



## SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1 Pittsfield,

New Hampshire 03263

Phone: (603) 435-5526 • Fax (603) 435-5331

### PITTSFIELD SCHOOL BOARD

#### MEETING AGENDA

5:30 PM Thursday, October 7, 2021

PMHS Media Center

Pittsfield Middle High School

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ACTION ON AMENDED AGENDA

4. APPROVAL OF MINUTES FROM September 2, 2021 & September 16, 2021

5. PUBLIC INPUT

6. STUDENT REPRESENTATIVE

7. PES PRINCIPAL

Information & Discussion

Attendance

Grants

Calendar of Upcoming Events

8. PMHS PRINCIPAL

Information & Discussion

COVID Update

Family Communication

Learning Studios

Professional Learning

School Newsletter

9. INTERIM SUPERINTENDENT OF SCHOOLS

Information & Discussion

COVID 19 Protocols

HVAC Contract Quote

Request for Salary Increases

10. SCHOOL BOARD

Information & Discussion

HVAC Contracted Services

Deposit with NHSBA

11. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE - Mr. Clough

DRAKE FIELD & FACILITIES - Mr. Gauthier

NEGOTIATIONS - Ms. Goggin & Mr. Gauthier

FOSS FAMILY SCHOLARSHIP - Ms. Rider

12. PLAN AGENDA FOR NEXT MEETING

13. PUBLIC INPUT

14. ADJOURNMENT

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

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**MINUTES**

Pittsfield School Board Meeting  
September 2, 2021  
Pittsfield Middle High School

**I. CALL TO ORDER**

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

Others Present: Bryan Lane, Interim Superintendent  
Jessica Bickford, Director of Student Services  
Derek Hamilton, PMHS Principal  
Kathy LeMay, PES Assistant Principal  
Michael Wylie, PES Principal  
Members of the Public (in person and via Zoom)

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

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Reopening Plan (Ms. Goggin)
- Curriculum Review (Ms. Rider)
- Hiring (Mr. Lane)

**III. ACTION ON AMENDED AGENDA**

On a motion made by Mr. Clough and seconded by Ms. Goggin, the Board was polled and voted unanimously to approve the agenda as amended (Mr. Clough, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

**IV. APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made by Ms. Goggin and seconded by Mr. Clough to approve the minutes of the August 19, 2021 meeting. Changes made include: page seven, paragraph four, change “Googin” to “Goggin” and on page seven, paragraph five change “Gautheir” to “Gauthier”. The Board was polled and voted unanimously to approve the minutes as amended (Mr. Clough, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

V. PUBLIC INPUT - None.

VI. STUDENT REPRESENTATIVE

Matthew Swenson was unable to attend the meeting. Mr. Gauthier reported from communication with Matthew the recent activity of the Site Council.

VII. PES PRINCIPAL

A. New Hires

Mr. Wiley provided the Board with a list of newly hired individuals including Christine Marks as Kindergarten teacher, Lynn Tiede as literacy interventionist, and Erin Fortier as secretary.

B. First Week Successes

Mr. Wiley provided the Board with a synopsis of opening days including an improved arrival and dismissal plan and the Wednesday morning welcome. Staff and students are settling in, according to Mr. Wiley.

C. Calendar of Upcoming Events

Mr. Wiley noted that professional development providers, Mike Anderson and Kathy Collins, would be at PES on September 9, 10, 20, 21, 2021. PES will celebrate International Dot Day on September 15, 2021.

D. PES Images

Mr. Wiley offered pictures of students and their work.

VIII. PMHS PRINCIPAL

A. Opening Days

Mr. Hamilton provided the board with information relative to the opening days of school including extended advisory blocks to address logistics and time for team and community building activities. A school-wide assemblies were held to

introduce new staff members and for advisory groups to present their representation of the PMHS slogan for the school year - *Together We Achieve*.

B. Staffing Update

According to Mr. Hamilton, Martha Carnes has been hired as the new science teacher and Laurilee Hurley has been hired as the new 11/12 special education teacher. Open positions include the middle high school guidance coordinator and a middle school paraprofessional.

C. Staff Workshop Days and Professional Development

Mr. Hamilton shared an agenda from the staff workshop days on August 25 and 26, 2021. He informed the Board that the professional development block focused on emergency management procedures and next Wednesday will focus on behavior management procedures and school district policies.

Mr. Gauthier asked if the sixth grade was part of PES or PMHS, according to the NH Department of Education. Mr. Hamilton said that this is still unclear. Mr. Gauthier asked if the sixth graders were able to take the in-town bus. Discussion ensued regarding the logistics and transportation requirements. Mr. Hamilton stated that he is following Board policy and will often take individual circumstances into consideration.

X. DIRECTOR OF STUDENT SERVICES - No report.

XI. INTERIM SUPERINTENDENT OF SCHOOLS

A. Opening of School

Mr. Lane thanked the administration for their work to open schools, including the Open House event. He stated the events were well organized and well attended.

Mr. Lane addressed the faculty on their first day back in school.

B. SAU Staff

Mr. Lane stated that Sheila Dupere is no longer available and her replacement, Sara Zinn, will begin her duties on September 7, 2021. Sally Blanchette officially ended her duties on August 30, 2021, but has offered to come back to work with Dawn Lemieux to help when needed.

C. Hiring Update

Mr. Lane provided the Board with the resumes of people hired over the past few weeks including Erin Fortier as PES secretary, Christine Marks as Kindergarten

teacher, Martha Carnes as high school science teacher, Laurilee Hurley as PMHS Flex Program supervisor, Lynne Tiede as Title I literacy interventionist, and Erika Hines as PES Flex Program supervisor.

#### D. Negotiations

Mr. Lane provided the Board with a copy of the memo he has sent inviting the Education Association of Pittsfield to begin negotiating.

#### E. COVID-19 Update

Mr. Lane provided the Board with the *State of New Hampshire Coronavirus Disease 2019 (Covid-19) School & Childcare Toolkit*. He explained the protocols that will be followed when there are incidents of Covid-19 identified. Mr. Lane will work with the administration and the school nurses when there are incidents identified.

Mr. Lane admitted that he had made a mistake in following the Pittsfield School District Reopening Plan but changed his decision and explained the mistake to the parents impacted. Ms. Goggin thanked Mr. Lane for his correction. She asked for clarification of the plan relative to students who are exposed to Covid-19, which was provided by Mr. Lane. Ms. Goggin questioned the possibility of requiring masks when there is a case of a student who is self-monitoring after exposure. Mr. Lane stated that he will engage in a discussion with the administration and school nurses and make recommendations at the next Board meeting. Mr. Clough stated that flexibility is warranted if conditions change. Ms. Goggin stated that a decision-making matrix is helpful to the people who are making the decisions on a day-to-day basis. Mr. Clough suggested placing a link to the *State of New Hampshire Coronavirus Disease 2019 (Covid-19) School & Childcare Toolkit* on the district's website. Ms. Goggin suggested clear communication with families about a non-family contact incident.

Mr. Lane commended the maintenance staff, stating that they have done a tremendous job of making sure the buildings were clean and ready for the opening day.

#### F. Legislative Update

Mr. Lane provided the Board with a 2021 Legislative Update from the Soule, Leslie, Kidder, Sayward & Loughman group.

## XII. SCHOOL BOARD

### A. Curriculum

Ms. Rider stated that some districts have committees to review curriculum. She suggested that the Board form a committee to review curriculum within the district. Mr. Lane explained that typically there is a committee within the district that does a cyclical review of curriculum from preschool through grade twelve. He stated that usually recommendations come from the committee regarding curriculum to the Board for their approval. He pointed out that there is not a curriculum coordinator in the district. Mr. Lane also stated that the cost of changing curriculum has a potential financial impact, which is a good reason to review in a cycle, rather than all at once.

Ms. Rider asked for an explanation of past practice, which Mr. Hamilton provided. He explained that in the past work has been done to articulate curriculum, especially with the requirement of competencies. Ms. LeMay stated that when school-wide programs have been used as curriculum, they have been approved by the Board. Ms. Rider questioned the process of purchasing curriculum materials such as textbooks or online media. She suggested a Board member being on curriculum committees in the district. Ms. Goggin suggested that a process and cycle timeline be prepared by the Board. Discussion ensued regarding the level of overview the Board has over curriculum, given student centered learning and universal design for learning. Ms. Rider stated her opinion on how curriculum articulation relates to test scores and student proficiency. Mr. Gauthier suggested Mr. Lane be asked to begin the process by having a discussion with the administration.

## B. Critical Race Theory

Mr. Gauthier stated that a citizen asked for Critical Race Theory to be added to the agenda for Board discussion. Mr. Lane began by explaining some fundamentals of Critical Race Theory. He explained the ramifications if a teacher were to project their personal opinions on students and the policies already in place that protect the rights of parents to object to books or other materials.

Mr. Gauthier asked the Board if the citizen requesting the topic to be discussed be heard. There was agreement and Clayton Wood explained his opinion regarding Critical Race Theory. Mr. Wood stated that he believes parents should be heard relative to what curriculum is taught and what materials are used to teach it.

Mr. Clough stated that he would like a clearer understanding of what the problem is in Pittsfield, specifically. He is willing to investigate if there is a specific issue in this community.

Ms. Rider stated that she appreciated Mr. Lane's comments and does not have any evidence that there is a specific problem in Pittsfield. However, she went on to explain the impact that has been felt across the country. Ms. Rider raised the issue of the 1619 Project and wondered if Mr. Hamilton asks social studies teacher applicants about their philosophy regarding it.

Ms. Goggin stated that she has participated in Critical Race Theory professional development. She stated that she thought the concern was more about the risk of utilizing divisive material within a teacher's content. She explained that the issue is about legal requirements relative to protected classes and comes from a recently passed law. Ms. Goggin suggested providing the district with professional development regarding Critical Race Theory to protect teachers and to inform the community.

Mr. Wood stated that he is upset that the curriculum being taught is not understood by parents of the students. Discussion ensued regarding the curriculum and Critical Race Theory. It was agreed that these are two separate conversations in which the Board should continue to engage. Mr. Wood stated that he has no evidence that there is a specific problem in Pittsfield but after hearing what is happening in other communities, he is concerned that there may be.

Mr. Lane explained that a new law has been passed requiring a *Civics Competency Assessment*.

Anne Marie Castle stated that she does not think it is appropriate to ask a teacher candidate what their belief is regarding Critical Race Theory; it is in violation of their rights. Discussion ensued regarding the task of teachers to teach curriculum, regardless of their personal beliefs.

Mr. Lane stated that he will contact the district's attorney for suggestions on training.

#### C. Additional Adequacy Funding

Mr. Lane shared the draft of the PowerPoint he has developed for the Public Hearing scheduled for September 9, 2021. The Department of Education estimates that \$239,527 of the funds will be available revenue for the 2022-23 school year under current law. It is unclear if the remaining \$119,169 would be available as revenue in the 2022-23 school year. Mr. Lane reviewed the administration's recommendation for proposed long-term expenditures including a library media specialist at PES, special education teacher at PMHS, administrative assistant for PMHS, reinstating a salary increase for four administrators that had been eliminated with the budget reductions, reinstated salary increases for nine full-year support staff, and district-wide technology equipment (six SMART boards, 20 laptop computers, replacement switches for connectivity and new computers and desk for the business office at the SAU).

Mr. Gauthier asked Robert Schiferly if he had any input. Mr. Schiferly stated that he was impressed with the draft and that it had answered the questions he had.

Ms. Goggin clarified and asked that it be reiterated that the requests are items that were cut from the budget, rather than new expenditure requests. Mr. Gauthier asked the administration for information about the replacement cycle for technology, which Mr. Lane agreed to investigate.

Mr. Lane asked Board members to provide him with any input they might have relative to the PowerPoint. Mr. Schiferly invited Mr. Lane to attend the meeting of the Budget Committee on September 8, 2021.

### XIII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative - Mr. Clough
- B. Drake Field and Facilities - Mr. Gauthier
- C. Negotiating Team - Ms. Goggin and Mr. Gauthier
- D. Foss Family Scholarship - Ms. Drouin

### XV. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, September 16, 2021 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

### XVI. PUBLIC INPUT (Second Session)

Jodi Cunningham asked for information about contact tracing, which Mr. Lane agreed to provide.

### XVI. NON-PUBLIC SESSION

At 7:30 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Goggin to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss a student issue and a staff issue. 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 \_\_\_ p.m. a motion was made by \_\_\_ and seconded by \_\_\_ 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).

### XVI. ADJOURNMENT

On a motion made by Mr. Clough and seconded by Ms. Goggin, the meeting was adjourned at 7:17 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary



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

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**MINUTES**

Pittsfield School Board Meeting  
September 16, 2021  
Pittsfield Middle High School

**I. CALL TO ORDER**

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

Others Present: Bryan Lane, Interim Superintendent  
Jessica Bickford, Director of Student Services  
Michael Wylie, PES Principal  
Members of the Public

Chairperson Gauthier opened the meeting at 5:30 p.m.

Mr. Clough led the group in the pledge of allegiance.

**II. AGENDA REVIEW - No additions or deletions.**

**III. ACTION ON AMENDED AGENDA - No additions or deletions were made to the agenda.**

**IV. APPROVAL OF PREVIOUS MEETING MINUTES - No minutes were presented.**

**V. PUBLIC INPUT**

Mr. Wood stated his appreciation to the Board for taking on the topic of Critical Race Theory.

Mr. Wood stated that the Board is responsible for curriculum and should not be distracted by the sentiment of the NH School Board Association, who he believes leads Boards to think they are micromanaging when dealing with curriculum. He encouraged the Board

to deal with curriculum by initiating a committee that would include community members. Mr. Wood stated that he is hoping the quality of education will be enhanced by a review of curriculum.

Mr. Clough stated that although there have been more immediate issues that have had to be addressed, the topic of curriculum has been an interest to the Board for months. He opined that now that things have settled down a bit, it is time to address the topic of curriculum.

Ms. Rider stated that she has spoken to Leslie Vogt about using the Good to Great Team to review curriculum. She stated that there is a form available on the website to initiate the process that the Good to Great Team can use to review curriculum and other programs.

Ms. Goggin stated that there needs to be a metric by which the curriculum is being measured. She stated that the people in the field must have a tool to look at curriculum and that it should be the tool that the Board also uses.

Ms. Goggin warned that using standardized assessment results as a measure of success of the curriculum needs to be done with caution. Mr. Lane concurred that the NH State Assessment Program has changed over the past six years and is therefore difficult to use as a tool to measure success of curriculum.

Ryan Rafferty stated that he is in opposition of students being required to wear masks. He stated that he questions the criteria that was used to make the decision to have students wear masks. He asked what the metric is being used to make the decisions. Mr. Lane stated that fifteen percent of the school population was absent today as a result of a Covid related issue. Mr. Lane stated that the data that is available to the public is not current. For example, the DOE website states Pittsfield has one case, but in fact has fifteen percent of the population.

Mr. Rafferty stated that he challenges the authority of the Board to make the decision of whether or not students should wear masks. He opined that it is the parents' decision as to whether their children should wear masks.

Mr. Rafferty asked for clarification regarding the criteria outlined in the District Reopening Plan. Mr. Lane agreed to talk further with Mr. Rafferty.

Ms. Goggin stated that consideration of the "school community" be used to better define the percentages used in the District Reopening Plan.

Lisa English asked why the District Reopening Plan does not include a remote learning option. She stated her concern for students who may be required to be out of school for a COVID related reason.

Mr. Lane stated that the Commissioner of Education has stated that the school must be in session for five days per week. He provided information to help explain why the remote option is not being offered at this time. Mr. Lane explained the reasons for students being required to stay home from school for up to twenty days.

Ms. Rider stated that Virtual Learning Academy Charter School is an option if parents are uncomfortable with having their students' experience be negatively affected by COVID-19.

Mr. Wood stated that the number of absentee students may include students other than those affected by COVID-19. Mr. Rafferty stated that it is not safe to assume that the students who are absent have COVID-19.

VI. STUDENT REPRESENTATIVE - No report.

X. DIRECTOR OF STUDENT SERVICES

A. Flex Program Overview

Ms. Bickford provided the Board with information about the Flex program. She noted that the Good to Great Team will be evaluating the Flex Program during this school year. Mr. Gauthier questioned the numbers of students included; Ms. Bickford stated there are currently seven students in the PES Flex Program and seven students in the PHS Flex Program.

Ms. Rider asked Ms. Bickford for behavior management statistics such as the number of times classrooms are evacuated due to a student's behavior. Ms. Bickford agreed to gather data for the Board's review at a future meeting.

Mr. Clough asked for further information relative to the number of students who have been served by the Flex Program and the metric being used to measure the success of the program.

XI. INTERIM SUPERINTENDENT OF SCHOOLS

A. Information and Discussion

Mr. Lane reviewed the status of the district relative to COVID-19. Currently there are nine confirmed COVID cases in the district.

Mr. Lane explained that the administration is in the process of creating the 2022-2023 budget proposal. He is having the business manager generate a document with actuals for expenditures for the past three years.

Responding to a question asked by Ms. Goggin, Mr. Lane explained that he is looking at alternatives to NWEA for data gathering as well as a prescribed curriculum for reading and writing district-wide. Ms. Goggin asked that the programs selected be considered for integration into the middle high school. Consultants at PES are working with staff on the selection of a reading program.

#### B. Critical Race Theory

Mr. Lane provided information for the Board relative to Critical Race Theory. He stated that he will be providing staff with professional development relative to Critical Race Theory. He will be using a document that has been produced by the NH Department of Education. During this training opportunity, he will also be reviewing the educator's code of ethics.

Ms. Rider stated that she appreciated Mr. Lane's transparency regarding Critical Race Theory.

Ms. Rider opined that teacher candidates need to be asked about their philosophy. She believes that Critical Race Theory can creep into the curriculum if people are not screened when potentially being hired.

Ms. Rider suggested that there are federal requirements for some grants to include Critical Race Theory. Mr. Lane stated that he is not aware of that requirement and that all activities within a grant must be approved by the NH Department of Education.

#### C. Public Hearing Recap

Mr. Lane explained that he met with the Budget Committee on September 8, 2021. The warrant article being brought forward on the next night was discussed.

Mr. Lane stated that he thought the hearing went well. Ms. Rider stated that she received feedback from a community member regarding the clarity and helpfulness of Mr. Lane's presentation.

It was decided that the Board will call upon Mr. Lane to explain the warrant article at the meeting scheduled for next week.

#### D. Tuition Study

Mr. Lane explained the work that he is doing relative to tuitioning high school students and stated that transportation and special education costs are the complex issues being investigated. Discussion ensued regarding the details of transportation.

## XII. SCHOOL BOARD

### A. Nomination of Board Member

Mr. Lane stated that Jessica Drouin has resigned from the Board. He confirmed that the process would include putting an advertisement in the Concord Monitor asking for interested people to state their interest in a letter sent to the SAU office, candidate letters would be reviewed by the Board, interviews conducted, and a final decision made by the Board. Ms. Rider asked for the advertisement to be added to the Pittsfield Post's publication.

### B. COVID-19 Protocol

Mr. Lane stated there is currently not a memorandum of agreement with the Education Association of Pittsfield relative to the use of sick time for COVID related issues. He made suggestions as to how this issue might be addressed by the Board. Ms. Goggin suggested Mr. Lane contact the leadership of the Education Association of Pittsfield to ask their opinion. Mr. Gauthier asked Mr. Lane to add this to the agenda for the next meeting. Mr. Clough stated that an agreement that will help staff contend with COVID-19 absences will be a way to improve work conditions.

Mr. Lane stated that attorneys in the State of NH are providing advice about the possibility of requiring employees to be vaccinated.

Mr. Lane offered to provide information and guidance regarding COVID-19 protocols in order for the Board to continue making decisions regarding the District Reopening Plan.

Discussion ensued regarding the intricate details of the COVID-19 District Reopening Plan. Mr. Lane agreed to continue his work to stay abreast of state-wide issues and solutions.

### C. Adequacy Funds

Mr. Lane reminded the Board that they need to decide whether to add money to the warrant article for increases in pay for non-full year employees.

On a motion made by Mr. Clough and seconded by Ms. Goggin, the Board voted unanimously to approve a two percent raise for the returning non-full year staff for the amount of \$10,846.50.

## XIII. COMMITTEE ASSIGNMENTS

### A. Budget Committee Representative - Mr. Clough

Mr. Clough reported that the Budget Committee was encouraged by Mr. Lane's presentation.

B. Drake Field and Facilities - Mr. Gauthier

Mr. Gauthier stated that he has been on the Drake Field and Facilities Committee for several years but has not been included in any meetings. Mr. Lane stated that he will look into that.

C. Negotiating Team - Ms. Goggin and Mr. Gauthier

Meetings with the Education Association of Pittsfield will be scheduled.

D. Foss Family Scholarship

Mr. Gauthier stated that due to the resignation of Jessica Drouin, a new Board member will need to be appointed.

On a motion made by Ms. Goggin and seconded by Mr. Clough, the Board unanimously approved having Ms. Rider be appointed as the Board's representative to the Foss Family Scholarship Committee.

XV. NEXT MEETING

The Deliberative Session is scheduled for Wednesday, September 15, 2021 at 7:00 p.m. in the PMHS cafeteria.

The next meeting of the Board is scheduled for Thursday, October 7, 2021 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XVI. PUBLIC INPUT

Mr. Wood stated that there are currently four lawsuits holding the School Board accountable for the decision of wearing masks and one for holding them responsible for not wearing masks.

Mr. Wood asked if there is an equity rating for our district. Mr. Lane said he is unaware of the term. Mr. Wood asked that he research the equity rating for the district. Mr. Wood recommended that the Board create a policy on Critical Race Theory. Mr. Wood provided several examples of potential issues that could arise within the district warranting a policy. Discussion ensued regarding the issues surrounding the issues of Critical Race Theory. Ms. Rider agreed that the Board should consider a policy regarding Critical Race Theory. Mr. Clough stated that he thinks the Board should follow the usual procedure for developing a policy. Ms. Goggin stated that law takes precedence over

Board policy; the training that Mr. Lane will be doing with staff is based on this law. Ms. Goggin stated that there are already policies in place that directly respond to objectionable materials potentially used by teachers. Mr. Lane stated that he is confident that attorneys will soon be coming out with guidance for schools relative to these issues.

Mr. Rafferty asked Mr. Lane if the other districts who are reporting rising numbers in COVID-19 are requiring the use of masks. Mr. Lane stated he would look into that.

Mr. Rafferty commented on the inaccuracies on the district's website relative to the dates and times of meetings. Mr. Lane stated that due to staff shortages these mistakes have been made and will soon be corrected. Mr. Rafferty stated that there is a general lack of clear communication with the community.

Mr. Rafferty asked the Board to introduce themselves, which they did.

Mr. Rafferty asked for clarification regarding the issue of tuitioning high school students out to other districts.

Mr. Rafferty stated his appreciation for the fact that the Board has instituted the practice of reciting the pledge of allegiance.

Ms. English asked for clarification regarding the presentation that Mr. Lane made at the public hearing last week. Mr. Lane explained the adequacy fund issue to Ms. English and summarized the presentation that he will make at the meeting next week. He provided further information about the proposal that is being made by the administration relative to the expenditure of the adequacy funds. Ms. English asked if bringing back a math teacher was considered; Mr. Lane answered that it was not.

#### XVI. NON-PUBLIC SESSION

At 7:46 p.m. a motion was made by Mr. Clough seconded by Mr. Gauthier to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss a staff issue. The Board was polled and voted unanimously to enter into a non-public session (Mr. Clough, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

At 8:24 p.m. a motion was made by Mr. Clough and seconded by Mrs. Rider to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Mr. Clough, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

#### XVI. ADJOURNMENT

The Board was polled and voted unanimously to adjourn the meeting at 8:25 (Mr. Clough, yes; Mr. Gauthier, yes; Ms. Goggin, yes; Ms. Rider, yes).

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary



**Pittsfield School District**

**To:** Pittsfield School Board

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

**Subject:** Board Meeting – October 7th, 2021

**Date:** September 29, 2021

**ACTION**

**INFORMATION**

1. Attendance:
  - a. Average number of absences for the last week of September was 40/253
  - b. 3 students have already had 5 or more “unexcused absences” and a letter has been sent home
  - c. All other student absences have been excused for either sick or family reasons
2. Grants:
  - a. Title I- The federal government is still working on determining the total amount of the Title I grant and have only given us  $\frac{1}{3}$  of the funds. We are expected to receive the rest of the grant by mid October.
  - b. Title II- We are continuing to utilize the funds for these grants to provide professional development opportunities for our faculty and staff. These grants are available for 2 year spans. We have allocated the 20-21 funds but have not yet started the 21-22 grant(\$23K).
  - c. ESSER- The approval process for this grant continues to be a stumbling block. Recent additions include technology programs, teacher laptops, student water bottles, and professional development books. We have received the ARP ESSER grant but have not yet started it(\$1.5M). These funds are also available for 2 years.

**Calendar of Upcoming Events:**

- a. September. 29 Kindergarten visits the Apple Orchard
- b. October 4-22 NWEA Testing
- c. October 8 Teacher Workshop Day
- d. October 11 No School
- e. October 12 Picture Day

## **Pittsfield School District**

**To:** Pittsfield School Board  
**From:** Derek Hamilton, PMHS Principal  
**Subject:** Board Meeting – October 7, 2021  
**Date:** September 30, 2021

### **INFORMATION**

1. COVID Update. The enclosed letter dated September 10 includes an outline of the changes to school procedures and routines due to an outbreak of COVID-19 in early September. The data below summarizes the impact of COVID-19 on students and staff during the month of September.
  - Number of positive students – 14
  - Number of positive staff – 3
  - Number of students quarantined – 51
  - Number of staff quarantined – 3
2. Family Communication. I have enclosed a letter shared with families this past month that summarizes our initial challenges due to staff shortages, an introduction to new teachers, and the impact of transitioning to the yellow status. Since the writing of this letter, we have one additional vacancy and the need for two long term substitutes later in the fall. The current employment opportunities at PMHS are summarized below. At the Board meeting, I will explain the impact of the current and expected staff openings.
  - Guidance Coordinator
  - Media Specialist / Online Learning Coordinator
  - Long Term Substitute – Middle School Math
  - Long Term Substitute – Middle School Special Education
3. Learning Studios. After an 18-month hiatus due to COVID-19, we have restarted Learning Studios on Wednesdays. The purpose of Learning Studios is to engage students and provide an opportunity for them to apply and connect skills from content courses. Learning Studios are project-based, driven by student interest, and include an exhibition of learning. In addition to seventh and ninth grader seminar, which support the development of work study skills, we are offering 17 Learning Studios this semester. Examples of Learning Studios topics are below.
  - Animal Photography
  - Building Civilizations
  - Crocheting
  - Escape Room
  - Freshwater Aquatics
  - Looseleaf Magazine
  - Quilting
  - Sports Management

4. Professional Learning. The recent topic of focus at our Wednesday professional learning has been the development of focus groups. The topics below were identified based on school accreditation priorities, state requirements, or specific needs identified by staff members. Each focus group has established a team charter to outline their purpose, action steps, and measures of success. The first report out date is Wednesday, October 6. I will share more details about each focus group at the Board meeting.
  - Additional Targeted Support
  - Bound to Read Initiative
  - Culture and Climate
  - Peer Tutoring
  - Universal Design for Learning
  - Vision of the Graduate
5. School Newsletter. At the Board meeting I will provide a copy of our October newsletter. This month's highlights include the College Board (PSAT/SAT exams) testing date, school pictures, and updates from the Health Services office.



**Pittsfield Middle High School**  
**23 Oneida Street**  
**Pittsfield, N.H. 03263**  
**Tel. (603) 435-6701 Fax: (603) 435-7087**

September 10, 2021

Dear PMHS Families,

We are off to an exciting start at Pittsfield Middle High School, but it hasn't been without challenges. We started the school year with staff shortages in the guidance department, special education, and regular education. Since the start of this week, we are now fully staffed with special education and regular education teachers. Below is an introduction to our new teachers and specialists. Our directory information on the school website is up to date if you need to contact any of our new or returning staff members.

- Anne Korzyniowski, 9/10 English Teacher
- Amy Guimond, 9/10 Social Studies Teacher
- Heidi Hoffman, 9/10 Special Education Teacher
- Martha Carnes, 11/12 Science Teacher
- Laurilee Hurley, 11/12 Special Education Teacher
- Louisa Meehan, MS/HS Art Teacher
- Wayne Fraser, Alternative Learning Program Coordinator
- William Carr, Information Technology Manager

Due to the outbreak of COVID-19 at Pittsfield Middle High School last week, we shifted to the *yellow status* and required the use of face coverings indoors. Three additional PMHS students have tested positive for COVID-19 this week and several others have either stayed home or been sent home with symptoms. For those awaiting a negative test to return to school and those in self-quarantine due to a positive test or being identified as a household contact, our teachers are working with those students and families to provide coursework through Google Classroom and/or providing hard copies of assignments and resources by request. Absenteeism due to symptoms or self-quarantine will not be counted against students.

Additionally, we have limited large gatherings and we will not be holding school assemblies until further notice. Students are eating lunch in cohorts to limit the number of students in the cafeteria at one time. Students also have the option to be outdoors during lunch. We are continuing to hold class meetings but we have moved some class meeting locations to alternative locations to maximize physical distancing.

We appreciate everyone's patience as we work through these challenging circumstances. Please reach out to any of our staff members with any questions or concerns and we will continue to do our best to support you.

Derek Hamilton  
Principal  
Pittsfield Middle High School



# PMHS NEWSLETTER



## College Board Testing

On Wednesday, October 13, Pittsfield Middle High School is partnering with College Board to administer the PSAT/NMSQT and SAT exams free of charge. All students in junior standing will be taking the PSAT/NMSQT, which measures a student's knowledge and skills in reading, writing, and mathematics. Also, all students in senior standing have the opportunity to take the SAT exam. The SAT measures a high school student's readiness for college and provides colleges with one common data point that can be used to compare all applicants. All students eligible to take these exams have been mailed a letter with an opt out form. Students opting out of the exams must return the form by October 7.



## School Picture Date

School pictures at PMHS are Monday, October 25. Our photography service provider is Lifetouch. To order pictures online, please go to [lifetouch.com](http://lifetouch.com). You will be prompted to enter the picture day identification number EVTWK3P8K. We will distribute paper-based order forms as we get closer to the picture date. If you have any questions, please contact Jen Massey, our business education teacher at [jemassey@pittsfieldnhschools.org](mailto:jemassey@pittsfieldnhschools.org).

## IMPORTANT DATES

School Board Meeting  
PMHS Lecture Hall  
October 7, 2021, 5:30 PM

Teacher Workshop Day – No School  
PES/PMHS  
October 8, 2021

Indigenous People Day – No School  
PES/PMHS  
October 11, 2021, 5:30 PM

PSAT & SAT Testing  
PMHS  
October 13, 2021

School Board Meeting  
PMHS Lecture Hall  
October 21, 2021, 5:30 PM

School Picture Day  
PMHS  
October 25, 2021

School Board Meeting  
PMHS Lecture Hall  
November 4, 2021, 5:30 PM

End of 1<sup>st</sup> Quarter  
PES/PMHS  
November 5, 2021

The district calendar is available at:  
[www.pittsfieldnhschools.org](http://www.pittsfieldnhschools.org)

## Meet Mrs. Clark

Nicolette Clark grew up in Chichester, NH. She graduated from Rivier College with a BA in Broadcast Communications and a minor in writing. Mrs. Clark has worked as a high school paraprofessional for the past three years and is now working towards earning her alternative certificate in high school math. While not working with students, Mrs. Clark enjoys spending time with her three children and husband, swimming, reading, and writing. She is looking forward to working with students and staff at Pittsfield Middle High School as the Math Intervention Teacher.

## Together We Achieve

The school staff selected the motto of *Together We Achieve* as our theme for the school year. During the opening weeks of school, each advisory group developed posters, banners, and campaigns to promote the theme. Mr. LaRoche's advisory group was selected by the student body to have the best representation of the theme. Our Future Business Leaders of America (FBLA) club is designing t-shirts for his advisory group for winning. Also, a shout out to Mr. Anthony's advisory group for creating a banner for students and staff members to write their goals for the school year. The banner is on display in the main lobby.

## Site Council Elections



*The Site Council organized its first ever at-large election this past week. More than 76% of the student body participated in the election! Congrats to the new at-large members!*

## HEALTH SERVICES CORNER

### Flu Clinic

A Flu Clinic for students is scheduled for Tuesday, October 19. This is offered free of charge. Flu shots will be administered at both PES and PMHS. Consent forms will be sent home to families next week. For more information, please contact Amber Goodwin, PES school nurse, or Cindy Caravella, PMHS school nurse.

### COVID-19 Screening

A friendly reminder that if your child is exhibiting any COVID symptoms (runny nose, coughing, vomiting, etc.) that are not explainable, you should keep them home from school. Our nurses will be diligent in sending students home who exhibit COVID symptoms. We know this can be an inconvenience but the safety of all children is our primary concern.



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

## **SUPERINTENDENT'S REPORT**

October 7, 2021

The COVID-19 situation in the District continues to become more intense. As of the writing of this report, there are 10 active cases in Grades K-6 and two in grades 6-12 along with one staff member. The following are the statistics from the New Hampshire Department of Public Health:

New cases in Pittsfield in the past 14 days	44- greater than 1% of population
Number of student cases in the past 14 days	14
7 day PCR test positivity rate	16.3%
Active clusters	3 Kindergarten, 1st and 3 <sup>rd</sup> grade
PES Absentee rate	13%
PMHS Absentee rate	13%

I have received several emails from parents at PES either requesting to or asking when we would go to a remote learning model due to the number of cases there. As I told them, the Governor is not giving us any leeway to go remote and we will continue to offer classes in school. The Commissioner of Education did clarify that we could offer a remote program if all the parents in a class agreed to that. We have not sent out an inquiry of that nature. A question was raised as to how much of the absentee rate is due to parents choosing to keep their children home because they do not want to wear masks.

Following the vote at the Special Meeting on September 23, I have provided the business office with a breakdown of the proposed expenditures by account. This was necessary so that we could submit the adjusted budget to the Department of Education and the Division of Revenue administration. The adjusted budget will reflect, by account the proposed expenditures. If the Board does not approve the expenditures, the funds will not be spent. No budget transfers will be done. The undesignated funds needed to be accounted for in some way. I had the business office put those funds into the SAU repair and maintenance account.

I am beginning to review budget numbers from both schools and will be speaking with the administration of each school to determine the purposes for expenditures. I will present budget figures to the School Board sometime prior to the October 7 meeting.

I have sent out an email to all certified staff whose credentials need to be renewed by June 30, 2022. I have directed them to meet with me by April 1, 2022 in order to confirm they have completed the requirements for recertification.

I have reviewed the COVID-19 protocols and conferred with the staff including our nurses. This will be discussed at the meeting on October 7.



## **COVID 19 PROTOCOLS**

2021-2022 SCHOOL YEAR  
APPROVED AUGUST 5, 2021

Revised: October 7, 2021



## EXECUTIVE SUMMARY

The original Opening Plan was drafted by members of the District Leadership Team (DLT) that is made up of teachers and administrators. The DLT used the framework of the 20-21 reopening plan to draft the plan for the 21-22 school year. The DLT also considered the most recent guidance and recommendations from a variety of sources including the Center for Disease Control and Prevention (CDC), the New Hampshire Department of Public Health Services (NH DPHS), and the American Academy of Pediatrics (AAP).

We recognize that the Opening Plan needs to be fluid and adaptable to the latest data and guidance from public health organizations. As of this writing (July 29, 2021) the following details highlight the key information and recommendations for the 2021-2022 school year.

- The Pittsfield School District will offer 5 days of in-person instruction.
- There will not be a remote option. If families want their child to work remotely, please contact the main office at PES or PMHS for homeschooling or VLACS information.
- Teachers will continue to utilize Google Classroom periodically for students to see and submit work to maintain that option in case of a change in status.
- The Pittsfield School District will continue to follow a status classification system to reflect the risk level (based on the changing conditions), which will correspond with the safety protocols in place at our schools.
- Based on the NH DPHS *permissive recommendation* that schools and childcare agencies can safely choose to remove face mask requirements indoors AND the low community transmission levels in Pittsfield, masks will be optional to start the school year (this is subject to change by August 30 and/or throughout the school year).
- Other layered mitigation strategies will continue to be in place including healthy hygiene practices, staying home when sick, and maximizing physical distance to the extent possible between everybody with an ideal goal of at least 3 feet of separation.
- The Pittsfield School District will continue to align its cleaning practices to CDC guidelines for cleaning and disinfecting schools.
- The wearing of masks on school transportation will coincide with the school status and safety protocols.

The Administrative Leadership Team will present the proposed plan to the Pittsfield School Board on Thursday, August 5, at 5:30 p.m. in the PMHS Media Center. Members of the Pittsfield community are welcome to join us and provide feedback to the School Board. Once the plan is adopted by the School Board, the District Leadership Team will continue to monitor and evaluate the plan based on the latest data and recommendations from public health agencies.

## **INSTRUCTION RECOMMENDATIONS**

### **I. SCHEDULING**

#### **A. District Level**

1. Students are expected to attend in-person Monday-Friday.
2. There will not be a remote option. If families want their child to work remotely, please contact the main office at PES or PMHS for homeschooling or VLACS information.
3. Wednesdays will continue to have an early release schedule.
4. Outdoor spaces will be utilized as much as possible throughout the school day.

#### **B. PES**

1. Students will be allowed to enter the building starting at 7:45 and will report to their homebase. No morning recess.
2. 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 limit work with students in a different pod. Lunch and recess are with the team.

#### **C. PMHS**

1. Students in grades 6-12 may arrive at school starting at 7:45. Students will report to advisory locations.
2. After morning announcements, students will move to their first period classroom where attendance will be taken.

### **II. DIGITAL PLATFORMS**

#### **A. Information for Teachers and Families**

1. Class Dojo will stay for family communication at PES. PMHS will utilize PowerSchool and email for family communication.
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 a weekly calendar through Class Dojo. PMHS will share a daily agenda on Power School and/or Google Classroom.
3. PowerSchool (grades 6-12) will continue to be the only grade reporting system (some teachers use Google Classroom to indicate assignment completion only).
4. Teachers (PK-12) will continue to utilize Google Classroom periodically for students to see and submit work to maintain that option in case of a change in status.

### **III. TECHNOLOGY**

#### **A. All students will have an assigned 1:1 device. Devices are expected to be at school daily and charged.**

1. PK-2 will have iPads
2. Grades 3-12 will have Chromebooks

#### **B. Families and students should email [psd-support@pittsfieldnhschools.org](mailto: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.**

## **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.
- B. The Pittsfield School District will use the [latest data provided by NH DPHS](#) to determine community transmission rates.
- C. The District will protocol will reflect guidance from the “State of New Hampshire Coronavirus COVID-19 School and Child Care Toolkit 2021-22 School Year” produced by the NH Dept. of Public Health.

STATUS	MODALITY	TARGET CAPACITY	GUIDELINES	SAFETY PROTOCOLS
Red*	Remote	2% (note that exceptions may be made on a very limited basis for select students)	Pittsfield transmission rate <b>substantial</b> AND the level of school <b>impact is high</b> (two or more clusters within the school, student absenteeism due to illness exceeds 30%, and staff capacity to conduct classes and operations is at critical stage)	Mask Required
Orange*	Hybrid	50%	Any two of the following factors: <ul style="list-style-type: none"> <li>Student absentee rate of 20% or teacher absences that inhibit the ability to deliver instruction</li> <li>Pittsfield PCR testing above 20%</li> <li>Transmission rate is substantial in the region</li> <li>Active clusters in multiple grades as identified by DPH</li> <li>In school transmission confirmed by DPH</li> <li>PCR positivity testing above 20%</li> <li>Pittsfield active cases above 2%</li> </ul>	Mask Required
Yellow	Restricted Operations (Full in-person)	99%	Any two of the following factors: <ul style="list-style-type: none"> <li>Absentee rate is at 10% or higher</li> <li>An active cluster as identified by the DPH</li> <li>In-school transmission is suspected</li> <li>Pittsfield PCR testing above 10%</li> <li>Pittsfield active cases above 1%</li> <li>Transmission rate is substantial our region</li> </ul>	Mask Required
Green	Near Normal Operations (Full in-person)	99%	Community transmission is <b>minimal</b> (less than 5%) and impact is low	Mask Optional

\*Please note that any shift to the orange or red status would require a change in NH policy and/or approval from the Governor’s office. As of April 19, 2021 all NH schools are required to offer 5 days of in-person learning per week.

If a change in status occurs, the Superintendent will determine the change and length of time to hold in a given status.

## II. ARRIVAL AND DISMISSAL PROCEDURES

- A. Each school will establish arrival procedures and entry points for students/grade levels.
- 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 (temperature above 100.4), respiratory symptoms (runny nose, sore throat, or cough) and/or muscle aches or chills.
- B. All students and staff members will be offered sanitizer upon arrival to school.
- C. Temperature screenings will be administered if community transmission rates are moderate (5-10%) or substantial (10% or higher) and on as needed basis by the school nurse.

## IV. ISOLATION, QUARANTINE, & SELF-OBSERVATION

- A. People who are diagnosed with COVID-19 must still [isolate](#) at home until they have met criteria for [discontinuation of isolation](#).
- B. Close household contacts of someone diagnosed with COVID-19 will be required to [quarantine](#) (e.g., people living or sleeping in the same household).
- C. In an outbreak situation, NH DPHS may choose to expand quarantine to other non-household contacts to control the outbreak.
- D. Quarantine of an entire classroom will no longer be conducted.
- E. Non-household contacts will be asked to [self-observe](#) and monitor for symptoms.
- F. This increases the importance of identifying, excluding, and testing people who develop viral infection symptoms.
- G. See NH DPHS [self-isolation guidance](#), and guidance on [what to do if you were exposed to COVID-19](#).

## 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 health services office. The health services office should be notified immediately when an ill student is being accompanied to the isolation room.
- B. The Health Services Office will follow the enclosed protocol in any such situation.

## VII. HEALTH, HYGIENE, & SAFETY PRACTICES

- A. General Expectations
  - 1. 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 of 100.4 F or higher
  - 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
2. Students and staff are advised to 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.
  3. Students and staff members are advised to avoid touching their eyes, nose and mouth with unwashed hands.
  4. 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.
  5. 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 with a person with COVID-19 to the health services office and their supervisor.
- B. [Wearing of Face Coverings](#) (Masks)
1. The wearing of face coverings will be based on a local assessment of risk (e.g., level of COVID-19 in the community; see status protocol and guidelines above).
  2. The wearing of face coverings in outdoor locations is optional.
- C. Physical Distancing - the school district will maximize physical distance to the extent possible between everybody with an ideal goal of at least 3 feet of separation (as recommended by NH DPHS).

## VIII. 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.
  - a) Shared spaces and high traffic areas will be routinely cleaned
  - b) In addition to cleaning, shared spaces and high traffic areas may also be disinfected in the following circumstances:
    - (1) High transmission of COVID-19 in your community;
    - (2) Low vaccination rates in your community;
    - (3) Infrequent use of other prevention measures, such as mask wearing (among unvaccinated people) and hand hygiene
    - (4) The space is occupied by people at increased risk for severe illness from COVID-19
  - c) If there has been a sick person or someone who tested positive for COVID-19 in the school building within the last 24 hours of school being in session, shared spaces and high traffic areas will be cleaned AND disinfected.
2. The school district will continue to use EPA approved disinfectants against COVID-19.

## IX. OTHER

- A. Drinking fountains and water bottle filling stations will be turned on and routinely cleaned (as recommended by NH DPHS).
- B. Hallway Traffic - teachers and teams will determine management of transitions and traffic patterns during the school day.
- C. Student Lockers (PMHS) - students will be assigned lockers in grades 6-12.

## SCHOOL ENVIRONMENT

### I. CLASSROOM ENVIRONMENT

#### A. Spacing

- 1. The school district will maximize physical distance to the extent possible between everybody with an ideal goal of at least 3 feet of separation (as recommended by NH DPHS).
- 2. The school district will avoid stationing desks face to face.
- 3. Porous surfaces such as seating and rugs may be used provided they are routinely cleaned (and disinfected as necessary).

### II. SANITATION PROCEDURES

#### A. During School Hours

- 1. Sanitation stations will be available in all occupied rooms (to include disinfectant wipes and sanitizer).
- 2. Classrooms and Work Spaces
  - a) Students *may* wipe down their own desks or workstations as needed 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.
- 3. Other School Settings (high traffic areas)
  - a) Hallways - high touch areas will be routinely cleaned
  - b) Bathrooms - high touch areas will be routinely cleaned
  - c) Cafeteria - table tops and high touch areas will be cleaned after each lunch group.

### III. VENTILATION SYSTEMS

- A. The school district will continue to align [ventilation in buildings to CDC recommendations](#) to the greatest extent possible. Ventilation will be improved by:
  - 1. Opening windows and doors, when weather conditions allow, to increase outdoor air flow.
  - 2. Ensuring ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
  - 3. Rebalancing or adjusting HVAC systems to increase total airflow to occupied spaces when possible.
  - 4. Using portable high-efficiency particulate air (HEPA) fan/filtration systems to enhance air cleaning (especially in higher risk areas such as a nurse's office or areas frequently inhabited by people with a higher likelihood of having COVID-19 and/or an increased risk of getting COVID-19).

- B. Classroom fans should be placed in an open window to increase ventilation of outdoor air while avoiding blowing air across students and minimizing recirculation of indoor air.

#### IV. VISITORS TO THE SCHOOL

##### A. Visitors

- 1. Any visitor entering the building will be required to follow status protocol for wearing a mask.
- 2. Visitors may be restricted from the building during the school day if community transmission rates are moderate or substantial.

##### B. Late Arrival / Early Dismissal

- 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.

### **SCHOOL MANAGEMENT & COMMUNICATION**

#### I. DISTRICT/BUILDING INFORMATION

- A. A bi-weekly district newsletter will be distributed to keep families up to date about current news and events. The newsletter will continue to include a health services section to provide updates on current practices and policies related to COVID-19. The newsletter will be shared out on School Messenger and posted on the school website.
- B. The Pittsfield School District website will include the latest news about school status, closings, etc. It will also include an easily accessible link to the 21-22 opening plan.
- C. In the event of a status change, school cancellation, or a confirmed COVID-19 case, the Pittsfield School District will use the School Messenger system to notify families by phone and/or email.
- D. The Pittsfield School District will also continue to utilize Facebook to share important updates, news and events, and other information.

#### II. CLASSROOM INFORMATION

##### A. PES

- 1. Teachers will utilize Class Dojo to communicate with families about the academic and social-emotional needs of their students.

##### B. PMHS

- 1. Teachers and advisers will primarily utilize PowerSchool, email, and/or phone calls to communicate with families.

### **OTHER TOPICS**

#### I. CO-CURRICULAR/EXTRA-CURRICULAR ACTIVITIES

##### A. Co-curricular Activities

- 1. PES/PMHS school clubs and organizations will resume meeting in-person.

##### B. Extra-curricular Activities

- 1. PMHS will offer athletic programs in compliance with CDC, NH DPHS, and NHIAA guidelines for athletic competition.

## II. FOOD SERVICES

### A. PES Breakfast

1. All students are reporting directly to their classrooms upon arrival at school.
2. Kiosks will be stationed at entry points for students to get “grab and go” items to take to their homerooms.

### B. PMHS Breakfast

1. Students are reporting to the cafeteria and/or advisory rooms at PMHS. Kiosks will be stationed at entry points for students to get “grab and go” items to take with them to their assigned locations.

### C. PES/PMHS Lunch

1. Students will be eating in the school cafeterias. Students will eat lunch in the cafeteria in 20 minute intervals, with 10 minutes to clean and disinfect between lunch groups.
2. Physical distancing to the greatest extent possible will be monitored by school staff in the lunch lines, in the cafeteria, and outdoor areas.
3. If community transmission rates increase, the school district may consider the use of barriers in the cafeteria.

## III. SCHOOL ASSEMBLIES

- A. PES/PMHS may hold school assemblies outdoors and indoors. Indoor assemblies may be separated by teams or cohorts to limit the number of people in one area.

## IV. TRANSPORTATION

- A. The wearing of masks on school transportation will coincide with the school status and protocols.
- B. Bus capacity is 48 students per bus. Students residing in the same household will be permitted to sit together.



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)628-8070  
FAX: (603)628-0352

### 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

*Tara Watt*

*Ken Allen*

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)628-6070  
FAX: (603)628-0352

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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

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

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**ADDITIONAL SERVICES**  
**BUILDING AUTOMATION SYSTEM SUPPORT SERVICES**

---

**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.  
Manchester, NH 03109  
Phone: (603) 626-6070  
FAX: (603) 626-0352

## 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.  
111 Zachary Rd.  
Manchester, NH 03109  
Phone: (603)628-6070  
FAX: (603)628-0352

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.

Control Technologies, Inc.  
111 Zachary Rd.  
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Phone: (603) 226-0070  
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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



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

TO: The Pittsfield School Board  
FROM: Bryan Lane  
DATE: 9/27/21  
RE: Salary adjustments for staff

With the vote approving the expenditure of additional adequacy funds, I am recommending a motion from the Board to approve salary adjustments as follows:

Support Staff 2% increase

Barbara – Jean Anderson	\$305.76	Stacey Nilsson	\$369.46
Kylie Arthur	\$305.76	Joyce Desrosiers	\$382.20
Shawn Boyce	\$305.76	Laura Stopryo	\$394.94
Krystal Hudgens	\$305.76	Jennifer Garrett	\$415.58
Dawn Mistler	\$305.76	Jennifer Garrett	\$415.58
Angela Bridges	\$305.76	Betsy Beck	\$445.90
Patricia Brooks	\$331.24	Kim Blackey	\$445.90
Josie Larck	\$331.24	Mary Cote	\$458.64
Collette McKenzie	\$331.24	Christine Darling	\$458.64
Gailann Newton	\$343.98	Pam Rodgers	\$471.38
Alicia Presby	\$356.72	Nicole McLlarkey	\$699.46
Jackie Malley	\$369.46		

Full Year Staff

Susan Bradley	Casey Donini
Autumn Carson	Pam Miller
James Dawson	Brian Mott

Administration

Jessica Bickford	Derek Hamilton
Melissa Brown	Kathy Lemay





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TO: The Pittsfield School Board  
FROM: Bryan Lane  
DATE: 9/29/21  
RE: HVAC Contracted Services

I have been informed by Derek Hamilton that at this time, the District is not contracted for HVAC services.

The District went out to bid in 2015 and awarded a multi-year contract to Control Technologies. It is my understanding that services and equipment have been satisfactory. While this is a contracted service, the District does not need to go out to bid again unless that is the will of the Board. Right now, Control Technologies is performing services on a per-diem basis.

The contract that has been generated from Control Technologies, which is attached, is a three year-contract for the Board to consider. The cost of the contract is \$21,194.00 with testing.

It is to the District's advantage not to depend on per diem rates because they are inconsistent and priority of service would be given to other entities that have a contract.



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TO: The Pittsfield School Board  
FROM: Bryan Lane  
DATE: 9/29/21  
RE: Deposit with NHSBA

I have been informed by Barrett Christina, Executive Director of the New Hampshire School Board's Association, that the Board authorized a deposit of \$5,000 to conduct a search for the Superintendent of Schools. No action has been taken at this time to determine if the Board will use these funds to conduct the search.

The NHSBA would like the Board to determine whether they want to leave the \$5,000 with them on deposit in order to facilitate a search in the spring or have the funds returned to the District. If the funds are returned, the Board can contact the NHSBA and contract with them again to facilitate the search for a permanent Superintendent of Schools.

The Board needs to vote on what direction you would like to take.