARRIVAL/EARLY DISMISSAL FROM SCHOOL

a. Upon arrival at the school, parents will communicate with the office through the call boxes.
b. For dismissal, office staff will confirm the early dismissal. To limit traffic, secretaries will sign students out.

IV. VENTILATION SYSTEMS

A. Air filters are in process of being replaced with the MERV 13 filter
B. The air exchange system currently circulates air every 30 minutes (each classroom and/or office space should have an air exchange system)
C. Our HVAC provider will conduct an assessment of our system and practices to determine how, or if, we can increase the efficiency of our HVAC system and increase the airflow into classroom and office spaces.

V. ADDITIONAL NOTES

A. Classroom teachers should keep windows open whenever possible
B. Fans should blow the same direction as students are seated.
C. Classroom teachers keep doors open whenever possible (propped and locked).

SCHOOL MANAGEMENT & COMMUNICATION

I. DISTRICT/BUILDING INFORMATION

A. A bi-weekly District Newsletter to keep families up to date.
    1. Information to be included:
        a) District
            (1) Links to New Policies
            (2) Attendance Updates
            (3) Visiting Procedures/Access to Property
        b) PES/PMHS
            (1) Materials; pick up/drop off
            (2) Events
            (3) Procedure Changes
            (4) Grading Info
            (5) Health Service Update
    2. Sent out every Friday on School Messenger to family emails; posted on Facebook; linked on the website; printed copies will be made available in the main offices.
B. Website
    1. Updated with new policies/procedures
    2. Will have link to the newest Family Newsletter
C. Phone Call (School Messenger)
    1. In the event of a status change or a confirmed COVID-19 case, a phone call will be used through School Messenger; similar to a snow day call.
D. Facebook
    1. Jpeg of newsletter will be available every Friday
    2. District page will be updated periodically with photos to share and learning opportunities for students and families
E. Weekly Staff Newsletter
    1. Information to be included:

a) District
    (1) Meetings/Events
    (2) Changes to Procedures
b) Building
    (1) Meetings/Events
    (2) Professional Development
    (3) Health Service Update

II. CLASSROOM INFORMATION
A. PES
1. Teachers will utilize Class Dojo to communicate with families about the academic and social emotional needs of their student.
B. PMHS
1. Teachers will utilize Class Tag and email to communicate with students and their families about their progress.

OTHER TOPICS

I. CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES
A. Co-curricular Activities
1. PES/PMHS school clubs and organizations may meet virtually or in-person.
B. Extra-curricular Activities
1. PMHS athletic teams will continue to follow CDC, state, and NHIAA guidelines for athletic competition.

II. FOOD SERVICES
A. PES Breakfast
1. All students are reporting directly to their classrooms upon arrival to school. Therefore, we will utilize the Breakfast After the Bell Program for all students receiving breakfast. The Food Services staff will deliver breakfast, along with snack milk, to the classroom in the early morning.
2. A letter will be sent home to families in mid to late August for families to sign up for the program.
B. PMHS Breakfast
1. Students are also reporting directly to home bases at PMHS. Kiosks will be stationed at entry points for students to get “grab and go” items to take with them to their home base or first block.

C. PES/PMHS Lunch
    1. Students on-site will primarily be eating lunch in the school cafeterias. Small groups will eat lunch in the cafeteria in 20 minute intervals, with 10 minutes to clean and disinfect between lunch groups.
    2. Social distancing will be monitored by school staff in the lunch lines, which will be reduced by small groups. A social distance of at least six feet will also be maintained at lunch tables.
D. Remote Learners
    1. Breakfast and lunch will be available to remote learners by pick up. Meal pick up is available on Tuesday and Friday at Pittsfield Elementary School from 11:30-12:00 p.m.

III. TRANSPORTATION
A. Bus transportation will be provided for all in-person learning days.
B. Bus schedules will be slightly modified in order for the first bus drop off to be no earlier than 7:45 a.m. or later.
C. Bus capacity is 48 students per bus. Students residing in the same household will be permitted to sit together.
D. Everyone (students, staff, and bus drivers) will be required to wear masks while on the school bus.

PROFESSIONAL DEVELOPMENT / TRAINING RECOMMENDATIONS

Due to the different nature of this school year, there will be an increased need to work with staff before students return to school. Below is an initial list of topics we need to cover, hence the need to revise the school calendar.

I. FIRST PRIORITY - Before School Starts
A. Physical Space
B. Google Classroom
C. Team Meetings
    1. Set Common Expectations
D. Hybrid Lessons
E. Normal Required Trainings
    1. AESOP
    2. Information Folder (lists, schedules, duties, etc.)
    3. District Policy Review
    4. Behavior and Emergency Management
        a) Modified building evacuation drills
    5. Health Services Training
        a) Best practices for health/hygiene
        b) Wearing and caring for face masks
    6. Special Education
    7. Handbook Review

F. Organizational Structure Update

II. SECOND PRIORITY
   A. Clever
   B. Online teaching practices
   C. Class Dojo/PMHS Closed Communication
   D. Training of the different apps for online learning
   E. PowerSchool
   F. Social Emotional Learning
   G. Advisory
   H. Maintaining Physical Space Safety
   I. App specific trainings

III. THIRD PRIORITY
   A. UDL
   B. NEASC Next Steps

TIMELINE/ACTION STEPS

I. August 6: School Board action
II. August 7: Share the plan - ask families and staff commitment for the first segment.
III. August 10-12: Information sessions for families
   A. Questions and answers around the approved plan
   B. Webinar and small on site groups (RSVP required)
IV. August 12: Due date for families to commit for Segment 1
V. August 13: Follow up with families that don't reply to the survey
VI. August 13: Preschool screening
VII. August 14: Due date for staff survey
VIII. August 17: Begin organization of homebases
IX. September 3: Roll Out Day (First Instructional Day)
   A. Zoom meetings and introductions
   B. Transition Days for K, 6, 7, 9
   C. Material Pick-ups
   D. Prepare students for the school year
X. September 4-7: Labor Day Weekend
XI. September 8: Remote Day (Voting)
XII. September 9: Remote Day
XIII. September 10: A Day
XIV. September 11: B Day

PITTSFIELD SCHOOL DISTRICT CALENDAR
2020-2021

AUG / SEP 2020 — 21

M	T	W	T	F	
		TW	TW	X	8/26-9/2 Teacher Workshop Days
TW	TW	TW	3	X	9/3 First Day of School (Orientations)
X	8	9	10	11	9/4-9/7 Labor Day Holiday Break
14	15	16	17	18	9/8 Primary Date (PMHS)
21	22	23	24	25	
28	29	30			

OCTOBER 2020 — 20

M	T	W	T	F	
			1	2	
5	6	7	8	TW	10/8 End of Segment 1
X	13	14	15	16	10/9 Teacher Workshop Day
19	20	21	22	23	10/12 Columbus Day
26	27	28	29	30	

NOVEMBER 2020 — 16

M	T	W	T	F	
2	3	4	5	6	11/3 Election Day (PMHS)
9	10	X	12	PT	11/6 End of Segment 2 (Q1)
16	17	18	19	20	11/9-11/20 Student-led Conferences
23	24	X	X	X	11/11 Veteran's Day
30					11/13 Student Conferences (No School)
					11/25-11/27 Thanksgiving Break

DECEMBER 2020 — 16

M	T	W	T	F	
	1	2	3	4	
7	8	9	10	11	12/11 End of Segment 3
14	15	16	17	18	
21	22	X	X	X	12/23-1/1 Holiday Break
X	X	X	X		

JANUARY 2021 — 19

M	T	W	T	F	
				X	1/1 New Year's Day
4	5	6	7	8	1/18 Martin Luther King Day
11	12	13	14	15	1/22 End of Segment 4 (Q4)
X	19	20	21	22	
25	26	27	28	29	

FEBRUARY 2021 — 15

M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	2/19 End of Segment 5
X	X	X	X	X	2/22-2/26 Winter Break

MARCH 2021 — 23

M	T	W	T	F	
1	2	3	4	5	
8	9	10	11	12	
15	16	17	18	19	
22	23	24	25	26	
29	30	31			

APRIL 2021 — 16

M	T	W	T	F	
			1	2	4/2 End of Segment 6 (Q3)
5	6	7	8	9	4/5-4/16 Student-led Conferences
12	13	14	15	PT	4/16 Student Conferences (No School)
19	20	21	22	23	
X	X	X	X	X	4/26-4/30 Spring Break

MAY 2021 — 20

M	T	W	T	F	
3	4	5	6	7	5/7 End of Segment 7
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	
X					5/31 Memorial Day

JUNE 2021 — 14

M	T	W	T	F	
	1	2	3	4	6/3 Exhibition Day
7	8	9	10	11	6/12 Tentative Graduation Date
14	15	16	17	ER	6/18 Tentative Last Day of School (Q4)
X	X	X	X	X	
X	X	X			

Instructional days 180

SCHOOL HOLIDAYS

Sept. 4 - Sept. 7	Labor Day Weekend Holiday
Sept. 7	Labor Day
Oct. 12	Columbus Day
Nov. 11	Veterans Day
Nov. 25-27	Thanksgiving Holiday
Dec. 23 - Jan. 1	Holiday Vacation
Jan. 1	New Year's Day
Jan. 18	Martin Luther King Day
Feb. 22 - 26	Winter Vacation
Apr. 26 - Apr. 30	Spring Vacation
May 31	Memorial Day

OTHER DAYS

Sept. 3	First Day of School for Students
TW	Teacher Workshop Days; No Students
X	School Vacation Days
June 12	Tentative High School Graduation
June 18	Tentative Last Day of School

A Day Students
B Day Students
Remote Learning Days

Snow Days
Each snow day will advance the last day of school by one day.

Revised: July 31, 2020

ADDENDUM - TEAL STATUS
INSTRUCTION RECOMMENDATIONS

I. SCHEDULING - What does the school day look like in order to support small groups, appropriate distancing and teacher supervision of online learning?

A. District Level

1. Families that choose to have their students work on-site will have the students in on Monday - Friday.
2. Wednesday will be an early release day. This will allow professional learning time and common planning time.
3. The 2020-2021 school year has been divided into eight segments (see district calendar). Each segment is 4-5 weeks long (or roughly half of a quarter). This will allow for each student to adjust their personal choice of on-site or full remote based on the changing conditions and risk mitigation.

B. PES

1. Students will have a homebase and a team. The homebase is where they start their day. They may rotate within the team(pod) but they will not work with students in a different pod. Lunch and recess are with the team.
2. PES will have an early release on Wednesday; dismissing two hours early to allow for the contractual professional learning and PLC time.
3. For Unified Arts classes students will stay with the same UA course for a session to reduce contact points.
    a) Build in longer breaks between classes for cleaning
    b) Less contacts for the UA teachers and students in a week.

C. PMHS

1. Sixth grade - students are assigned to a homebase; core teachers offer live lessons throughout the day to in-person and remote learners; students travel to Unified Arts classes
2. Seventh and eighth grade - students are assigned to a homebase; core teachers rotate through home bases to support math, science, English, and social studies and offer office hours to support remote students; students travel to Unified Arts classes
3. High School - students rotate through their class schedule; in-person and remote learners join live classes scheduled throughout the day

II. STUDENT GROUPING

A. The core concept with student grouping is that they are assigned to a smaller group in order to reduce points of contact.

1. PES
    a) Students assigned to a team for their homebase. The team will do lunch and recess together. Each team will be made of 2-3 homerooms and be supported by 3-4 teachers.

2. PMHS
    a) Grade 6 - assigned to homebase and eat lunch together
    b) Grade 7/8 - assigned to homebase and eat lunch together
    c) Grades 9-12 - students in the grade 9-12 grade span rotate through their class schedule; there are two separate lunches scheduled for high school students to limit the number of students in the cafeteria at one time

III. TRANSITIONS (homebase does not apply to grades 9-12)
- A. Students will work in their assigned homebase, in a socially distant workspace.
- B. Students will only leave their homebase to access course specific materials (science labs, Unified Arts course, etc.)
- C. Students will remain in their pod as much as possible for indoor work.
- D. Students and teachers may work outside as needed and/or for course specific lessons (i.e. gym, music, etc.)

IV. DIGITAL PLATFORMS
- A. Information for Families
    1. Families like the closed communication system. Classdojo will stay for family communication at PES. PMHS is using Class Tag and email to communicate with families.
    2. In order to better support families in knowing the work that is assigned, teachers will continue to share information with families. PES will share weekly through Class Dojo. PMHS will share with a google doc at least two days per week.
    3. Power School (grades 6-12) will continue to be the only grade reporting system (some teachers use Google Classroom to indicate assignment completion only)
- B. Information for Remote Students
    1. Daily agendas in Google Classroom is where students will see their assignments.
    2. Google Classroom is where students will submit their work.
    3. Zoom will be the prioritized platform used for virtual meetings. Google Meets and/or Zoom will be used for 1/2.
    4. There will be expectations for being online at certain times. A staff member will be available for check-ins, support and synchronous class discussions will be scheduled between 7:45-2:45 on M,T,Th, and F.
    5. Feedback will be communicated to families in a timely manner so they can support completion of student work; at least weekly.
- C. Information for Teachers
    1. Common Grade Span Expectations will be set by each team
    2. Use the Classwork Categories to organize the class work
        a) Classroom organized by day for PES
        b) Categories set by team at PMHS

        c) Use the due date
    3. Schedule office hours or 1:1 appointments to check in with students
    4. Include the special ed teacher, paras assigned to the class and principals as co-teachers to classes
    5. Expectations for being online at certain times. A staff member will be available for check-ins, support and synchronous class discussions will be scheduled between 7:45-3:00 on remote learning days, with at least one day having flex times. No longer than 48 hour response time.
    6. Feedback to families needs to be communicated to families in a timely manner so they can support completion of student work; at least weekly.

V. ASSESSMENT

A. Plan for assessment (baseline and progress) - All students will be assessed in literacy and math skills within the first four weeks.
    1. NWEA can be in person ~~or remote~~ K-8
        a) Will offer online students to come in for assessment only
    2. Teacher-created assessments at upper PMHS grades
B. Data would be used to determine needs for specific student intervention needs; grade levels may add other assessments by agreement

VI. TECHNOLOGY

A. All students will have an assigned 1:1 device. Devices are expected to come to school daily and charged. They will go home each day in case of the need to work remotely.
    1. PreK-2 will have iPads
    2. 3-5 will have Chromebooks
    3. 6-8 will have iPads
    4. 9-12 will have Chromebooks
B. Families, students and staff should email psd-support@pittsfieldnhschools.org to let us know of technology issues. It's a team of people who can respond and see if additional support is needed.
C. Additional printers needed; one for each pod to limit contact points.

VII. APPLICATIONS

A. Teachers need to limit the number of applications they are assigning students to use. Preference will be given to apps which can be logged in through google classroom and clever (to limit the number of logins).

Pittsfield School District

To: Pittsfield School Board

From: Jess Bickford

Subject: Board Meeting – April 15, 2021

Date: April 8, 2021

INFORMATION

1. Medicaid:

   The special education department went through a mock audit of our Medicaid process and forms on March 24. The purpose of the session was to highlight what our case managers are doing well and where they need to improve for Medicaid compliance for the new state rules, as well as to prepare in case we are audited in the future. Overall our documentation and practices are sound. There were a few opportunities of growth highlighted for our case managers, for which they now have a solid understanding of how to fix. We are well on our way to being at the place I would like us to be.

   Special thanks goes out to Beth Colon-Pagan, the special education administrative assistant, for the initiative to individually mail out Medicaid order referral forms to doctors for our students that receive vision and occupational therapy services. The Director of Student Services previously faxed every order out to doctor's offices over February vacation, but only had two returned. Since Beth has mailed hard copies of orders, we have received several forms back and are now able to bill Medicaid for these. While we are not at one hundred percent, we may not ever be as doctors can choose not to sign, we are getting closer.

2. Spring Happenings:

   Spring is always a busy time for special education and wanted to highlight some of the things, among many others, going on right now in preparation for the end of the year, summer programming, and fall planning:

   - Summative evaluations for teachers and paraprofessionals
   - Wrapping up evaluations for the year, IEPs, and amendments for ESY
   - Summer ESY planning
   - Working on teacher and paraprofessional placements for next school year

- Transition planning for students
- Alternative state testing (DLM)
- Preschool screenings
- Soon will start planning case-loads and student groupings for next school year
- Soon will start reflections of the school year and goals for next year

INTERIM SUPERINTENDENT REPORT

A.
TUITION STUDY COMMITTEE

B.
SCHOOL BOARD TRAINING

C.
TUITION REQUEST

D.
AMERICAN RESCUE PLAN ACT

C.
ADMINISTRATIVE LEADERSHIP TEAM OPTIONS

April 15, 2021

SCHOOL BOARD TRAINING

ROLES + RESPONSIBILITIES OF SCHOOL BOARD AND SUPERINTENDENT

Pittsfield School District

BOARD – SUPERINTENDENT RELATIONSHIP

The superintendent will keep the Board current in all areas pertaining to the operation of the schools. He/she will prepare or cause to be prepared reports to the Board to facilitate its decisions. He/she will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when his/her contract is being considered.

He/she will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. He/she will be ultimately responsible for all areas reporting directly to him/her which include instruction; business management; personnel; pupil personnel; technical, vocational, and continuing education; employee relations; information and community services; and federal and special programs. He/she will coordinate these functions to obtain the efficient operation of schools for the benefit of the community.

The responsibilities of the superintendent in cooperative climate with the Board are identified as:

Board	Superintendent
1. To select a competent, established, educational leader as superintendent.	To administer effectively and provide the professional, educational leadership necessary.
2. To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To allow the superintendent to administer the schools.	To make Board policy effective through efficient administration.
4. To exercise sound judgment in business affairs of the school corporation.	To keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and-above-board	To deal always in an honest, professional, straight-forward, open-

manner with the superintendent and the community.	and-above-board manner with the staff and community.
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational pattern for the administration.	To make assignments for each position within the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.
11. To carry on communications with members through the superintendent.	To see that the staff can have necessary communication through the superintendent with the Board.
12. To hold the superintendent accountable for results.	To accept responsibility for results.
13. To remember that schools exist for the students and community.	To remember that schools exist for the students and community.
14. To fulfill such other duties required by regulations of the State Board of Education and state law.	To fulfill such other duties required by regulations of the State Board of Education and state law.

Adopted: July 11, 2019

Pittsfield School District

BOARD – SUPERINTENDENT RELATIONSHIP

The Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the superintendent.

Delegation by the Board of its executive powers to the superintendent provides freedom for the superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, and for keeping the Board informed about school operations and issues.

Adopted: July 11, 2019

Pittsfield School District

SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such a statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each agenda will provide an opportunity for Board members to comment on district activities and/or educational issues. These comments may become topics for future Board discussions.

Board members may occasionally serve on committees or organizations for the purpose of reciprocal communication and reporting back to the Board. Committee assignments will be made by the chairperson with Board approval.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Board member shall give advance notice to the chairperson or superintendent of his/her inability to attend a Board meeting.

Adopted: November 2, 2017

Pittsfield School District

PUBLIC PARTICIPATION AT BOARD MEETINGS

The primary purpose of School Board meetings is to conduct the business of the Board as it relates to school policies, programs, and operations. The Board encourages residents to attend board meetings so that they may become acquainted with the operation and programs of the schools. All official meetings of the Board shall be open to the press and public. However, the Board reserves the right to meet and to adjourn or recess a meeting at any time. The Board also reserves the right to enter non-public session at any time, in accordance with the provisions of RSA 91-A:3.

In order to assure that persons who wish to appear before the Board may be heard and, at the same time, that it may conduct its meetings properly and efficiently, the Board adopts as policy the following procedures and rules pertaining to public participation at board meetings:

1. Fifteen (15) minutes will be set aside for citizens to address the Board near the beginning of the meeting, and fifteen minutes will be set aside for citizens to address the Board near the end of the meeting. These periods may be extended by a majority vote of the Board. Speakers will be allotted three minutes per person. This time period may be extended at the discretion of the Chairperson.

2. Consistent with RSA 91-A:3, Policy BEDB, and the laws pertaining to student and family privacy rights, the Board will not place any matter on the public agenda that is to be properly discussed in non-public session. Complaints regarding individual employees, personnel, or students will be directed to the Superintendent.

3. All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege or address if the speaker does not follow this rule of order.

4. Any speaker wishing to address the Board must be physically present at the meeting of the Board.

Persons appearing before the Board are reminded that members of the Board are without authority to act independently as individuals in official matters. Thus, questions may be directed to individual Board members, but answers must be deferred pending consideration by the full Board.

Reading: December 18, 2008
Adopted: January 8, 2009

Pittsfield School District

ACCESS TO MINUTES AND PUBLIC RECORDS

These procedures will apply to all requests to inspect or obtain copies of governmental records, including minutes of School Board meetings, received by the administrative offices of the school district.

Individuals making Right-to-Know requests are encouraged to discuss their requests with the school administration to insure the request is stated in a manner that will focus on the records desired and avoid being unnecessarily overbroad. Carefully tailored requests often can be fulfilled more promptly and help avoid resources being expended to retrieve and prepare material which exceeds what is actually being sought. The Board encourages members of the public to make their requests in writing and to include a specific description of the desired record(s). Requests for records will not be denied if such request is not in writing. If the person making the request refused to put the request in writing, the staff member receiving the request shall put the request in writing and shall provide the person with a copy.

All requests for public records must be made through the superintendent's office. If a board member receives a Right-to-Know request, the Board member will forward the request to the superintendent as soon as possible. If a school administrator other than the superintendent receives a Right-to-Know request, he/she will forward the request to the superintendent as soon as possible.

Public documents requested under the Right-to-Know law will be made available immediately if such records are properly disclosed and immediately available for inspection or copying. If such records are not immediately available, if a determination needs to be made if such records exist, or if a determination needs to be made whether such records are exempt from public disclosure, the superintendent will, within five business days of the request, respond to the requestor, in writing, acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall bel granted or denied. The superintendent or designee may contact the person making the request if the request is unclear or will be time consuming or onerous to fulfill to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.

The district will charge a fee of $.20 per page of copying / photocopying of records when the person requests a paper copy. No fee will be charged for the inspection of records.

Records will be reviewed in their entirety by either the superintendent or his/her designee before they are released in order to ensure that no confidential or exempted information is disclosed. District legal counsel may be consulted as necessary.

Records exempted from disclosure by RSA 91-A:5 or other law will not be disclosed. If a member of the public requests records that are determined to be exempt from disclosure under RSA 91-A:5 or other law, the superintendent will respond to the requestor, in writing, indicating that such records are exempt from disclosure.

Electronic records may be provided via e-mail or on a portable storage device (thumb drive) if the requestor so requests and if such records can practically be delivered electronically. To protect the integrity of the district's computer system, a portable storage device must either be provided by the requestor in unopened manufacturer's packaging or purchased at cost from the district.

The superintendent is authorized to contact the school district's attorney for any matter related to requests for public records.

Adopted: July 11, 2019

SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331

Dr. John Graziano
Interim Superintendent of Schools

April 8, 2021

Cindy Caravella
Jessica Strohl
Mike Curtin
Nicole Calauti
James Cobern
Jessica Bickford
Danielle Harvey
Derek Hamilton

LETTER OF COMMENDATION

Dear Steering Committee,

It is with great pleasure that I present to you this letter of commendation for your outstanding service to the Pittsfield School District. Students, Staff, and Families have greatly benefited from your outstanding work and contributions.

For over a year you have worked selflessly and tirelessly to provide the most current medical information while making the best decisions to keep students, staff, and families safe. This was not easy. I recognize that the toll it has taken on you. Please be assured that your service is recognized and appreciated.

On behalf of the School Board and Pittsfield School District, I thank you for your continued service. Your heroic efforts have gone above and beyond the call of duty. You are our heros. We will continue to remember and remain grateful for all you have done.

Respectfully,

Dr. John Graziano
Interim Superintendent