

# **PITTSFIELD SCHOOL BOARD**

## **MEETING AGENDA**

5:30 p.m., Thursday, July 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. AGENDA REVIEW**

### **3. ACTION ON AMENDED AGENDA**

### **4. APPROVE MINUTES: June 17, 2021**

June 17, 2021, Non-public session

June 21, 2021, Non-public session

### **5. PUBLIC INPUT & PUBLIC ACCESS– Comments from community members, guests, and faculty.**

### **6. STUDENT REPRESENTATIVE – Oral Report**

### **7. PES REPORT**

#### **Action**

- Hiring Update

#### **Information & Discussion**

- Summer Update
- Assessment Data

### **8. PMHS PRINCIPAL REPORT**

#### **Action**

- Hiring Update
- HVAC Contract
- Summer School Health & Safety Regulations

#### **Information & Discussion**

- Class of 2021
- DLT Update
- Eighth Grade Promotion
- Suncook Valley Rotary Club

### **9. PMHS ASSISTANT PRINCIPAL REPORT**

#### **Action**

- 

#### **Information & Discussion**

- New Hampshire Scholars
- Social Worker Report

### **10. DIRECTOR OF STUDENT SERVICES**

#### **Action**

- 

#### **Information & Discussion**

- Year End Data for Students in Special Education
- Significant Disproportionality 3-Year Analysis

### **11. SUPERINTENDENT OF SCHOOLS**

#### **Action**

#### **Information & Discussion**

## 17. ADJOURNMENT

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

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**MINUTES**

Pittsfield School Board Meeting  
June 17, 2021  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Adam Gauthier, Chairperson  
Justin Clough, Vice Chairperson  
Jessica Drouin  
Molly Goggin  
Diane Rider

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

Chairperson Gauthier opened the meeting at 5:32 p.m.

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Policy JICA, Dress Code (Mr. Clough)
- Positions (Mr. Clough)
- Leadership (Mr. Clough)
- Contact with Community Members (Ms. Goggin)
- Masks (Ms. Rider)
- Summer Schedule (Mr. Gauthier)
- Superintendent Search (Mr. Gauthier)
- PES Principal (Mr. Gauthier)
- Policy Review (Mr. Gauthier)
- Non-Public Session (Mr. Gauthier)
- General Assurances (Dr. Graziano)

- Resignations (Dr. Graziano)
- Out of District Placements (Ms. Bickford)

### III. ACTION ON AMENDED AGENDA

On a motion made by Ms. Drouin and seconded by Mr. Clough, the Board unanimously approved the agenda as amended.

### IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Gauthier and seconded by Ms. Goggin to approve the public minutes for May 20, 2021. Changes were made: on page nine, section E, capitalize Policy; on page nine, paragraph one, change to "...an attorney from the New Hampshire School Board Association will..."; on page twelve, paragraph three, change to "Ms. Goggin nominated Mr. Clough to the Negotiations Committee. Mr. Clough nominated Mr. Gauthier to the Negotiations Committee. The Board voted to approve Mr. Clough and Mr. Gauthier to the Negotiations Committee with Ms. Drouin, Ms. Goggin, Ms. Rider, and Mr. Clough voting in the affirmative and Mr. Gauthier abstaining from the vote."; on page thirteen, paragraph four, change to "...the Board voted to approve the non-resident student request with Ms. Drouin, Ms. Goggin, Ms. Rider, and Mr. Clough voting in the affirmative and Mr. Gauthier abstaining from the vote. The minutes were unanimously approved as amended.

On a motion made by Mr. Gauthier and second by Mr. Clough, the minutes of the non-public meeting on May 20, 2021 were approved unanimously as written.

A motion was made by Mr. Gauthier and seconded by Ms. Goggin to approve the public minutes of June 3, 2021. Changes include: on page one, omit "via Zoom" after Ms. Drouin's name; on page eight change committee assignments to: Budget Committee to Mr. Clough and Negotiating Team to Mr. Gauthier and Mr. Clough.

### V. PUBLIC INPUT- None.

### VI. STUDENT REPRESENTATIVE

Matthew Swenson, reported that the Site Council has planned the process for electing at-large members. A debate or forum will be organized and a more realistic voting process will be used. Ms. Drouin stated that she is interested in being a member of the Site Council. Ms. Goggin stated that she has names from community members who may be interested in participating.

## VII. PES PRINCIPAL

### A. Movie Request

Ms. Harvey requested permission from the Board to show a movie called Inside Out. Ms. Rider stated her reasons for being opposed to the movie request. A motion was made by Ms. Goggin and seconded by Mr. Clough to approve the use of the movie. Ms. Drouin stated her opinion that social emotional learning is important and that the movie will support student learning. The motion passed with Ms. Drouin, Ms. Goggin, Mr. Gauthier, and Mr. Clough voting in the affirmative and Ms. Rider opposing the motion.

### B. Summer Program Update

Ms. LeMay reported that there are twenty five students signed up for Kindergarten Camp and numerous students signed up for PES Summer Camp. Activity books will be sent home to students leaving Kindergarten through grade two and summer reading books will be made available for students in Kindergarten through grade five.

### C. Assessment Data

Data from state assessments will be analyzed and reported to the Board at a future meeting.

### D. Field Days

According to Ms. LeMay, Brandon Balser set up two successful field days for Kindergarten through grade two and grade three through six, respectively.

### E. Last Day of School

Ms. Harvey and Ms. LeMay reported that the last whole school morning meeting would be at 8:30 on June 18, 2021. Awards will be awarded at that meeting.

### F. New Principal

Mr. Gauthier asked Dr. Graziano to make more frequent trips to PES during the transition from Ms. Harvey to the new principal.

## VIII. PMHS PRINCIPAL

### A. District Newsletter

The final edition of the newsletter will include information relative to device collection, summer meals program, and the end of year events.

### B. End of Year Events

Mr. Hamilton reviewed end of year events.

### C. State Assessment Data

Mr. Hamilton confirmed that state assessment data will be shared with the Board at a future meeting.

### D. Budget Balance Considerations

Mr. Hamilton shared a quote from Collins Sports Center for \$5,630. Additional quotes will be coming in for repairs of nets and extension of fencing. He opined that an extension of fencing will not reduce the number of foul balls that go over into the neighbor's yards. Furthermore, he recommended the installation of a batting cage to limit the danger of balls. Discussion ensued regarding the position of foul balls and the potential solutions, none of which will entirely eliminate the problem. On a motion made by Mr. Clough and seconded by Ms. Goggin, the Board voted unanimously to approve the purchase of the batting cage and repair of the netting not to exceed \$5,630, but not the extension of the fence.

Mr. Hamilton reviewed the quote from Beltronics for providing radio equipment that will be synched with the Pittsfield Police Department. On a motion made by Ms. Goggin and seconded by Mr. Clough, the Board voted unanimously to approve the expenditure for radio equipment.

Mr. Hamilton provided a quote from Johnson Controls to update the control system, including the addition of four doors at PES. Chris Lowe, an executive from Johnson Controls, was present to answer questions. On a motion made by Mr. Clough and seconded by Ms. Drouin, the Board voted unanimously to approve the update of the control system.

Mr. Gauthier asked Dr. Graziano for information about the fund balance. He stated that he is interested in having the district join the parties in the lawsuit relative to school funding. Mr. Clough explained that the Board has to wait for the window to open to join the lawsuit. Discussion ensued regarding encumbering funds to join the two lawsuits. On a motion made by Mr. Clough and seconded by Ms. Goggin the Board voted unanimously to approve

encumbering a sum of \$300,000 for the purpose of joining the Claremont and/or Con-Val lawsuits.

IX. PMHS ASSISTANT PRINCIPAL - No report.

X. DIRECTOR OF STUDENT SERVICES

A. Out of District Placement

Ms. Bickford stated that a student has graduated from an out of district placement with a Pittsfield High School diploma. Two students graduated from eighth grade in out of district statements, one of which joined the celebration at PMHS.

XI. INTERIM SUPERINTENDENT OF SCHOOLS

A. End of Year Celebration

Dr. Graziano stated that a celebration will be held on Friday, June 18, 2021 for people retiring or leaving the district.

B. School Board Policy Review

Dr. Graziano stated that the attorney from the NH School Board Association will be auditing the district's policies. A committee will be convened to work on policies that will be presented to the Board for final approval. A motion was made by Mr. Gauthier and seconded by Ms. Drouin to send the policy book out for review by an attorney at the NH School Board Association for \$1,700. Discussion ensued. The motion was approved unanimously.

C. Transportation Contract

Dr. Graziano stated that the contract for transportation with Marston Bus Company is up and he recommends the Board approve an extension of the contract. On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the Board unanimously approved extending the contract with Marston Bus Company.

D. Assurances

Dr. Graziano reminded the Board that it is necessary for the approval of assurance in order to receive grants. On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the Board unanimously approved the assurances.

#### E. Resignation

Dr. Graziano recommended the Board accept the resignations of Jessica Wilcox and Ryan Keefe. On a motion made by Ms. Drouin and seconded by Ms. Goggin, the Board voted unanimously to approve the resignations of Ms. Wilcox and Mr. Keefe.

#### F. New Hires

Dr. Graziano nominated Trevor Gardner as a PMHS social studies teacher. On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the Board voted unanimously to approve the hiring of Mr. Gardner.

Dr. Graziano nominated Caitlin Gagnon as a PMHS English teacher. On a motion made by Mr. Gauthier and seconded by Mr. Clough, the Board unanimously approved the hiring of Ms. Gagnon.

Dr. Graziano nominated Krys Anderson for the SAU administrative assistant position. A motion was made by Ms. Drouin and seconded by Ms. Goggin to approve the hiring of Ms. Anderson. Discussion ensued regarding the experience of the candidate. The motion failed with Ms. Goggin and Ms. Drouin voting in the affirmative and Ms. Rider, Gauthier, and Mr. Clough voting to oppose the motion.

#### G. Tuition Study Committee

Dr. Graziano asked the Board for the next step and how they want him to move forward. Seven districts have expressed interest in having Pittsfield students attend their schools. Mr. Gauthier read the warrant article and stated that the Board was instructed to investigate the viability of sending students to other districts. Discussion ensued regarding costs, board representation, and fact finding in other districts. Dr. Graziano suggested, when asked by Ms. Goggin, that schools be ruled in or out and then interviews set up with a reduced number of districts in order to gain further information. Further discussion ensued regarding having an agreed upon set of criteria in order to make decisions, such as distance to the school, assessment data, and capacity to accommodate Pittsfield students. Mr. Gauthier suggested eliminating Gilford, Merrimack Valley, and Winnisquam and pursuing Prospect Mountain, Coe Brown, Pembroke Academy, and Concord. In the end, it was agreed that Dr. Graziano would draft the language for the bid and return it to the Board for review. Factors to be considered in the wording of the bid should include population, incremental admission, social-emotional concerns, and transportation.



## XII. SCHOOL BOARD

### A. Policy JICA, Dress Code

Mr. Clough questioned dress code differences for the sixth graders who are now attending PMHS. He provided an example of foot attire; flip flops are not allowed at PES and are allowed at PMHS, but sixth graders were held to the PES rule. Mr. Hamilton stated that parents with concerns of inconsistencies should follow up with the teacher or administration.

### B. Positions

Mr. Clough asked how many positions remain vacant. The administration confirmed that there are thirty-three positions turning over. There are a minimum of seventeen positions still vacant and very few applicants.

### C. Leadership

Mr. Clough asked if there is a policy in place regarding the training in leadership and mentoring, which might mitigate turnover. Mr. Hamilton stated that there is a mentor program in place for new teachers. Discussion ensued regarding the support that is needed for the leaders in the district. Ms. Bickford provided an example of the way in which she seeks support from her colleagues.

### D. Contact with Community Members

Ms. Goggin stated her question about the approach of School Board members to emails and other contact made by community members. Discussion ensued regarding a chain of command, policies that require a position by the Board, personal autonomy, and stating opinion on issues not yet addressed at the Board level.

### E. Masks

Ms. Rider stated she was approached by community members regarding the usage of masks. Issues being discussed are medical issues, the efficacy of masks, social-emotional impacts, and unintended consequences of mask wearing. Ms. Rider stated reasons why she thought the mask issue should be discussed and made a motion to eliminate masks immediately. Mr. Hamilton stated that the Department of Human Services continues to provide school districts with recommendations. Currently the Department of Human Services is leaving the wearing of masks to the discretion of the school district. The Leadership Team will be meeting next week to discuss the wearing of masks over the summer months. Mr. Hamilton asked the Board for the ability to have the Leadership

Team meet and make a recommendation to the Board relative to mask wearing, to which they agreed. Ms. Rider rescinded the motion.

F. Summer Schedule

Mr. Gauthier raised the issue of a summer meeting schedule. He suggested cancelling the July 1st meeting and then resuming the regular schedule for the remainder of the summer. The Board was in agreement with this suggestion.

G. Superintendent Search

Mr. Gauthier stated that Barrett Christina suggested resuming the search in September with the NH School Board Association. The first step would be having representatives from the Bryan Corporation, a consultant group, hired by the NH School Board Association to come in to talk to the Board. The Board would like this to happen immediately after Labor Day. Mr. Gauthier will contact Ms. Christna to inform him of this decision.

H. PES Principal

Mr. Gauthier raised the issue of providing the Board with information relative to salary when hiring a candidate. Dr. Graziano stated that salary information will be included for upcoming hires.

XIII. COMMITTEE ASSIGNMENTS

A. Budget Committee Representative - Mr. Clough

B. Drake Field and Facilities - Mr. Gauthier

C. Negotiating Team - Mr. Clough and Mr. Gauthier

D. Foss Family Scholarship - Ms. Drouin

XIV. PUBLIC INPUT

Katie Bachelder stated her opinion that reducing the number of schools in the running for tuitioning students out was a good idea. She further suggested that a public forum be provided to the community. The last forum was for the Tuition Study Committee to field questions. She suggested an opportunity to hear the opinion of community members is important.

Mr. Clough provided accolades to the administration on the Commencement events, as well as eighth grade celebration.

On a motion made by Mr. Gauthier and seconded by Ms. Goggin , the Board voted unanimously to approve hiring by Dr. Graziano until July 15, 2021

XV. NON-PUBLIC SESSION

At 7:49 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Drouin to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss student matters. The Board was polled and voted unanimously to enter into a non-public session (Mr. Clough, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

At 8:44 p.m. a motion was made by Adam Gauthier and seconded by Justin Clough to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Mr. Clough, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

XVII. NEXT MEETING

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

XVIII. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Goggin , the meeting was adjourned at 8:45 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary

## **PITTSFIELD SCHOOL BOARD**

### **Non-Public Session Minutes**

June 17, 2021

Members Present: Adam Gauthier, Chairperson  
Justin Clough, Vice Chairperson  
Jessica Drouin  
Molly Goggin  
Diane Rider

Motion: On a motion by Mr. Gauthier and seconded by Ms. Drouin, 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 a student matter.

<u>Roll call:</u> Vote to enter non public session:	Mr. Clough	yes
	Ms. Drouin	yes
	Mr. Gauthier	yes
	Ms. Goggin	yes
	Ms. Rider	yes

Time Nonpublic Session Entered: 7:49 p.m.

Other Persons Present: Interim Superintendent John Graziano

Description of Matters Discussed: Out-of-district placement and superintendent's position.

Action:

On a motion made Mr. Clough made a motion to seal the non-public minutes and seconded by Ms. Goggin, the Board unanimously approved.

On a motion made by Mr. Clough and seconded by Ms. Goggin, the Board unanimously approved an out of district placement.

The Board discussed the superintendent's position.

On a motion made by Mr. Clough and seconded by Ms Goggin, the Board unanimously approved unsealing the non-public minutes.

On a motion made by Mr. Clough and second by Ms. Goggin, the Board unanimously approved notifying the PES and PMHS principal and SAU staff that after the celebration on Thursday that Interim Superintendent Graziano has resigned, effective immediately.

On a motion made by Mr. Clough and seconded by Ms. Rider, the Board unanimously approved directing Mr. Gauthier to contact NH School Board Association to inquire about the next steps for hiring an interim or permanent superintendent..

Public Session Reconvened: 8:44 p.m.

<u>Role Call to Seal Minutes:</u>	Mr. Clough	yes
	Ms. Drouin	yes
	Mr. Gauthier	yes
	Ms. Goggin	yes
	Ms. Rider	yes

Minutes Recorded By: Adam Gauthier

## **PITTSFIELD SCHOOL BOARD**

### **Non-Public Session Minutes**

June 21, 2021

Members Present: Adam Gauthier, Chairperson  
Justin Clough, Vice Chairperson  
Jessica Drouin  
Molly Goggin  
Diane Rider

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

Specific Statutory Reason for Nonpublic Session: RSA 91-A:3 II (a) and (b) to discuss a personnel issue and administrator contracts.

Roll call: Vote to enter nonpublic session:

Mr. Clough	yes
Ms. Drouin	yes
Mr. Gauthier	yes
Ms. Goggin	yes
Ms. Rider	yes

Time Nonpublic Session Entered: 5:43PM

Other Persons Present: Derek Hamilton  
Melissa Brown  
Jessica Bickford  
Kathy LeMay  
Michael Wiley

Description of Matters Discussed: The Board discussed the circumstances surrounding the resignation of the current Superintendent; the search for a new Superintendent; the timing of the Superintendent search; approval for administrators during the time with no acting Superintendent (while search for interim is conducted) and between board meetings. Additionally, the Board discussed administrator contracts and the length of time of those contracts. The board discussed buying out administrator vacation days. Finally, the Board discussed a proposal from PMHS to reinstate their guidance secretary/registrar position.

Public Session Reconvened: 6:45PM

Role Call to Seal Minutes:

Mr. Clough	yes
Ms. Drouin	yes
Mr. Gauthier	yes
Ms. Goggin	yes
Ms. Rider	yes

Minutes Recorded By: Molly Goggin

The following motions were made after public session was reconvened:

On a motion made by Mr. Clough and seconded by Ms. Drouin, the board voted unanimously to payout John Graziano's remaining contract balance due to run out June 30, 2021.

On a motion made by Ms. Goggin and seconded by Mr. Gauthier, the board voted unanimously to approve administrators to sign contracts (employment and 3rd party) and other previously approved agreements effective immediately until the next board meeting, July 15, 2021.

On a motion made by Ms. Goggin and seconded by Ms. Rider, the board voted unanimously, contingent on legal counsel, to approve administrators to sign all reports due to the state, effective immediately until the next board meeting, July 15, 2021.

On a motion made by Ms. Rider and seconded by Ms. Goggin, the board voted unanimously to buy back up to 7 vacation days per administrator.

On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the board voted unanimously to accept the resignation of John Graziano effective June 18, 2021 at 1:45PM.

On a motion made by Ms. Goggin and seconded by Ms. Rider, the board voted unanimously to post an ad to find an interim superintendent immediately with an end date of July 9, 2021.

On a motion made by Mr. Gauthier and seconded by Mr. Clough, the board voted unanimously to adjourn at 6:58 PM.

**Pittsfield School District**

**To:** Pittsfield School Board

**From:** PES Administration, Mike Wiley and Kathy LeMay

**Subject:** Board Meeting – July 15th, 2021

**Date:** July 7th, 2021

**ACTION**

**INFORMATION**

1. Summer Update:
  - A. We held a staff meeting to discuss changes to staffing and new hires.
  - B. We are working with a Profession Development Consultant to help facilitate engaging students, staff and families into PES during the 2021-2022 school year. We are hoping for a normal return this year and think it is important to set strong expectations for students and staff.
  - C. We are creating a Family Engagement Night to be held at the end of Summer Camp to promote reading during the summer. This will also celebrate the successes of our Summer Camp.
  - D. We are collecting resumes and interviewing for positions in K, 1/2, 3/4 and also admin assistants at PES and the SAU Office.
2. Assessment Data:

<b>Grade Level</b>	<b>READING: % Students Met Growth Target</b>	<b>MATH: % Students Met Growth Target</b>
First Grade	29%	55%
Second Grade	29%	38%
Third Grade	40%	64%
Fourth Grade	41%	67%
Fifth Grade	38%	76%



<b>Grade Level</b>	<b>READING: % Students Met Achievement Norm</b>	<b>MATH: % Students Met Achievement Norm</b>
Kindergarten	17%	32%
First Grade	38%	22%
Second Grade	31%	26%
Third Grade	44%	34%
Fourth Grade	41%	39%
Fifth Grade	44%	43%

## **Pittsfield School District**

**To:** Pittsfield School Board  
**From:** Derek Hamilton, PMHS Principal  
**Subject:** Board Meeting – July 15, 2021  
**Date:** July 8, 2021

### **ACTION**

1. Hiring Update. At the June 17 Board meeting, you approved the nominations for high school English and social studies teachers. Unfortunately, both candidates have since turned down the offers. The positions were reposted and we have promising candidates for each position. I hope to have nominations for your approval at the Board meeting. We also have openings for a high school science teacher, a library and media specialist, and special education teachers.
2. HVAC Contract. The contract with our HVAC provider, Control Technologies, expired on June 30, 2021. Presently, we are not under contract with a HVAC provider. Control Technologies will continue to provide repair and preventive services at cost until a new contract is agreed upon. I have enclosed a contract renewal from Control Technologies for PES, PMHS, and the IA building (occupied by Head Start and the SAU office). The renewal is for the same scope of services with two additional option years including the annual indoor air quality testing performed by RFP Environmental. There is a slight increase in the contract prices due to material and labor increases.

The Board will want to consider applicable Board policies and procedures for contractual services including Board policy DJE on Bidding Requirements (see enclosed). I foresee the following options at this point:

- Option 1: Seek bids from HVAC providers for a one or three-year term and continue to work with Control Technologies on an interim basis to provide repair and preventive services at cost.
  - Option 2: Approve a one-year contract renewal with Control Technologies for \$21,195 (including IAQ testing performed by RFP Environmental).
  - Option 3: Approve a three-year contract renewal with Control Technologies for \$63,585 (including IAQ testing performed by RFP Environmental).
3. Summer School Health & Safety Regulations. The District Leadership Team met on June 24 to review the latest health and safety guidance in order to determine the health and safety protocols for summer programs. The main topics and recommendations are listed below.
    - Screening Protocols – staff, students, and families will be reminded to self-monitor for illness and exposures and exclude themselves from school as appropriate; there will be no morning or mid-afternoon screening of students. We will continue to follow all procedures for self-isolation and self-quarantine as outlined by the NH Department of Health and Human Services (see enclosed document for details). We will also follow the guidance for self-observation, a relatively new term for those identified as non-household

contacts to someone diagnosed with COVID-19 (see the bottom of page two in orange print for more details).

- Health, Hygiene, and Safety Procedures – a three-foot social distance will continue to be emphasized during school-related activities. Due to low community transmission rates and hot/humid conditions indoors over the summer months, face masks will be optional during summer programs. The NH Department of Health and Human Services *suggests* that you can safely choose to remove masks indoors (regardless of vaccination status) and *recommends* you remove face mask requirements indoors in situations where face mask use might pose a health risk (e.g., on hot/humid days in classrooms without climate control, where children are uncomfortable and constantly touching their face or having more difficulty breathing, where heat exhaustion or dehydration might be an issue, etc.)

## INFORMATION

1. Class of 2021. The following is a recap of senior achievements and recognitions that were acknowledged at our Senior Awards Ceremony.
  - Honor Cords (8) - Shelby Averill, Jah Gordon, Harrison Hill, Amber Johnson, Jesse MacGlashing, Benjamin Marcotte, Amina Shaaban, and Madison St. George
  - New Hampshire Scholars Core Course of Study (3) - Harrison Hill, Benjamin Marcotte, and Caleb Stopyro
  - New Hampshire Scholars (6) - Alden English (Career), Jah Gordon (STEM), Amber Johnson (STEM), Jesse MacGlashing (STEAM), Nathan Miracle (Career), and Amina Shaaban (Arts)
  - National Honor Society (5) - Jah Gordon, Harrison Hill, Amber Johnson, Jesse MacGlashing, and Benjamin Marcotte
  - Salutatorian - Benjamin Marcotte
  - Valedictorian - Amber Johnson
  - Moody Kent Award - Jah Gordon and Benjamin Marcotte
  - Richard Brooks Award - Amber Johnson
  - Linden Sheehan Award - Jesse MacGlashing
  - Matty Garrett Award - Matty Garrett
  - Highest Academic Achievement - Benjamin Marcotte (English, math, and science)
  - Highest Academic Achievement - Amber Johnson (Social Studies)
  - D.A.R. Good Citizen Award - Amber Johnson
  - Pride-Honor-Spirit Award - Harrison Hill
  - United States Marine Corps Scholarship Excellence Award - Benjamin Marcotte and Amber Johnson

The Foss Family awarded a total of \$45,000 in scholarships to 21 past and current graduates. The following students from the Class of 2021 received a Foss Family scholarship:

- Alden English \$2,000
- Harrison Hill \$2,000
- Jesse MacGlashing Jr. \$2,000
- Ryan Stephens \$2,000

- Trinity Morse \$3,000
- Jah Gordon \$4,000
- Amber Johnson \$5,000
- Benjamin Marcotte \$5,000

Also, according to a senior exit survey completed by graduates, post-secondary plans of the Class of 2021 are as follows:

- 44.4% of graduates plan to attend a two or four-year college
  - 16.7% of graduates plan to enter the workforce
  - 16.7% of graduates are undecided
  - 11.1% of graduates plan to attend a trade school or certificate program
  - 5.6% of graduates plan to attend Job Corp
  - 5.6% of graduates plan to enter the military
2. DLT Update. The District Leadership Team (DLT) has scheduled meetings for July 13 and 27 to determine our fall reopening plan. Our goal is to have a plan prepared for your review by your August 5 Board meeting. I will update you on our progress at the upcoming Board meeting.
  3. Eighth Grade Promotion. The following is a breakdown of eighth grade students that were promoted, placed, or their class status is pending for the 2021-2022 school year:
    - 31 students met the requirements (passing all core courses) to be promoted to the ninth grade; 24/31 students met this requirement with distinction (passing all classes)
    - 6 students will be placed in the ninth grade as determined by the administrative team
    - 15 students are working on competency recovery plans over the summer; 10/15 students have 1-2 classes they need to complete competency recovery plans for and 5 students will attend the Extended School Year program to complete 2-4 competency recovery plans

All competency recovery plans need to be completed by August 16. At that time the administrative team will review the progress and circumstances of the 15 students in competency recovery status and make decisions on promotion, placement, or retention on a case by case basis.
  4. Suncook Valley Rotary Club. Members of the Suncook Valley Rotary Club will be present at the Board meeting to discuss potential projects at Drake Field.

Control Technologies, Inc.  
111 Zachary Rd.  
Manchester, NH 03109  
Phone: (603)626-6070  
FAX: (603)626-0352

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**Re: Pittsfield Schools HVAC Maintenance**

Quote To: Derek Hamilton (Company: Pittsfield Schools)

FAX:

Date: 6/14/2021

Quote Number: N15706-2 2-2172

Quote From: Tara Watt

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**Agreement For Mechanical Equipment Planned Maintenance Service**

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Submitted By: Control Technologies, Inc.  
Tara Watt

Telephone: (603)626-6070  
FAX: (603)626-0352

Date: 6/14/2021

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Control Technologies, Inc.  
111 Zachary Rd.  
Manchester, NH 03109  
Phone: (603)626-6070  
FAX: (603)626-0352

## Service Agreement, Preventative Maintenance

Pittsfield Schools  
848 North Main Street  
Pittsfield, NH

*For Service at the following Location(s)*

Elementary, MS/HS/VOC

Control Technologies agrees to provide the services described in the attached schedules and in accordance with the following terms and conditions:

Services Agreement and Schedules

Mechanical Service Agreement

Additional Services

List of Equipment - (see attachment(s) A)

### Terms and Payment

This Service Agreement shall begin on the 1st day of July, 2021 for a period of three years until terminated on June 30, 2024.

### Price Breakdown:

Mechanical PM Agreement: \$18,515.00 a year. Three year total = \$55,545.00

\_\_\_\_ Add \$2,680.00 each year for IAQ Testing. **Yearly total if adding IAQ testing is \$21,195.00**

*The Service Rate may be subject to adjustment yearly to recognize any changes in costs. This change will have no affect on the Contract price, and will only affect the rate charged for anything above and beyond the contract. Such as: service calls, repair work, quoted jobs etc.*

In addition to the annual contract amount, the customer shall pay any present taxes or governmental charges with regard to the transfer, use, or ownership or possession of the equipment covered by this agreement.

Invoices will be issued Semi-Annually as agreed. *Payment will be made within 30 days of invoice date.*

This proposal, including the attached pages, special conditions, and attachments constitutes the entire agreement and shall become a valid contract after customer acceptance and credit approval by CTI. This agreement supersedes all prior presentations and agreements not incorporated herein.

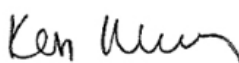
### PLEASE CALL IF INCOMPLETE

**NOTE: Quote is valid for 30 days unless otherwise noted.**

Submitted By: Control Technologies, Inc.

Approved For: Control Technologies, Inc.

Accepted for: Pittsfield Schools



By: \_\_\_\_\_

Representative Signature: Tara Watt

Service Manager Signature:

Customer Signature \_\_\_\_\_

Date: 6/14/2021

Date: 6/14/2021

Date \_\_\_\_\_

PO# \_\_\_\_\_

Control Technologies, Inc.  
111 Zachary Rd.  
Manchester, NH 03109  
Phone: (603)626-6070  
FAX: (603)626-0352

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#### GENERAL CONDITIONS

1. This agreement applies only to equipment installed prior to effective date of this agreement and as described in this agreement. Normal working hours (7:30 a.m. to 4:00 p.m.; Monday through Friday, excluding holidays) will apply to all services, unless otherwise stated, including major repairs performed under this agreement.
2. This agreement assumes the systems covered to be in maintainable condition. If repairs are found necessary upon initial inspection or initial seasonal start-up, repair charges will be submitted for approval. Should these restoration charges be declined, those non-maintainable items will be eliminated from the program and the agreement price adjusted accordingly.
3. It is agreed that the customer shall provide reasonable means of access to all devices, which are to be maintained. Normal operation such as starting, stopping and resetting of the listed equipment is not included in this program. However, Control Technologies, Inc. shall be permitted to start and stop all primary equipment incidental to the operation of the mechanical system.
4. If the system is modified, changed or altered, or if any equipment is added, or if the system is removed within the premises or to other premises, Control Technologies, Inc., at its sole option, reserves the right to terminate or re-negotiate this agreement based on the condition of the system after the changes have been made.
5. This agreement may be terminated after its initial term on the anniversary of its effective date by either party by giving written notice a minimum of 30 days prior to the anniversary date.
6. Control Technologies, Inc. shall not, under any circumstances, be liable for injury to persons or damage to property unless such injury or damage is caused by a negligent act of omission or commission by Control Technologies, Inc.' agents, employees or subcontractors.
7. Control Technologies, Inc. and Customer assume the non-occurrence of the following contingencies which, without limitation, might render performance by Control Technologies Inc. impractical: strikes, fires, war, late or non-delivery by suppliers of Control Technologies, Inc., and all other contingencies beyond the reasonable control of Control Technologies, Inc.. Under no circumstances shall Control Technologies, Inc. be liable for any special or consequential damages whether based upon lost goodwill, lost resale profits, work stoppage, impairment of other goods or otherwise and whether arising out of breach of warranty, breach of contract, negligence or otherwise, except only in the case of personal injury where applicable law requires such liability. But in no event shall Control Technologies Inc.' liability, in warranty or contract, exceed the purchase price paid under this contract.
8. The Customer shall pay Control Technologies, Inc., in addition to the contract price, the amount of all present and future taxes or any other government charge now or hereafter imposed by existent or future laws with respect to the transfer, use, ownership or possession of equipment to which this agreement relates, exclusive of ordinary personal property taxes assessed against Control Technologies, Inc..
9. It is agreed that the customer shall assume responsibility and pay extra for all service and material required due to electrical power failure, low voltage, burned out main or branch fuses, low water pressure, corrosion or lightning strikes.
10. The customer is responsible for the addition of any items of equipment or performance of any safety test or corrections in design as recommended or required by insurance companies, government, state, municipalities or other authorities.
11. The customer is responsible for the indoor air quality of their facility.
12. In the event Control Technologies, Inc. is required to make any repairs and/or replacement and/or emergency calls occasioned by improper operation or misuse of equipment covered by this agreement or any cause beyond Control Technologies, Inc.' control, the customer shall reimburse Control Technologies, Inc. for expenses incurred in making repairs and/or replacements and/or emergency calls in accordance with the established rate for performing such service such as calls for thermostat setting, air balancing or equipment resetting.
13. If equipment becomes non-repairable due to unavailability of replacement parts, Control Technologies, Inc., at its option, may remove the equipment from the contract and will not be required to maintain or service such equipment as a part of this agreement. However, Control Technologies, Inc. will assist the owner in replacing the equipment at prevailing service rates.
14. The customer is responsible for the replacement or repair of non-moving parts of the heating, cooling and ventilating systems, such as ductwork, boiler shell and tubes, boiler refractory, heat recovery wheels, heat exchangers, and complementary equipment, for example but not limited to: cabinets, fixtures, boxes, water supply lines, drain lines, steam lines, plumbing, oil storage tanks, oil and/or gas lines, domestic water lines, refrigerant piping, pneumatic tubing, converter shell and tubes, heating or cooling coils and electrical wiring.
15. Control Technologies, Inc. reserves the right to discontinue this maintenance service agreement at any time, without notice, unless all payments under this contract shall have been made as agreed.

Control Technologies, Inc.  
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Manchester, NH 03109  
Phone: (603)626-6070  
FAX: (603)626-0352

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Control Technologies Inc. (CTI) will maintain the systems or equipment listed as follows:

**1. SCHEDULED MAINTENANCE – INCLUDED**

1. Specially trained technicians, and mechanics are available to conduct the necessary tasks to ensure that your equipment is properly maintained.
2. Each piece of covered equipment receives an inspection and thorough preventive maintenance routine as appropriate. In addition, periodic tests and adjustments are made to ensure efficient and reliable operation of other major components.
3. Each scheduled call has a specific set of tasks detailing exactly what needs to be performed and what special skills; tools or instruments are required to keep equipment operating at peak level.
4. Maintenance intervals will be determined by our experience, manufacturers' recommendations, usage, location and run-time intervals unless otherwise noted.
5. A service report will be completed after each call and provided to you our partner. A duplicate record will be maintained at CTI to update the history of the work performed.
6. A listing of typical service procedures is given in the attachments, which follow.

**2. REPAIR SERVICES** If in the course of a service call, it is determined that a repair to the covered system or a replacement of a component within the system would be beneficial, the following repair coverage has been elected.

**A. Preferred Labor Rates & Materials: Accepted by: INCLUDED**

The Customer will be advised of the defect. Subject to approval by an authorized agent of the customer, work will be performed on a preferred time and material basis.

**B. Standard Labor: Accepted by: NOT INCLUDED**

All of the necessary unscheduled emergency labor to restore, repair or replace the equipment on the list of maintained equipment during CTI normal working hours is included. Any material replacement will be invoiced on a preferred pricing basis.

**C. Comprehensive Coverage: Accepted by: NOT INCLUDED**

The labor and material components and parts necessary to restore covered equipment to normal operation are included. These replacements will be of like or current design to prevent system depreciation or obsolescence. All work will be performed during CTI normal working hours.

**D. 24-Hour Coverage: Accepted by: INCLUDED**

This coverage includes back-up emergency services for critical responses on a 7-day/week, 24-hour/day basis. Subject to approval by an authorized agent of the customer, work will be performed on our overtime preferred time and material basis.



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## ADDITIONAL SERVICES BUILDING AUTOMATION SYSTEM SUPPORT SERVICES

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### Remote Diagnostics

Remote access enhances CTI ability to respond to partner requests for troubleshooting and remote diagnostics. This service affords CTI engineers and technicians the ability to be on-line with your system within minutes of problem notification. By providing quick response, disruptions will be kept to an absolute minimum.

N/A

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### Software Application Support

Software application support entails CTI and technicians providing recommendations for the existing system application in order to ensure optimal performance. These recommendations are targeted towards added Technologies savings, more efficient operation, and further enhanced management capabilities.

Included in Agreement Pricing

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### Software Upgrades

CTI shall provide the owner software upgrades as released by CTI within the twelve-month period covered by the specified agreement. This will enable the owner to take advantage of new system technologies and enhancements to keep the system current with new capabilities. Past software upgrades have required host computer hardware upgrades. If a hardware or firmware upgrade is required, the owner will be responsible for these associated costs.

To be quoted separately

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### Preventative Maintenance

Control Technologies Inc. will inspect Automation Systems to verify and ensure that they are operating properly as detailed by Attachment A.

Included in Agreement Pricing

Control Technologies, Inc.  
111 Zachary Rd.  
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*Attachment A*

SEMI ANNUAL MECHANICAL CONTRACT / ANNUAL BOILERS  
Customer supplies filters, CTI replaces.  
CTI supplies and replaces belts.  
Contract price includes IAQ testing w/RFP Environmental (if customer opts in for this)

PM/Equip List (complete list with quantities refer to original RFQ dated July 1, 2015 - awarded to CTI)

**Pittsfield Elementary School**

Pneumatic/electric controls with hvac system

Duplex Air compressor

Air dryer

Boilers

Boiler burners

Domestic hot water heater

Hot water pumps

Air handling units

Rooftop A/C unit

DX condensing unit

unit ventilators

roof exhaust fans

Cabinet unit heaters

**Industrial Arts/Voc**

Air handling units

Exhaust fans

Rooftop A/C unit

DX condensing unit

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**Pittsfield Middle High School**

Pneumatic/electric controls with hvac system

Energy recovery units

Air handling units

DX condensing units

Roof exhaust fans

Boilers

Hot water pumps

DHW System - Gym

Cabinet unit heaters

## **DJE**

### **Pittsfield School District**

## **BIDDING REQUIREMENTS**

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible and practical, be based on at least two competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject any or all bids, or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Services provided directly to students (for example, driver education instruction) shall not be subject to the bidding requirements specified above. Services of this nature shall be awarded by the Board based upon the recommendation of the Superintendent.

Reading:	February 3, 1994
Adopted:	March 24, 1994
Reviewed:	October 21, 1996
	August 14, 2003
	September 4, 2003
Amended:	September 4, 2003
Reviewed:	December 4, 2008
Amended:	December 18, 2008
Reviewed:	February 1, 2018



## NH COVID-19 Employer Travel, Screening, and Exclusion Guidance

June 17, 2021

Spread of COVID-19 can occur in workplaces and cause significant impact on employees and business operations. Businesses and employers can prevent and slow the spread of COVID-19 within the workplace by implementing recommended public health COVID-19 mitigation guidance (see NH [Universal Best Practices](#)). One layer of protection to prevent introduction of COVID-19 into the workplace is employee screening to exclude people who have any new or unexplained [symptoms of COVID-19](#) or risk factors for exposure, including international travel.

### Employee Illness and Risk Screening

Facilities and businesses can consider asking screening questions to assess risk for COVID-19 daily before work. If facilities and businesses choose not actively screen, they should remind staff to self-monitor for illness and exposures and exclude themselves from work as appropriate. Screening questions include the following:

1. Do you have any [symptoms of COVID-19](#) or fever of 100.4 degrees Fahrenheit or higher that are new for you? Symptoms of COVID-19 can include:
  - Fever, or feeling feverish;
  - Respiratory symptoms such as runny nose, nasal congestion, sore throat, cough, or shortness of breath;
  - General body symptoms such as muscle aches, chills, and severe fatigue;
  - Gastrointestinal symptoms such as nausea, vomiting, or diarrhea, and
  - Changes in a person's sense of taste or smell.
2. Has anyone in your household recently tested positive for COVID-19 that you have been in close contact with in the last 10 days (while they were considered infectious and able to spread the virus to others)?
3. Have you traveled in the prior 10 days internationally (outside of the U.S., except for essential travel to/from Canada\*) or on a cruise ship?

\*Essential travel to/from Canada includes for work, school, personal safety, medical care, care of others, or parental shared custody. Essential travel also includes travel for students and their parents or guardians who are visiting institutions of higher learning or preparatory high schools as potential future students, including allowing the students to remain at the schools for overnight stays.

### Employees with Symptoms of COVID-19 Should Stay Home and be Evaluated for COVID-19 Testing

Persons with any new or unexplained [symptoms of COVID-19](#) should **not** be allowed into the facility. Employers may choose to rely on a person's report (or parent/guardian report for a child) as to whether a person's symptoms are new or unexplained for a person. Persons with new or unexplained symptoms should be instructed to contact their health care provider to be evaluated for testing for COVID-19 and [self-isolate](#) at home; this includes people who are previously vaccinated against COVID-19 or who had prior COVID-19. For people who do not have a primary care provider, or for whom a primary care provider does not/cannot test the person, the individual should seek COVID-19 testing at one of the many [testing locations around NH](#).

People can be allowed back to work when they either test negative, or have had a provider assessment and are considered low-risk or unlikely to have COVID-19 based on symptoms and risk factors. Employers do **not** need documentation of a clinical assessment or testing before allowing a person back-to-work, but a person should be fever-free for at least 24 hours off fever-reducing medication with other symptoms improving before being allowed back to work (i.e., people who are sick should not be allowed back to work until they are better). A person diagnosed with COVID-19 must stay home and isolate until they have met CDC criteria for [discontinuation of isolation](#).

### Employees with Risk Factors for COVID-19 Exposure Should Stay Home and “Quarantine”

Persons who report close contact to a **household** member diagnosed with COVID-19, or those reporting travel risk factors (as outlined above in the screening questions) should **not** be allowed into the facility, and they should be instructed to [self-quarantine](#) at home unless exceptions below apply.

A person can be allowed back to work when at least 10 days have passed from their last exposure to a person **in their household** infectious with COVID-19, or since their return from international or cruise ship travel. Businesses and organizations serving vulnerable populations in congregate living settings that are high-risk for transmission (e.g., long-term care facilities, jails/prisons, etc.) are recommended to use a 14 day quarantine for residents and exclusion from the setting for staff to minimize risk of transmission within facilities and to minimize impact on vulnerable populations. In circumstances where an employer has more strict exclusion from the workplace policies (i.e., requires exclusion following a workplace exposures), staff should follow employer policies.

People who should quarantine due to international travel or travel on a cruise ship have the option of shortening their travel-related quarantine by getting a test on day 6-7 of their quarantine to test for active SARS-CoV-2 infection (SARS-CoV-2 is the novel coronavirus that causes COVID-19); this test should be a molecular test (e.g., PCR-based test); antigen tests are not very accurate when used as screening tests on people without symptoms. If the test is obtained on day 6-7 of quarantine (i.e., within 48 hours before ending quarantine after day 7), the person is asymptomatic, and the test is negative, then the person can end their quarantine after 7 days, but they should still observe for symptoms of COVID-19 and adhere to COVID-19 mitigation measures (social distancing, avoiding social gatherings, wearing a [well-fitted face mask](#), practicing frequent hand hygiene, etc.) for a full 14 days after their last day of travel. Any new [symptoms of COVID-19](#) should prompt the person to isolate and seek testing again (even if the person was recently tested and ended quarantine). This 7-day quarantine “test out” option should ONLY apply to travel-related quarantine (not quarantine due to a high-risk close contact exposure to a person with COVID-19).

People who are identified as non-household contacts to someone diagnosed with COVID-19 need to [self-observe](#) for symptoms for at least 14 days after their last potential exposure and should themselves be tested if any symptoms develop. During this 14 day period, the person should follow recommended COVID-19 mitigation measures (social distancing, avoiding social gatherings, wearing a [well-fitted face mask](#), practicing frequent hand hygiene, etc.). Any new [symptoms of COVID-19](#) should prompt the person to isolate and seek testing again (even if the person recently tested out of quarantine).

Some higher risk settings, such as healthcare workplaces, may still ask their unvaccinated staff members to stay out of work following an exposure. Workplaces may also need to require unvaccinated staff to stay out of work following exposure if the workplace is experiencing an outbreak.

### Exceptions to Quarantine

The following people do NOT need to quarantine after close contact to a **household member** diagnosed with COVID-19 or after international or cruise ship travel:

1. Persons who are 14 days or more beyond completion of COVID-19 vaccination – this means a person should be at least 14 days beyond receipt of the second dose of either the Pfizer-BioNTech, Moderna, **World Health Organization (WHO) approved COVID-19 vaccine**, or at least 14 days beyond receipt of the single-dose Janssen (Jonson & Johnson) COVID-19 vaccine.
2. Persons who are within 90 days of a prior SARS-CoV-2 infection that was diagnosed by PCR or antigen testing (if a person had a previous infection that was more than 90 days prior, then they should still follow the quarantine guidance).

Such persons, however, should still monitor themselves for symptoms of COVID-19 daily, practice social distancing, avoid social and other group gatherings, wear a [well-fitted face mask](#) when around other people, and practice good hand hygiene. All infection control and other business COVID-19 mitigation guidance should be followed. For health care workers, this includes continuing to use all appropriate personal protective equipment (PPE) when evaluating or treating patients (including patients with suspect or confirmed COVID-19).



## **Pittsfield School District**

**To:** Pittsfield School Board  
**From:** Melissa Brown, PMHS Assistant Principal  
**Subject:** Board Meeting – June 15, 2021  
**Date:** June 8, 2021

### **ACTION**

None at this time.

### **INFORMATION**

1. New Hampshire Scholars. Nine seniors earned the distinction of meeting the NH Scholars requirement for the 2020-2021 school year. At graduation each student was presented with a pin and certificate to recognize their accomplishment. The New Hampshire Scholars philosophy is based on the belief that it is better to pass an academically challenging course than to get a higher grade in an easier course. The State Scholars Initiative was established in 2006. It is a federally funded national program with over twenty actively participating states. In 2007, the NH Scholars Initiative began with just six schools. Currently, there are over eighty participating schools across the state. The NH Scholars Initiative works with local business leaders to design a defined, rigorous academic course of study that will adequately prepare students for post-secondary education as well as today's competitive job market.  
The New Hampshire Scholars program includes the following pathways: Core Course of Studies, Career, STEM, STEAM, and Arts. STEM, STEAM, and Arts require a minimum GPA of 3.2 and additional course credits. Students are able to choose one or more of the five options to pursue the NH Scholars accolade. The Guidance Department works with and supports students to complete and submit a NH Scholars four-year planner beginning their freshmen year. Students who complete the program are eligible for college application fee waivers from select institutions, specific NH Scholars scholarships, and notary of completion on their official transcript and diploma.
2. Social Worker Report. The district Social Worker, Lisa Gauthier provided an end-of-year report that is included in my report for your review. I will present more information at our meeting.

Foss Foundation 20/21 School  
District Social Worker Report

Created by:

Lisa Gauthier, LICSW, MSW

Greetings Board Members:

I have attached my yearly report for the 20/21 school year. This report has all the contacts that I have made with families in the community. This has been a trying year for us all and especially for the students and families in the community. You will see in the report the varying amount of contacts and services by month. The numbers increased more when students were back in the building full time. This allowed the students more access to myself and enable me to connect better with their families.

Over the course of the year I have provided a multitude of services and referrals for these individuals and will continue to do so throughout the summer months. I have enjoyed my time immensely getting to know these students on an individual basis and meeting their families. It is a great privilege for me to be able to help them attain the resources that they need and to know that there is someone here to be help them in their time of need.

I am continuing to make connections and meet more families. It has definitely become easier now that students are back in person. I will continue to check in with high risk families and students over the summer months to let them know I am still available should they need anything.

I will say again that it is truly a pleasure to work within this school district and be a part of a team that cares for its community members the way that staff does here within the district. Please reach out to me at 603-435-6701 ext 1117 or [lgauthier@pittsfieldnhschools.org](mailto:lgauthier@pittsfieldnhschools.org) should you have any questions. Thank you very much for you time and I hope you all enjoy your summer.

.

With warm regards,

Lisa Gauthier, LICSW, MSW

# **Contact summary**

## **APRIL:**

- **15 contacts**
- **Services provided health insurance, food, counseling supports**

## **MAY:**

- **25 contacts**
- **4 home visits**
- **Food deliveries**
- **Services provided housing, health insurance, supports surrounding remote work, counseling, referrals for legal services**

## **JUNE:**

- **27 contacts**
- **16 home visits**
- **Food deliveries**
- **Mental Health referrals**

## **JULY:**

- **20 Contacts**
- **16 Home Visits**
- **Food deliveries**
- **Services provided housing, Medicaid, TANF, employment support**

## **AUGUST:**

- **31 Contacts**
- **16 home visits**
- **Food deliveries**
- **Follow up from previous contacts for services**

## **SEPTEMBER:**

- **46 contacts**

- 18 home visits
- Food delivery
- Services provided housing, health insurance, mental health referrals, Primary care referrals, food stamps, unemployment, support

#### **OCTOBER:**

- 54 contacts
- 18 home visits
- Food delivery
- Services provided housing, clothing, school supplies, mental health referral, employment resources, rental assistance, heat assistance, legal referrals, support surrounding school work and attendance.

#### **NOVEMBER**

- 45 contacts
- 24 Home visits
- Food delivery
- Services provided: Housing, food, holiday meals, mental health referrals, support surrounding school work and attendance, Food stamps, Medicaid.

#### **DECEMBER**

- 61 contacts
- 31 home visits
- Food delivery
- Services provided: rental assistance, legal referrals, Medicaid, mental health referrals, food, holiday meals, holiday presents for families, mental health support.

#### **JANUARY**

- 59 contacts
- 28 home visits
- Food delivery
- Services provided: Rental assistance, dental assistance, mental health referrals, funding for electric bill, eye glasses, support surrounding attendance, food.

## **FEBRUARY**

- **57 contacts**
- **23 home visits**
- **Food delivery**
- **Services provided: Mental health referrals, rental assistance, housing assistance, shelter assistance, funds for past due bills, support surrounding school work and attendance, food.**

## **MARCH**

- **88 contacts**
- **36 home visits**
- **Food delivery**
- **Services provided: Food, mental health, city welfare applications, housing assistance, insurance, guardianship information, legal aide, support surrounding school work and attendance.**

## **APRIL**

- **65 contacts**
- **22 home visits**
- **Food delivery**
- **Services provided: Food, mental health, housing and shelter assistance, referrals for primary care physicians, rental assistance, electrical assistance, court paperwork, mental health support in school for students, support surrounding attendance and work.**

## **MAY**

- **92 contacts**
- **41 home visits**
- **Food delivery**
- **Services provided: HSET information, mental health referrals, housing and shelter assistance, In home supports referrals, attendance support an school work support, court paperwork assistance, clothing, food, guardianship, electrical and gas assistance, legal aide for eviction support.**

## **JUNE**

- **86 Contacts**
- **19 home visits**
- **Food delivery**

- **Services provided: Guardianship information, restraining order information, domestic violence resources, Medicaid, food stamps, cash assistance, food, mental health support in school.**

**Total contacts for year: 771**

**Total home visits for year: 312**

**Total number of families: 193**

Pittsfield School District

To: Pittsfield School Board

From: Jess Bickford

Subject: Board Meeting – July 15, 2021

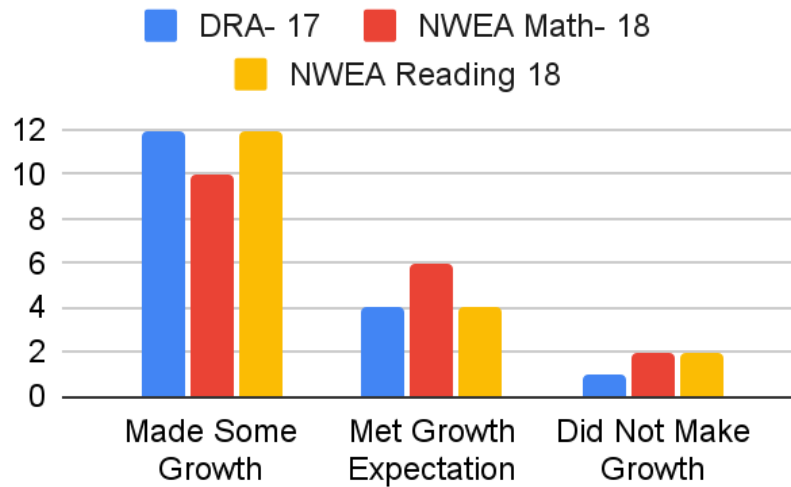
Date: July 7, 2021

**INFORMATION**

1. Year End Data for Students in Special Education:

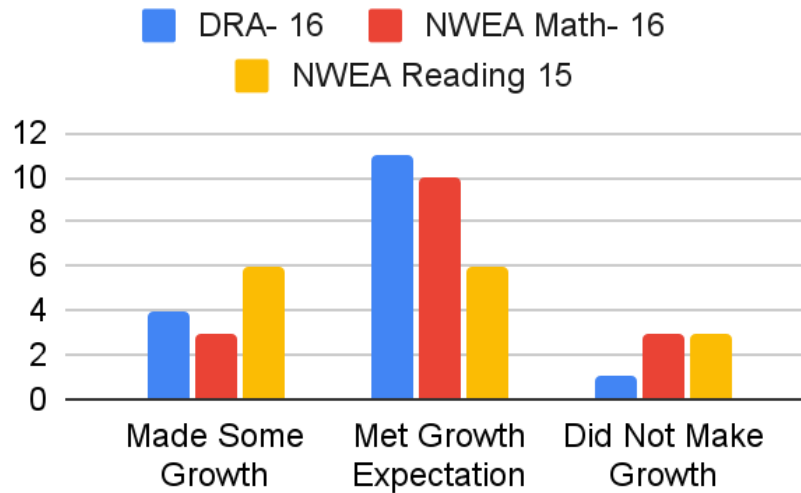
The following information represents data on how Pittsfield's students with special needs performed according to formal standardized assessment, NWEA, as well as district informal reading assessment, DRA.

**Grade Level: 1-2 Multiage**

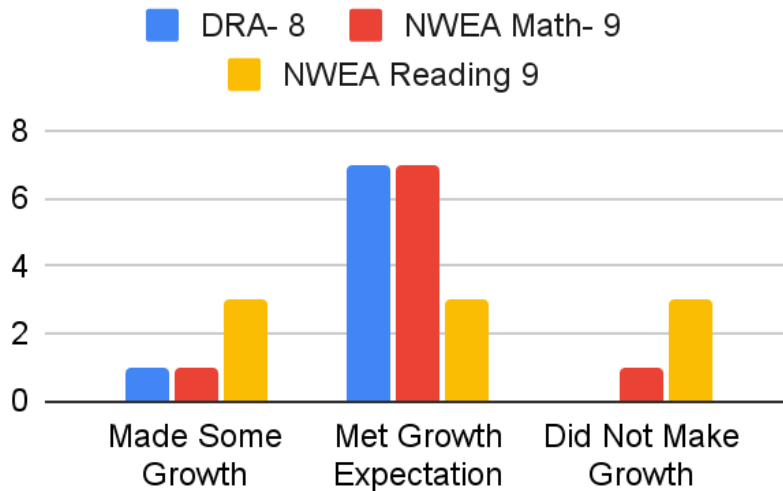


**Grade Level: 3-4 Multiage**





**Grade Level: 5**



2. Significant Disproportionality 3-Year Analysis

Every year, states must collect and examine data to determine if there is disproportionality based on race and ethnicity at school districts. The areas that are looked at are the identification of children as having a disability, the placement of these students in educational settings, and the type of disciplinary actions for these students. I am happy to report that it has been determined that Pittsfield School District has no determination of significant disproportionality for the 18-19, 19-20, and 20-21 school years. Copies of this report are included in the board packet.

**Frank Edelblut**  
Commissioner



**Christine M. Brennan**  
Deputy Commissioner

STATE OF NEW HAMPSHIRE  
DEPARTMENT OF EDUCATION  
101 Pleasant Street  
Concord, NH 03301  
TEL. (603) 271-3495  
FAX (603) 271-1953

July 8, 2021

Jessica Bickford, Director of Student Services  
Pittsfield School District  
23 Oneida Street - Unit 1  
Pittsfield, NH 03263

Dear Ms. Bickford:

The New Hampshire Department of Education (NHDOE), Bureau of Student Support (Bureau) is writing to provide school districts with their three-year risk ratio analysis of disproportionality based on race and ethnicity in the identification and placement of children with disabilities for Federal Fiscal Year 2020 (FFY'20) per FY'22 Memo #1.

Pursuant to IDEA, states must collect and examine data to determine if significant disproportionality based on race and ethnicity is occurring in the state and the local educational agencies (LEAs) of the state with respect to the identification of children as children with disabilities, including the identification of children as children with disabilities in accordance with a particular impairment; the placement in particular educational settings of such children; and the incidence, duration, and type of disciplinary actions, including suspensions and expulsions.

New Hampshire has set the threshold above which disproportionality is significant at a risk ratio, Total Removals Per Child (TRPC) ratio, or alternate risk or TRPC ratio where appropriate, of 3.50 or higher for three consecutive years in the same target group where no reasonable progress is evident.

**In reviewing your district's three-year analysis for Identification & Placement no determination of significant disproportionality has been made for FFY'20.**

Attached please find the three-year analysis of the risk ratio or alternate risk ratio, in each target group (each racial category of each area and outcome) for your district for FFY'20 for Identification & Placement. If you have any questions regarding this matter, please feel free to contact me at [Hannah.m.Krajcik@doe.nh.gov](mailto:Hannah.m.Krajcik@doe.nh.gov) or (603) 271-3742.

Sincerely,

A handwritten signature in dark ink, appearing to read "HAK", written over a circular stamp.

Hannah Krajcik  
Program Specialist

cc: Sheila Dupere, Superintendent  
NHDOE File

FFY'20 Significant Disproportionality 3-Year Analysis  
Identification & Placement

IDENTIFICATION	Hispanic/ Latino				American Indian or Alaska Native				Asian				Black or African American				Native Hawaiian or Other Pacific Isl.				White				Two or More Races		
	Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:						
Ages 3 – 21	18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21
All Disabilities																					1.19	1.12	1.30				
Autism																						1.37	1.28				
Emotional Disturbance																					1.78	2.40	2.49				
Intellectual Disability																											
Other Health Impairment																					1.40	1.45	1.55				
Speech or Language Impairment																					1.90	2.26	2.58				
Specific Learning Disability																					1.13	0.97	0.96				

PLACEMENT	Hispanic/ Latino				American Indian or Alaska Native				Asian				Black or African American				Native Hawaiian or Other Pacific Isl.				White				Two or More Races		
	Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:				Risk Ratio* for SY:						
Ages 6 – 21	18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21		18-19	19-20	20-21
Reg. Class less than 40%																											
Separate School or Residential																											

**Blank Cells** indicate target area did not meet the minimum cell and N size or no data was available.

**\*Alternate Risk Ratio** is used when comparison group did not meet cell or N size for the target area.

**\*\*Total Removals per Child Ratio** is used for Total Disciplinary Removals. **Alternate Total Removals per Child** is used when comparison group did not meet cell or N size for the target area.

**Threshold for Disproportionality:** Ratio greater than 3.50

Ratio greater than 3.50

**Determination of Significant Disproportionality;**

Ratio greater than 3.50 for 3 consecutive years with no reasonable progress

Pursuant to 34 CFR 300.646 and with stakeholder input, New Hampshire has established reasonable a threshold above which disproportionality is significant. The threshold is:

- A risk ratio, Total Removals Per Child (TRPC) ratio, or alternate risk or TRPC ratio where appropriate, of 3.50 or higher for three consecutive years in the same target group;
- Where no reasonable progress is shown.

The target group is the district specific area, sub-area and racial category being calculated. Reasonable progress in New Hampshire is defined as at least a 10% rate of decrease in risk or alternate risk ratio from year to year over the three years in the target group