



## 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, January 20, 2022

PMHS Media Center

Pittsfield Middle High School

This event has a video call.

Join: <https://meet.google.com/fit-ynnu-gdu>

1. CALL TO ORDER

2. PLEDGE OF ALLEGIANCE

3. ACTION ON AMENDED AGENDA

4. APPROVAL OF MINUTES FROM

January 6, 2022

5. PUBLIC INPUT

6. STUDENT REPRESENTATIVE

7. DIRECTOR OF STUDENT SERVICES

#### Action Items

#### Information & Discussion

- Compliance
- Special Education Survey Information
- Parent Resource Sheet

8. INTERIM SUPERINTENDENT OF SCHOOLS

#### Information & Discussion

#### Action Items

- Targeted Masking Policy
- Opioid Litigation

9. SCHOOL BOARD

#### Information & Discussion

- Curriculum: JLCD-R, CA, DAF, JFABD

#### Action Items

- Programming & Feasibility Study
- Curriculum: EGA, BEDG-R, EBBB, JLCD

10. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE - Mr. Clough

DRAKE FIELD & FACILITIES - Mr. Gauthier

NEGOTIATIONS - Ms. Goggin & Mr. Gauthier

FOSS FAMILY SCHOLARSHIP - Ms. Rider

11. PLAN AGENDA FOR NEXT MEETING

12. PUBLIC INPUT

13. NON-PUBLIC SESSION - RSA 91-A 3 (a) the dismissal, promotion, or compensation of the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which the request shall be granted. (b)The hiring of any public employee. (c) Matters which, if discussed in public, would likely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or a waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant. - Negotiations

14. ADJOURNMENT

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

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**MINUTES**

Pittsfield School Board Meeting  
January 6, 2022  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Adam Gauthier, Chairperson  
Justin Clough, Vice Chairperson  
Sandra Adams  
Molly Goggin

Others Present: Bryan Lane, Interim Superintendent  
Derek Hamilton, Principal, PMHS Principal  
Melissa Brown, PMHS Assistant Principal  
Mike Wiley, PES Principal  
Members of the Public

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

**II. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Mr. Gauthier.

**III. AGENDA REVIEW**

The following items were added:

- Curriculum Review Committee (Ms. Adams)
- Meet the Candidates (Mr. Gauthier)

**IV. ACTION ON AMENDED AGENDA**

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

**V. APPROVAL OF PREVIOUS MEETING MINUTES**

The December 16, 2021 public minutes were considered by the Board. Changes include spacing of the date in the footer and on page two, paragraph four, change to Jaime Koladish. On a motion made by Ms. Adams and seconded by Ms. Goggin, the Board approved the minutes as amended.

## VI. PUBLIC INPUT

Jaime Koladish stated that if a parent curriculum group forms it would be best to have School Board support.

Ms. Koladish asked the Board to consider a more relaxed and targeted mask policy such as are being used in other districts.

## VII. STUDENT REPRESENTATIVE - No Report

## VIII. PES PRINCIPAL

### A. Staffing Update

Mr. Wiley informed the Board that PES is currently advertising for a Library Media / Technology Specialist position. Also, there are two paraeducators positions and substitute teacher positions available.

### B. Professional Development

Mr. Wiley reviewed the professional development plan for PES for the month of January, which includes Foundations training, UDL and book study.

### C. Book Study

Mr. Wiley stated there will be four groups studying four professional books.

## IX. PMHS PRINCIPAL

### A. Fall Conference Data

Mr. Hamilton shared the participation data for each grade level for the student-led conferences held on November 8 and 19, 2021.

### B. Health Services Updates

Mr. Hamilton stated that the district is now accepting COVID-19 home testing results that are negative provided they meet established guidelines. He informed the Board that eighty-four people registered for the COVID-19 vaccination clinic held on December 17, 2021. Plans are being made with Concord Hospital to provide on-site testing within the district.

C. Social Worker Report

The six-month report from the district social worker was provided to the Board. Mr. Hamilton reminded the Board that this position is still vacant.

D. Winter Showcase

On January 19, 2022, PMHS is hosting a Winter Showcase during the day. The purpose, according to Mr. Hamilton, is for students to share high quality work with authentic audiences. Mr. Gauthier stated concern about it being held during the day, which may exclude some families from participating. Mr. Hamilton explained that this will be the first year the public will be invited. He said that an electronic record will be available on the website for people unable to attend.

E. Youth Risk Behavior Survey

According to Mr. Hamilton, PMHS students participated in a Youth Risk Behavior Survey on December 16, 2021. Eighty-six percent of students participated in the survey. The data will be used in a variety of ways to secure resources necessary to address any identified issues.

F. Picture the Graduate

Ms. Adams asked if there would be a follow up for the previous Picture the Graduate activity. Mr. Hamilton stated that information will be analyzed from the previous meeting and a follow up meeting will be scheduled for March.

G. Website

Mr. Gauthier asked if there could be an increase in publications on the website. Mr. Hamilton stated that efforts will be made. Ms. Goggin suggested cross-posting between the website and teachers' Class DoJo.

X. INTERIM SUPERINTENDENT OF SCHOOLS

A. COVID Statistics

Mr. Lane provided the Board with statistics relative to COVID. He stated that the CDC modified their recommendation for quarantining after being diagnosed from ten days to five days. He stated that the district will follow the New Hampshire Department of Public Health recommendations.

B. Natural Gas

Mr. Lane stated that there was a smell detected on December 30, 2021. IT was determined that it was the smell of natural gas emanating from the kitchen at PMHS. The Pittsfield Fire Department and the gas company investigated and declared the building clear.

C. Budget Committee

Mr. Lane stated that all information that the Committee has requested has been provided. He will attend a meeting of the committee on January 12, 2022.

D. Education Association of Pittsfield (EAP)

According to Mr. Lane, the School Board and the EAP have approved the contract to be brought forward to the Budget Committee and the voters.

E. Team Design

Mr. Lane stated that Team Design-Harriman will be investigating the cost to house elementary students at PMHS. He will review the cost analysis with the Board as soon as it becomes available.

F. Curriculum

Mr. Lane stated that efforts are being made to provide parents with information relative to curriculum so that they would know what is being taught, per their request.

G. Dumpsters

Mr. Gauthier asked Mr. Lane to check on the status of the dumpsters; Mr. Lane agreed to do so.

H. Warrant Articles

Mr. Lane provided the Board with proposed warrant articles. Discussion ensued regarding grammatical options. Mr. Clough stated the Budget Committee would like to be sure there is enough information relative to Warrant Article 4 - Establishment of a School District Reserve Fund to ensure clarity. Mr. Lane explained that the process that he will use is to have a Board member read the Warrant Article to the public; a script will be provided to offer full explanation. Mr. Lane will be available to assist a Board member, should that be necessary. Mr. Lane suggested a fifth warrant article being written to address the dumpster issue, should that become necessary. Ms. Goggin asked if it was possible to have additional information available for the public. Mr. Lane stated that instead, he would be writing explanations about the warrant articles for the website and Concord Monitor, one warrant article per week.

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

On a motion made by Mr. Clough and seconded by Ms. Goggin, the Board voted unanimously to approve Warrant Article I.

On a motion made by Mr. Gauthier and seconded by Mr. Clough, the Board voted unanimously to approve Warrant Article IV.

On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to approve Warrant Article V.

Mr. Lane provided an explanation of the terms of the collective bargaining agreement with the Education Association of Pittsfield. He explained steps that can and cannot be taken at the Deliberative Session relative to the negotiated contract.

#### I. Policy Review

Mr. Lane presented Policy EGA-IJNDB, School District Internet Access for Students; Policy BEDG-R, Access to Minutes and Public Records; and Policy EBBB, Accident Reports. These policies will be reviewed at the next meeting. Mr. Lane invited Board members to notify him of any questions.

#### J. Deliberative Session

The date of the School District Deliberative Session was discussed. Mr. Gauthier suggested it be scheduled to coincide with the School Board meeting, Thursday, February 3, 2022 at 6:30 p.m. Discussion ensued regarding the possibility of better attendance on a Saturday but it was determined that the traditional Thursday meeting would be appropriate as long as it started at 6:30 p.m.

### XI. SCHOOL BOARD

#### A. Meet the Candidate Night

Mr. Gauthier, on behalf of Ms. Rider, asked about a Meet the Candidate Night. It was noted that in the past Pittsfield Listens was the sponsor of the event, but since its demise, the Chamber of Commerce has been responsible. Mr. Lane noted that it would not be appropriate for the School Board to sponsor such an event.

B. Curriculum Committee

Ms. Adams stated that parents are interested in participating in a Curriculum Committee. She stated that this was discussed at the last meeting but with no resolution. Mr. Gauthier stated that he contacted the Bedford School District, which has two community members on their fourteen-member committee. He stated that Woodsville also has a curriculum committee that includes community members; more information from them is forthcoming.

XII. COMMITTEE ASSIGNMENTS

A. Budget Committee Representative - Mr. Clough

Mr. Clough stated that the Budget Committee would like the pay salary steps for the current contract. They would also like information on the salary steps for people not a part of the master contract.

Mr. Clough asked if masks would be mandated at the Deliberative Session. Mr. Lane stated that participants will be encouraged to wear masks, but not required. He said that the non-masked individuals could be segregated in a separate area of the room.

Mr. Clough stated that there has been discussion within the Budget Committee about the way in which the tax impact is being publicized. Mr. Lane stated that he will communicate with Cara Marston to clarify.

B. Drake Field and Facilities - Mr. Gauthier

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

D. Foss Family Scholarship - Ms. Rider

XIII. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, January 20, 2022 at 5:30 p.m. in the Pittsfield Middle High School Media Center. The Deliberative Session will open at 6:30 and the School Board meeting will resume, if necessary, after the Deliberative Session.

XIV. PUBLIC INPUT - None



## XVI. ADJOURNMENT

A motion was made by Ms. Goggin and seconded by Ms. Adams to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary

Pittsfield School District

To: Pittsfield School Board  
From: Jess Bickford  
Subject: Board Meeting – November 18, 2021  
Date: November 12, 2021

**INFORMATION**

1. Compliance:

Every year the special education department is evaluated for a variety of different compliance checks. Most recently we received our data on Significant Disproportionality. 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 education agencies with respect to the identification of children with disabilities, the placement of these students, and discipline. In review of Pittsfield's three-year analysis **no determination of significant disproportionality** has been made. Therefore we are in good standing.

2. Special Education Survey Information:

The current number of students identified as having a disability and in need of specialized instruction and services through an Individual Education Plan (IEP) is currently one hundred forty-nine (149). I have included a copy of the New Hampshire 2020-2021 Special Education Cost Survey results and where exactly Pittsfield School District falls in relation to the districts that completed the survey. Not all districts completed the survey in the state, only about 21 districts completed the survey. In addition to the report, here is a breakdown of the numbers of students with IEPs and Section 504 plans and percentages:

PSD Students with IEPs= 149 students or 27%  
PES Students with IEPs= 77 students or 31%  
PMHS Students with IEPs= 72 students or 24%

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PSD Students with 504 Plans= 51 students or 9%  
PES Students with 504 Plans= 17 students or 7%  
PMHS Students with 504 Plans= 34 students or 12%

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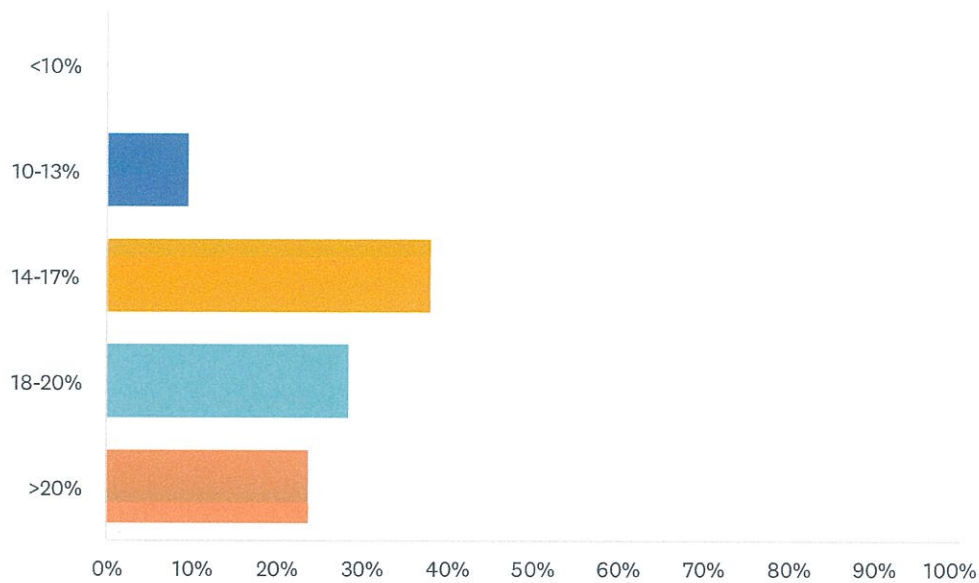
PSD Combined Students with IEPs/504s= 200 students or 37%  
PES Combined Students with IEPs/504s= 94 students or 37%  
PMHS Combined Students with IEPs/504s= 106 students or 36%

3. Parent Resource Sheet:

As requested, the Parent Resource Sheet for special education has been updated and is included in this packet. It now contains specific information to help parents find special education advocates if they so choose. Links and website information has also been updated to ensure their accuracy. I have also asked special education teachers to take a moment at meetings to make sure parents are informed of the resource sheet and what it contains.

Q3 During 2020-2021 what was the percentage of children identified as special education (under IDEA) in your district?

Answered: 21 Skipped: 12

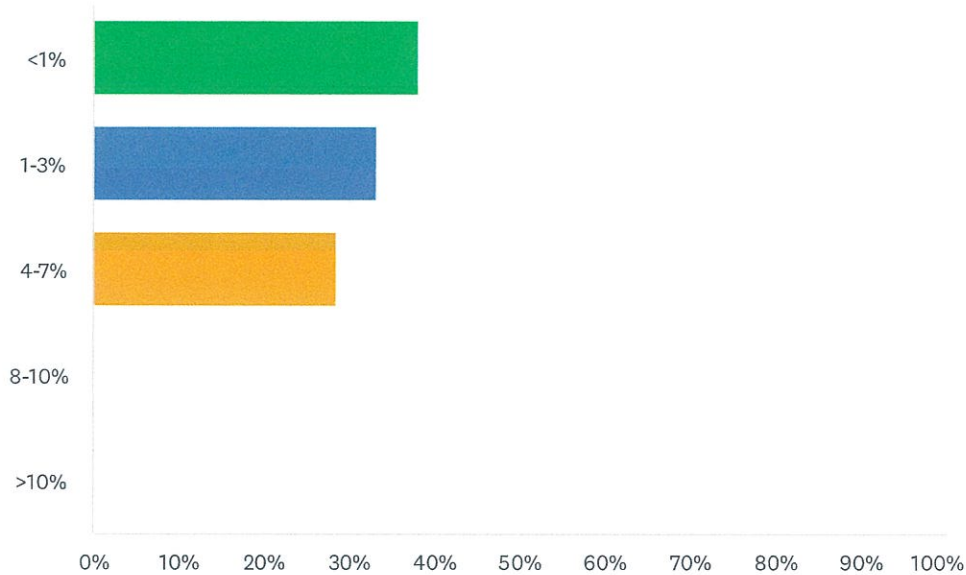


PSD ★ →  
27%

ANSWER CHOICES	RESPONSES	
<10%	0.00%	0
10-13%	9.52%	2
14-17%	38.10%	8
18-20%	28.57%	6
>20%	23.81%	5
TOTAL		21

Q4 During 2020-2021, what was the percentage of children identified as special education (under IDEA) and placed in out-of-district programs?

Answered: 21 Skipped: 12



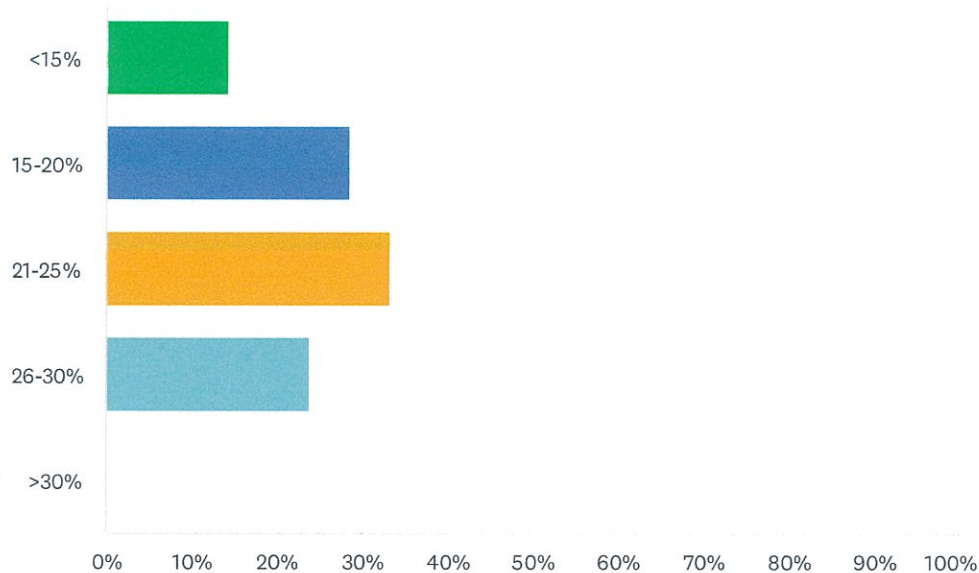
## ANSWER CHOICES

## RESPONSES

<1%	38.10%	8
1-3%	33.33%	7
4-7%	28.57%	6
8-10%	0.00%	0
>10%	0.00%	0
TOTAL		21

Q5 What percentage of your district's budget for 2020-2021 was allocated to special education? (From DOE 25: total special education expenditures page 21, line 21, divided by total expenditures general fund, page 10, line 8.)

Answered: 21 Skipped: 12



PSD → ☆  
34%

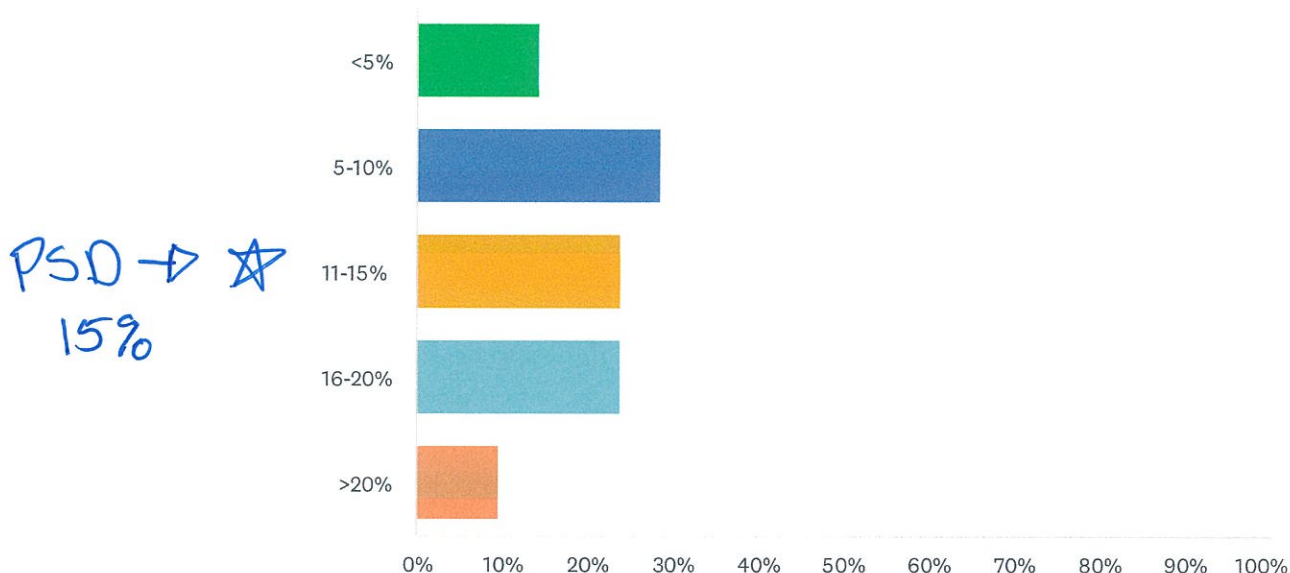
## ANSWER CHOICES

## RESPONSES

<15%	14.29%	3
15-20%	28.57%	6
21-25%	33.33%	7
26-30%	23.81%	5
>30%	0.00%	0
TOTAL		21

Q6 What percentage of your district's special education budget for 2020-2021 was allocated to out-of-district tuition costs? (From DOE: page 22, total of lines 18 - 22, divided by total of special education expenditures, page 21, line 21.)

Answered: 21 Skipped: 12



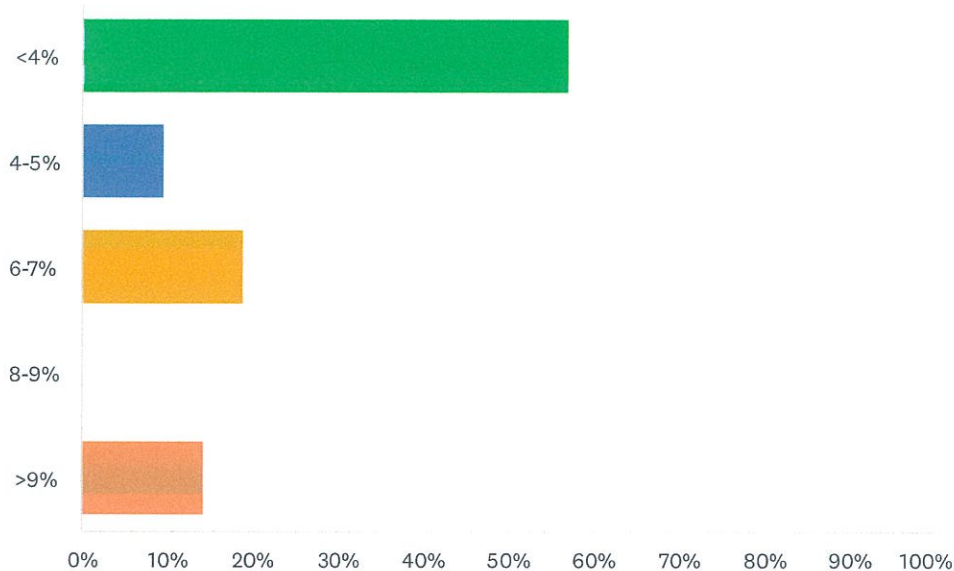
## ANSWER CHOICES

## RESPONSES

<5%	14.29%	3
5-10%	28.57%	6
11-15%	23.81%	5
16-20%	23.81%	5
>20%	9.52%	2
TOTAL		21

Q7 What percentage of your district's special education budget for 2020-2021 was allocated to special education transportation costs? (From DOE 25: transportation, page 21, line 20, divided by total of special education expenditures, page 21, line 21.)

Answered: 21 Skipped: 12



PSD → ★  
8%

#### ANSWER CHOICES

#### RESPONSES

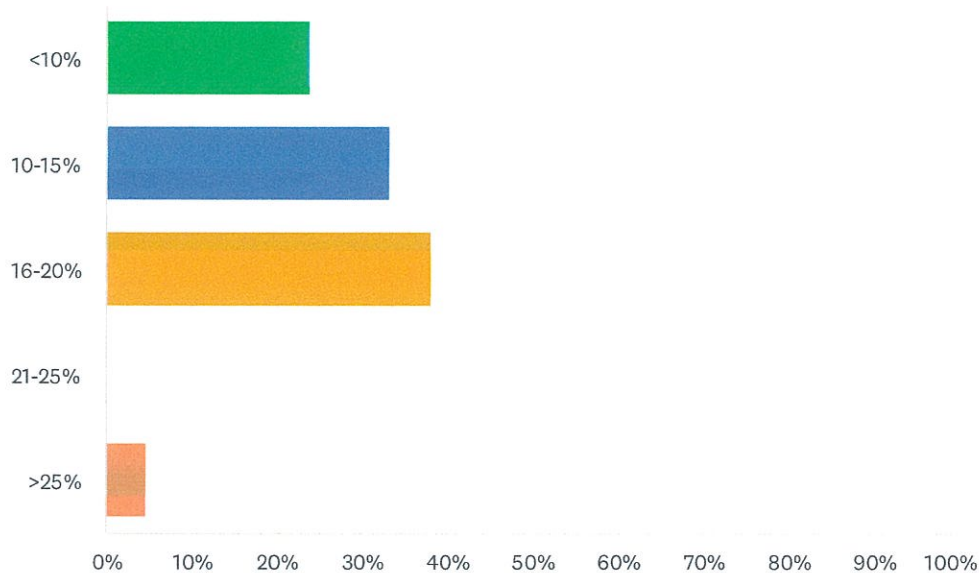
<4%	57.14%	12
4-5%	9.52%	2
6-7%	19.05%	4
8-9%	0.00%	0
>9%	14.29%	3
TOTAL		21



Q8 What percentage of your district's special education budget for 2020-2021 was offset by special education revenues? (From DOE 25: total of page 4, line 9, PLUS page 5, lines 12 - 13, divided by total of special education expenditures, page 21, line 21.)

Answered: 21 Skipped: 12

PSD → ☆  
12%



#### ANSWER CHOICES

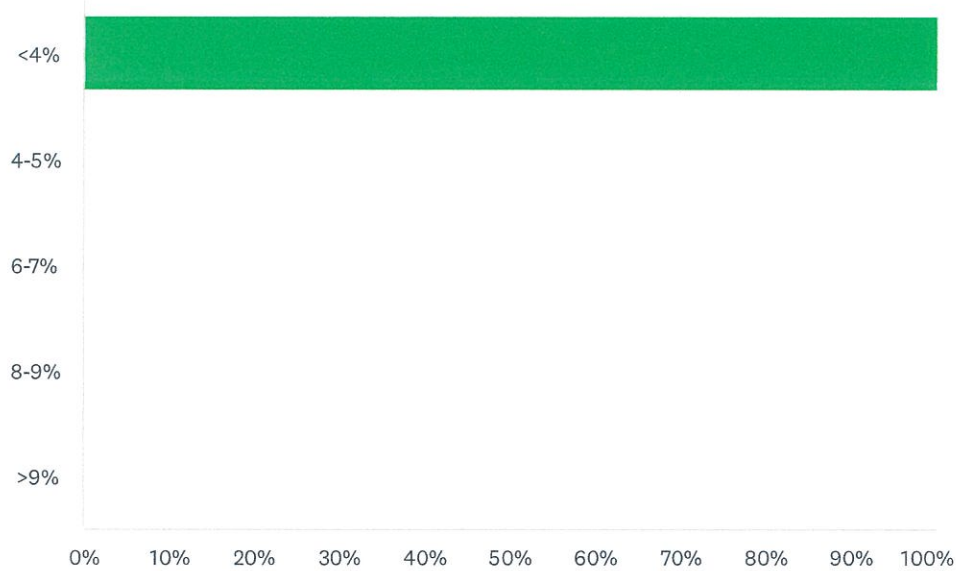
#### RESPONSES

<10%	23.81%	5
10-15%	33.33%	7
16-20%	38.10%	8
21-25%	0.00%	0
>25%	4.76%	1
TOTAL		21

**Q9 OPTIONAL:** If your district tracked expenditures for IDEA eligible children enrolled in charter schools, what percentage of your district's special education budget for 2020-2021 was allocated to these costs?

Answered: 6 Skipped: 27

PSD → ★  
 <1%



#### ANSWER CHOICES

#### RESPONSES

<4%	100.00%	6
4-5%	0.00%	0
6-7%	0.00%	0
8-9%	0.00%	0
>9%	0.00%	0
TOTAL		6

# **Pittsfield School District**

## **Department of Student Services**

### **Special Education Parent Resources**

#### **New Hampshire Department of Education**

101 Pleasant Street

Concord, NH | 03301-3494

Telephone: (603) 271-3494

TDD Access: Relay NH 711

#### **Parent Information Center on Special Education**

Information Regarding Special Education Advocates

54 Old Suncook Rd.

Concord, NH 03302-2405

Telephone: 603-224-7005 (v/TDD) 800-232-0986

e-mail: [picinfo@parentinformationcenter.org](mailto:picinfo@parentinformationcenter.org)

website: <https://picnh.org/>

#### **Links:**

“New Hampshire DOE Special Education”

<https://www.education.nh.gov/who-we-are/division-of-learner-support/bureau-of-student-support/special-education>

“A Family Guide to Special Education in New Hampshire”

[http://www.oneskyservices.org/files/downloads/Steps\\_Special\\_Ed\\_09.pdf](http://www.oneskyservices.org/files/downloads/Steps_Special_Ed_09.pdf)

#### **This resouc defines Written Prior Notice: WPN:**

WPN: Written Prior Notice – The document that must be given to parents when the IEP team proposes to initiate or change, or refuses to initiate or change, the identification, evaluation or placement of a child. The WPN is to be given after the decision is made, but before the change is put into effect. It must include:

1. A description of the action (what) proposed or refused by the Team;
2. An explanation of why the Team proposes or refuses to take the action;
3. A description of any other options that the Team considered and the reasons why those options were rejected;
4. A description of each evaluation procedure, test, record, or report (document) the Team used as a basis for the proposed or refused action;
5. A description of any other factors that are relevant to the Team’s proposal or refusal;
6. A statement that the parents of a child with a disability have protection under the procedural safeguards of this part of the regulations and, if this notice is not an initial referral for evaluation, how a copy of a description of the procedural safeguards can be obtained; and
7. Resources parents may contact to get assistance in understanding these procedural safeguards.



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23 Oneida Street, Unit 1  
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Fax (603) 435-5331

**SUPERINTENDENT'S REPORT**  
**January 20, 2022**

At the last School Board meeting a vote was taken to hold the Deliberative Session on Thursday February 3. After consultation with Erica Anthony, School District Clerk, that is not a viable date. Through a series of communication with the Board, the Deliberative session will be scheduled for Thursday February 10 at 6:30 to be held at PMHS. A snow date of Saturday February 12 was agreed to. We will need to confirm a time for the snow date if needed.

COVID-19 statistics continue to exceed threshold levels for mask requirements. The following is the average for the past 10 school days:

	Data	Threshold
Student absenteeism	16%	12%
Positive PCR test in Pittsfield	26%	10%
Number of cases in Pittsfield (14 days)	1.56% (64)	1%
Regional Transmission Rate	Substantial	Substantial
Presence of Cluster	Yes	Yes
Suspected School Transmission	Yes	Yes

The District continues to struggle with staffing issues due to illness, primarily due to COVID 19. Thank you to all the staff who have worked to cover classes to support out students.

I met with the Budget Committee along with other Town Departments on Wednesday January 12 to speak about the proposed budget. There were few questions posed and all the materials requested had been sent to the Committee in advance of the meeting. To date, the Budget Committee has made no reductions to any items requested in the Budget. I gave an overview of the collective bargaining agreement with the Educational Association of Pittsfield. There were few questions in regard to the contract. The Budget Committee will vote on whether or not to recommend the proposed Warrant Articles on Wednesday January 19.

On Thursday January 13, the Public Hearing was held for the budgets along with proposed Warrant Articles for both the Town and the District. Not counting the Budget Committee, School Board members and representatives of both the Town and School District, there were about 20 people who attended. On the School side, the Chair of the Budget Committee asked me to present on behalf of the District. The presentation was well received with only one question being asked. The question was in regard to the average salary increase for staff in the CBA with the teachers. I stay for the Town presentation in case there were questions at the end of the meeting.

On Tuesday, there was a broken heating pipe in a ventilator unit at PES. It was in a bathroom and isolated to that area. Repairs were made.



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Phone: (603) 435-5526  
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TO: The Pittsfield School Board  
FROM: Bryan Lane  
DATE: 1/19/2022  
RE: Targeted Mask Policy Consideration

At the last School Board meeting a citizen requested that I provide information to the School Board regarding the possibility of considering a targeted mask protocol for the District.

The included document is an example from the Goffstown School District.

A “targeted mask” policy is a reaction to information that is received once a student or staff member reports symptoms that would result in the need for a COVID test. Once the information is received, a decision is made to require masks for a group of students who were in contact with the students or staff person reporting the symptoms.

While this may be a protocol to consider for later in the school year, I cannot recommend this change in our current state of conditions.

- On Tuesday, January 18, the positivity rate for PCR testing in Pittsfield was 26% and the number of new cases in the last 14 days in Pittsfield was 100 (2.4% of the community) according to the New Hampshire COVID-19 dashboard.
- Over the last two weeks we have had to create changes in staff schedules in order to ensure the appropriate supervision of students.
- In the past five days we have average 89 students absent per day, about 17%.

This data shows that at this time, the District needs to take every precaution we can to minimize transmission of COVID-19 at this time.

Beyond the numbers, the targeted mask policy creates administrative issues. Consistency is important for children. To have some students wear masks and some not may be something that younger children in particular do not deal with well, let alone older students. The decision making puts an additional burden on staff, particularly school nurses, to determine which set of students will be required to wear masks and which will not.

I have spoken with both nurses. There is agreement that the Protocol should be a living document but the current state of affairs connected with COVID-19 would not make this change warranted. Once transmission rates reduce significantly in the community and region, this could be revisited.

## II. Covid mitigation

### a. Stay home when sick or potentially exposed

- i. Students and staff who have symptoms of illness, such as influenza or COVID-19 should stay home and be tested
- ii. All students and staff will receive the current COVID-19 symptoms list to self-screen and self-monitor on a daily basis
- iii. Students or staff presenting with symptoms will be isolated, masked, and required to quarantine and/or be tested
- iv. NHDPHS recommendation: Continue to have a low-bar for excluding and testing people with new signs/symptoms of a viral syndrome (e.g., fever, chills, body or muscle aches), or respiratory viral infection (e.g., sinus congestion, sore throat, runny nose, cough)
- v. Sick/symptomatic persons should not be allowed into school

### b. Masks

- i. A Targeted Mask Model is being recommended
  1. Targeted Masking decisions will be made for unique school-specific case data and may be made by based on a number of cohorts or configurations such as: busses, classrooms, grade levels, school(s), etc.
  2. Targeted Masking decisions will be made based on local data and school-based transmission
- ii. The recommendation to start the school year is to have masks be optional except for the school bus which is required per CDC

- iii. Masks are no longer recommended outdoors by CDC and NHDHHS
- iv. Masking should be viewed based on a continuum from optional to targeted to universal and may be differentiated by (and possibly within) each school
- v. Masks will not be implemented in a binary model where masks are 'required or they are not'. Rather a specific, targeted-model, based on case data (local cases, school transmission, etc.) and NHDHHS recommendations (if applicable) will be implemented
  1. Targeted Masking will allow the SAU to respond to specific case data
- vi. The Superintendent is authorized to change or alter mask expectations and will report to the Board
- vii. CDC and the American Academy of Pediatrics are both recommending universal mask-wearing in all K-12 schools nationally
  1. National recommendations should be viewed with an understanding that needs of regions vary widely as do Covid numbers (recommendations for Florida may look different than Vermont)
- viii. The SAU is recommending using the following matrix for considering targeted or universal masking requirements – this matrix was developed by NHDHHS as an option for districts to consider

		Level of Community Transmission		
		Minimal	Moderate	Substantial
<b>Cases Within Facility</b>	<b>Sporadic cases without evidence of facility transmission</b>	Optional*	Optional*	Optional*
	<b>Single Cluster</b>	Targeted	Targeted	Targeted
	<b>Multiple clusters or a larger outbreak</b>	Universal <sup>†</sup>	Universal <sup>†</sup>	Universal <sup>†</sup>

- ix. The following chart is an example where masks may be required through a Targeted Mask Model

Targeted Masking examples for settings or groupings:

Setting/location	Groupings
<ul style="list-style-type: none"> <li>Busses</li> <li>Arrival and dismissal</li> <li>School transitions</li> </ul>	<ul style="list-style-type: none"> <li>Bus riders</li> <li>Small groups</li> <li>Classroom(s)</li> </ul>

- i. We will work closely with NHDHHS to manage and control the outbreak
- ii. Consistent with our Communications Plan, the school community will be notified





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TO: The Pittsfield School Board  
FROM: Bryan Lane  
DATE: 1/19/2022  
RE: Opioid Litigation

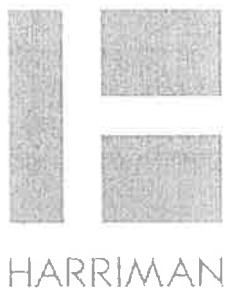
I received an email from the law firm of Drummond and Woodsum, who handles some of our legal needs.

There is a class action law suit being filed on behalf of School Districts and other localities regarding the responsibility of pharmaceutical companies being culpable for the Opioid Crisis in our country. Last year, the Superintendent's office provided information in regard to the lawsuit which was signed by Dr. Graziano. The information provided was:

- Whether or not the District had a School Resource Officer
- District expenditures for Workman's Compensation in 2018-19
- District expenditure for Health Insurance Coverage in 2018-19

Drummond and Woodsum needs the District to respond by January 26 as to whether or not we wish to continue as a party in the litigation. From the lengthy document that I have sent to you via email, it does not appear that there is a "down side" for the District to continue. There may be some funds that could come to the District if the lawsuit is successful.

I am recommending a motion for the Board to direct the Superintendent to contact the law firm of Drummond and Woodsum and allow the District to be a party in the litigation as described.



January 6, 2022

Bryan Lane, Interim Superintendent of Schools  
School Administrative Unit #51  
23 Oneida Street, Unit 1  
Pittsfield, NH 03263

Re: Pittsfield School District  
Programming and Feasibility Study  
Pittsfield Elementary and Middle/High School  
Pittsfield, NH  
No. 22108  
Proposal

Dear Superintendent Lane:

Harriman is pleased to submit this proposal for evaluating the space needs of the Elementary School and Middle/High school and determining whether the elementary program can fit into the Middle/High School with the understanding that the High School students will tuition out of the district.

**Scope of Work:**

- Inventory educational programs and space needs for the elementary, middle and high school programs.
- Evaluate whether the Elementary school program can move to the Middle/High School building assuming the High School program will no longer be at the Middle / High School.
- Determine the site needs (drop off, play area, etc.) for the Elementary school program.
- Evaluate whether the Middle/ High School site can accommodate the Elementary school program needs.
- Determine code requirements pertaining to younger students and impact they have on moving elementary students to Middle/High School.

**Scope of Services:**

- Kick-off meeting to define goals and guiding principles of the study. For a fee of \$1400.
- Review existing floor plans and reports for the Elementary and Middle/High School provided by the district. For a fee of \$1,400.
- Interview principals and stakeholders (teachers, staff or others identified by leadership) to identifying existing programs and their location within the school as well as identify missing programs. For a fee of \$2,800.
- Create space allocation workbooks to inventory programs for Elementary, Middle and High School. For a fee of \$2,800.
- Create diagrammatic floor plans to illustrate existing programs and locations within each school. For a fee of \$8,400.
- Evaluate the site plan and identify if and where elementary site elements can be accommodated. For a fee of \$700.

AUBURN

BOSTON

PORTLAND

PORTSMOUTH

SEASIDE

- Develop options for consolidating Elementary and Middle School programs in the Middle /High school building and on the site. Develop diagrammatic floor plans and site plans that illustrate proposed options. For a fee of \$5,600.
- Present draft findings to the stakeholders and school board prior to finalizing report. For a fee of \$1,400.
- Create final report that includes executive summary, existing diagrammatic floor plans, existing diagrammatic site plans, space allocation workbooks, proposed diagrammatic floor plans, and proposed diagrammatic site plans. For a fee of \$1,750.

**Schedule:**

We can begin this work immediately after the notice to proceed, however, the length of time to complete the projects will vary depending on the availability of stakeholders, teachers and staff to discuss program needs.

**Fee:**

Design Services for the purpose of this proposal to include programming and feasibility study. Therefore, we propose the design services for the project as identified above for a lump sum fee of Twenty-Six Thousand Two Hundred and Fifty Dollars (\$26,250) including reimbursables.

The quoted fees are based on our current knowledge of the scope of design and engineering work required for this project. If the actual project becomes greater in scope than we currently understand, we reserve the right to negotiate a fair increase in fee. Deviations from the original work scope and the respective fee change must be described in writing and be accepted by the Owner prior to respective additional work commencing.

If this proposal and the attached Terms and Conditions are satisfactory and acceptable, please signify your acceptance by signing below and returning one original to my attention.

Thank you for the opportunity to submit this proposal. If you have any questions or need additional information, please contact me.

Sincerely,  
Harriman



Lisa D. Sawin, AIA  
Principal  
[lsawin@harriman.com](mailto:lsawin@harriman.com)

Accepted by:

\_\_\_\_\_  
Pittsfield School District

\_\_\_\_\_  
Date

pjm

Enclosures:      Hourly Rates  
                         Terms and Conditions

Pittsfield School District

**ADMINISTERING MEDICATION TO STUDENTS**

Written Authorization

In order for prescription medications to be given at the school, the following shall occur:

1. The school nurse shall ensure that a written statement from the licensed prescriber containing the following be filed in the student's health record:
  - a. The student's name;
  - b. The name and signature of the licensed prescriber and contact numbers;
  - c. The name, route, and dosage of medication;
  - d. The frequency and time of medication administration or assistance;
  - e. The date of the order; and
  - f. A diagnosis, if not a violation of confidentiality;
2. The school nurse shall ensure that there is written authorization by the parent and/or guardian that contains:
  - a. The parent/guardian's printed name and signature;
  - b. A list of all medications the student is currently receiving, if not a violation of confidentiality or contrary to the request of the parent/guardian or student that such medication be documented; and
  - c. Approval to have the school nurse administer the medication, the student to possess and self-administer, and/or the principal or his/her designee assist the student with taking the medication;
3. The school nurse shall ensure the authorization or other accessible documentation contains:
  - a. The parent/guardian's home and emergency phone number(s); and
  - b. Persons to be notified in case of a medication emergency in addition to the parent/guardian and licensed prescriber.

Delivery of Medication to School

1. A parent/guardian or parent/guardian designated, responsible adult shall deliver all medication to be administered by school personnel to the school nurse or other responsible person designated by the school nurse as follows;
2. The prescription medication shall be in pharmacy or manufacturer labeled container;
3. The school nurse or other responsible person receiving the prescription medication shall document the quantity of the prescription medication delivered;
4. The medication may be delivered by other adult(s), provided that the nurse is notified in advance by the parent or guardian of the delivery and the quantity of prescription medication being delivered to school is specified;
5. All medications shall be stored in their original pharmacy or manufacturer labeled containers and in such manner as to render them safe and prevent loss of efficacy. A single dose of medication may be transferred from this container to a newly labeled container for the purposes of field trips or school sponsored activities.

Recording Provisions

1. Each school will document the following information regarding medication taken by each students:
  - a. Date and time of administration;
  - b. Name of medication prescribed;
  - c. Name of licensed prescriber;
  - d. Signature or initials of adult present;
  - e. Other comments;
2. Each school shall keep a bound book with consecutively numbered pages, in which shall be recorded in ink, the medication taken by a student and will show: the date, time of administration, the kind and quantity of medicinal preparation, the name of the prescribing physician, and the signature or initials of adult present;
3. If student refuses to take or spills medication, or medication is lost, or has run out, shall be recorded;
4. Recording cannot be altered; if an error occurs, a line is to be drawn through the entry and correct data recorded in line below and signed;

5. Such a record shall be available to representatives from the State Division of Public Health and the State Department of Education;
6. Each record shall be kept in a designated place for a period of time consistent with New Hampshire Department of Education records retention schedule.

### Student Health Records

Physicians' written orders and the written authorization of parents and guardians shall be filed with the student's cumulative health record and kept for a period of time as determined by the New Hampshire Department of Education records retention schedule. Health records concerning students who receive special education services shall be retained as long as the student is in a special education program and there is district liability for the education of the student.

An appropriate summary completed at least once every school year for each medication prescribed and taken shall become part of the student's health record.

State law forbids any child for any reason to take medication without written permission of the child's parent/guardian. Permission slips are available in the nurse's office.

### Parent/Guardian Request for Giving Prescribed Medication at School

I request the nurse or staff member to assist my child, \_\_\_\_\_ (name), in taking his/her prescribed \_\_\_\_\_ (name of medication).

Prescription Number: \_\_\_\_\_

Pharmacy: \_\_\_\_\_

Prescribed by: \_\_\_\_\_

For the period from \_\_\_\_\_ (date) to \_\_\_\_\_ (date)

- ☐ No more than one month of prescribed medication may be stored in school.
- ☐ The medication will be delivered directly to the school nurse, principal, or designated staff member by the parent/guardian, if possible.
- ☐ The medication will be delivered in a container properly labeled with the student's name, the physician's name, the date of original prescription, name and strength of medication, and directions for taking by the student.

I agree, that by signing this request and *hold harmless* statement, that I shall not hold liable any member of the school staff who is directed by me to assist my child in taking said medication.

Signature: \_\_\_\_\_ (parent/guardian)

Printed Name: \_\_\_\_\_ (parent/guardian)

Date: \_\_\_\_\_

School: \_\_\_\_\_

Reading: September 3, 2009  
Adopted: September 17, 2009

## Pittsfield School District

**ADMINISTRATION GOALS**

Proper administration of the schools is vital to a successful educational program. The general purpose of the Administration is to coordinate and supervise, under the policies of the Pittsfield School Board, the creation and operation of an environment that promotes effective student learning. The Board will rely on the Superintendent to provide the professional administrative leadership necessary.

The Superintendent, each principal, and all other administrators will have the authority and responsibility necessary for his/her specific administrative assignment. Each administrator will be accountable for the effectiveness with which his/her administrative assignment is carried out. The Board will be responsible for specifying requirements and expectations of the Superintendent, then holding the Superintendent accountable by evaluating how well those requirements and expectations have been met. In turn, the Superintendent will be responsible for clearly specifying requirements and expectations for all other administrators, then holding each accountable by evaluating how well requirements and expectations have been met.

Major goals of administration are:

1. To manage the District's various departments, units, budgets, and programs effectively.
2. To provide professional advice and counsel to the Board and its advisory committees. Where feasible, this will be done through reviewing alternatives, analyzing the advantages and disadvantages of each, and recommending appropriate action from among the alternatives.
3. To implement and manage functions that assure the best and most effective learning programs, through achieving such goals as: (a) providing leadership in keeping abreast of current educational developments; (b) arranging for the staff development necessary in order to establish and provide learning programs that better meet learner needs; (c) coordinating cooperative efforts to improve learning programs, facilities, equipment, and materials; (d) encouraging improvement ideas and decision-making among staff, students, parents, and others; and (e) implementing procedures to ensure that the differing needs and talents of students are fully considered when planning educational programs.

Reading: May 7, 2009

Adopted: May 21, 2009



## **DAF**

### **Pittsfield School District**

#### **ADMINISTRATION OF FEDERAL GRANT FUNDS**

This policy includes “sub-policies” relating to specific provisions of the Uniform Administrative Requirements for Federal Awards issued by the U.S. Office of Budget and Management. Those requirements, which are commonly known as Uniform Grant Guidance (“UGG”), are found in Title 2 of the Code of Federal Regulations (“CFR”) part 200. The sub-policies include:

- DAF-1, Allowability;
- DAF-2, Cash Management and Fund Control;
- DAF-3, Procurement;
- DAF-4, Procurement – Additional Provisions Pertinent to Food Service Program;
- DAF-5, Conflict of Interest and Mandatory Disclosures;
- DAF-6, Inventory Management – Equipment and Supplies Purchased with Federal Funds;
- DAF-7, Travel Reimbursement – Federal Funds;
- DAF-8, Accountability and Certifications;
- DAF-9, Time and Effort Reporting / Oversight;
- DAF-10, Grant Budget Reconciliation.

Notwithstanding any other policy of the District, all funds awarded directly or indirectly through any federal grant or subsidy programs shall be administered in accordance with this policy, and any administrative procedures adopted implementing this policy.

The Board accepts federal funds, which are available, provided that there is a specific need for them and that the required matching funds are available. The Board intends to administer federal grant awards efficiently, effectively, and in compliance with all requirements imposed by law, the awarding agency, and the New Hampshire Department of Education (NHDOE) or other applicable pass-through entity.

This policy establishes the minimum standards regarding internal controls and grant management to be used by the District in the administration of any funds received by the District through federal grant programs as required by applicable New Hampshire and federal laws or regulations including, without limitation, the UGG.

The Board directs the superintendent of schools to develop, monitor, and enforce effective administrative procedures and other internal controls over federal awards as necessary in order to provide reasonable assurances that the District is managing the awards in compliance with all requirements for federal grants and awards. Systems and controls must meet all requirements of federal law and/or regulation and shall be based on best practices.

## DAF

The superintendent is directed to assure that all individuals responsible for the administration of the federal grant or award shall be provided sufficient training to carry out their duties in accordance with all applicable requirements for the federal grant or award and this policy.

To the extent not covered by this policy, the administrative procedures and internal controls must provide for:

1. Identification of all federal funds received and expended and their program source;
2. Accurate, current, and complete disclosure of financial data in accordance with federal requirements;
3. Records sufficient to track the receipt and use of funds;
4. Effective control and accountability over assets to assure that they are used only for authorized purposes; and
5. Comparison of expenditures against budget.

### DAF-1, Allowability

The superintendent is responsible for the efficient and effective administration of grant funds through the application of sound management practices. Such funds shall be administered in a manner consistent with all applicable federal, state, and local laws, the associated agreements / assurances, program objectives, and the specific terms and conditions of the grant award.

A. Cost Principles. Except whether otherwise authorized by statute, costs shall meet the following general criteria in order to be allowable under federal awards:

1. Be “necessary” and “reasonable” for proper and efficient performance and administration of the federal award, and be allocable thereto under these principles.
  - a. To determine whether a cost is “reasonable,” consideration shall be given to:
    - i. Whether a cost is a type generally recognized as ordinary and necessary for the operation of the District or the proper and efficient performance of the federal grant award;

## **DAF**

- ii. The restraints or requirements imposed by such factors as sound business practices, arm's length bargaining, federal, state, local, and other laws and regulations;
    - iii. Market prices for comparable goods or services for the geographic area;
    - iv. Whether the individuals concerned acted with prudence in the circumstances considering their responsibilities; and
    - v. Whether the cost represents any significant deviation from the established practices or Board policy which may increase the expense. While federal regulations do not provide specific descriptions of what satisfied the "necessary" element beyond its inclusion in the reasonableness analysis above, whether a cost is necessary is determined based on the needs of the program. Specifically, the expenditure must be necessary to achieve an important program objective. A key aspect in determining whether a cost is necessary is whether the District can demonstrate that the cost addresses an existing need and can prove it.
  - b. When determining whether a cost is "necessary," consideration may be given to whether:
    - i. The cost is needed for the proper and efficient performance of the grant program;
    - ii. The cost is identified in the approved budget or application;
    - iii. There is educational benefit associated with the cost;
    - iv. The cost aligns with identified needs based on results and findings from a needs assessment; and/or
    - v. The cost addresses program goals and objectives and is based on program data.
  - c. A cost is allocable to the federal award if the goods or services involved are chargeable or assignable to the federal award in accordance with the relative benefit received.
- 2. Conform to any limitations or exclusions set forth as cost principles in Part 200 or in the terms and conditions of the federal award.
  - 3. Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the District.

## **DAF**

4. Be afforded consistent treatment. A cost cannot be assigned to a federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been assigned as an indirect cost under another award.
5. Be determined in accordance with generally accepted accounting principles.
6. Be representative of actual cost, net of all applicable credits or offsets.

The term “applicable credits” refers to those receipts or reductions of expenditures that operate to offset or reduce

7. Be not included as a match or cost-share, unless the specific federal program authorizes federal costs to be treated as such.
  8. Be adequately documented:
    - a. In the case of personal services, the superintendent shall implement a system for District personnel to account for time and efforts expended on grant funded programs to assure that only permissible personnel expenses are allocated;
    - b. In the case of other costs, all receipts and other invoice materials shall be retained, along with any documentation identifying the need and purpose for such expenditure if not otherwise clear.
- B. **Selected Items of Cost.** The District shall follow the rules for selected items of cost at 2 C.F.R. Part 200, Subpart E when charging these specific expenditures to a federal grant. When applicable, District staff shall check costs against the selected items of cost requirements to ensure that the cost is allowable. In addition, state, District, and program-specific rules, including the terms and conditions of the award, may deem a cost as unallowable, and District personnel shall follow these rules as well.
- C. **Cost Compliance.** The superintendent shall require that grant program funds are expended and are accounted for, consistent with the requirements of the specific program and as identified in the grant application. Compliance monitoring includes accounting for direct or indirect costs and reporting them as permitted or required by each grant.
- D. **Determining Whether a Cost is Direct or Indirect.**
1. “Direct costs” are those costs that can be identified specifically with a particular final cost objective, such as a federal award, or other internally or externally funded activity, or that can be directly assigned to such activities relatively easily with a high degree of accuracy.

## DAF

These costs may include salaries and fringe benefits of employees working directly on a grant-funded project; purchased services contracted for performance under the grant; travel of employees working directly on a grant-funded project; materials, supplies, and equipment purchased for use on a specific grant; and infrastructure costs directly attributable to the program, such as long distance telephone calls specific to the program, etc.

2. “Indirect costs” are those that have been incurred for a common or joint purpose benefitting more than one cost objective and not readily assignable to the cost objectives specifically benefitted without effort disproportionate to the results achieved. Costs incurred for the same purpose in like circumstances shall be treated consistently as either direct or indirect costs.

These costs may include general data processing, human resources, utility costs, maintenance, accounting etc.

Federal education programs with supplement not supplant provisions must use a restricted indirect cost rate. In a restricted rate, indirect costs are limited to general management costs. General management costs do not include divisional administration that is limited to one component of the District, the governing body of the District, compensation of the superintendent, and operation of the immediate offices of these officers.

The salaries of administrative and clerical staff should normally be treated as indirect costs. Direct charging of these costs may be appropriate only if all of the following conditions are met:

- a. Administrative or clerical services are integral to a project or activity;
- b. Individuals involved can be specifically identified with a project or activity;
- c. Such costs are explicitly included in the budget or have the prior written approval of the federal awarding agency;
- d. The costs are not also recovered as indirect costs.

Where a federal program has a specific cap on the percentage of administrative costs that may be charged to a grant, that cap shall include all direct administrative charges as well as any recovered indirect charges.

Effort should be given to identify costs as direct costs whenever practical, but allocation of indirect costs may be used where not prohibited and where indirect cost allocation is approved ahead of time by the NHDOE or the pass-through

## **DAF**

entity (federal funds subject to 2 C.F.R. Part 200 pertaining to determining indirect cost allocation).

- E. **Timely Obligation of Funds.** Obligations are orders placed for property and services, contracts and sub-awards made, and similar transactions during a given period that require payment by the non-federal entity during the same or future period.

The following are examples of when funds are determined to be obligated under applicable regulation of the U.S. Department of Education; when the obligation is for:

1. Acquisition of property – on the date when the District makes a binding written commitment to acquire the property;
2. Personal services by an employee of the District – when the services are performed;
3. Personal services by a contractor who is not an employee of the District – on the date when the district makes a binding written commitment to obtain the services;
4. Public utility services – when the District received the services;
5. Travel – when travel is taken;
6. Rental of property – when the District uses the property;
7. A pre-agreement cost that was properly approved by the secretary under the cost principles in 2 C.F.R. Part 200, Subpart E, Cost Principles – on the first day of the project period.

- F. **Period of Performance.** All obligations must occur on or between the beginning and ending dates of the grant project. This period of time is known as the period of performance. The period of performance is dictated by statute and will be indicated in the Grant Award Notification (GAN). As a general rule, state-administered federal funds are available for obligation within the year for which Congress appropriates the funds. However, given the unique nature of educational institutions, for many federal education grants, the period of performance is twenty-seven months. This maximum period includes a fifteen-month period of

initial availability, plus a twelve-month period of carry over. For direct grants, the period of performance is generally identified in the GAN. In the case of a state-administered grant, obligations under a grant may not be made until the grant funding period begins or all necessary materials are submitted to the granting agency, whichever is later. In the case of a direct grant, obligations may begin when the grant

## **DAF**

is substantially approved, unless an agreement exists with the NHDOE or the pass-through entity to reimburse for pre-approval expenses.

For both state-administered and direct grants, regardless of the period of availability, the District shall liquidate all obligations incurred under the award not later than forty-five days after the end of the funding period unless an extension is authorized. Any funds not obligated within the period of performance or liquidated within the appropriate timeframe are said to lapse and shall be returned to the awarding agency. Consistently, the district shall closely monitor grant spending throughout the grant cycle.

### **DAF-2, Cash Management and Fund Control**

Payment methods must be established in writing that minimize the time elapsed between the drawdown of federal funds and the disbursement of those funds. Standards for funds control and accountability must be met as required by the Uniform Guidance for advance payments and in accordance with the requirements of the NHDOE or other applicable pass-through entity.

In order to provide reasonable assurance that all assets, including federal, state, and local funds, are safeguarded against waste, loss, unauthorized use, or misappropriation, the superintendent shall implement internal controls in the area of cash management.

The District's payment methods shall minimize the time elapsing between the transfer of funds from the United States Treasury or the NHDOE (pass-through entity) and disbursement by the district, regardless of whether the payment is made by electronic fund transfer or issuance or redemption of checks, warrants, or payment by other means.

The District shall use forms and procedures required by the NHDOE, grantor agency, or other pass-through entity to request payment. The District shall request grant fund payments in accordance with the provisions of the grant. Additionally, the district's financial management systems shall meet the standards for fund control and accountability as established by the awarding agency.

The District financial manager is authorized to submit requests for advance payments and reimbursements at least monthly when electronic fund transfers are not used and as often as deemed appropriate when electronic transfers are used, in accordance with the provisions of the Electronic Fund Transfer Act (15 U.S.C. 1693-1693r).

Then the District uses a cash advance payment method, the following standards shall apply:

## **DAF**

- A. The timing and amount of the advance payment requested will be as close as is administratively feasible to the actual disbursement for direct program or project costs and the proportionate share of any allowable indirect costs.
- B. The District shall make timely payment to contractors in accordance with contract provisions.
- C. To the extent available, the District shall disburse funds available from program income (including repayments to a revolving fund), rebates, refunds, contract settlements, audit recoveries, and interest earned on such funds before requesting additional fund payments.
- D. The District shall account for the receipt, obligation, and expenditure of funds.
- E. Advance payments shall be deposited and maintained in insured accounts whenever possible.
- F. Advance payments will be maintained in interest bearing accounts unless the following apply:
  - 1. The District receives less than \$120,000 in federal awards per year;
  - 2. The best reasonably available interest bearing account would not be expected to earn interest in excess of \$500 per year on federal cash balances;
  - 3. The depository would require an average or minimum balance so high that it would not be feasible within the expected federal and non-federal cash resources;
  - 4. A foreign government or banking system prohibits or precludes interest bearing accounts.
- G. Pursuant to federal law and regulations, the District may retain interest earned in an amount up to \$500 per year for administrative costs. Any additional interest earned on federal advance payments deposited in interest bearing accounts must be remitted annually to the Department of Health and Human Services Payment Management System (PMS) through an electronic medium using either Automated Clearing House (ACH) network or a Fedwire Funds Service payment. Remittances shall include pertinent information of the payee and nature of payment in the memo area (often referred to as “addenda records” by financial institutions) as that will assist in the timely posting of interest earned on federal funds.

DAF-3, Procurement



## **DAF**

All purchases for property and services made using federal funds must be conducted in accordance with all applicable federal, state, and local laws and regulations, the Uniform Guidance, and the District's written policies and procedures.

Procurement of all supplies, materials, equipment, and services paid for from federal funds or District matching funds shall be made in accordance with all applicable federal, state, and local statutes and regulations, the terms and conditions of the federal grant, District policies, and District procedures.

The superintendent shall maintain a procurement and contract administration system in accordance with the USDOE requirements (2 C.F.R. 200.317-.326) for the administration and management of federal grants and federally-funded programs. The District shall maintain a contract administration system that requires contractors to perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders. Except as otherwise noted, procurement transactions shall also conform to the provisions of the District's documented general purchase policy, Policy DJ.

The District avoids situations that unnecessarily restrict competition and avoids acquisition of unnecessary or duplicative items. Individuals or organizations that develop or draft specifications, requirements, statements of work, and/or invitations for bids, requests for proposals, or invitations to negotiate are excluded from competing for such purchases. Additionally, consideration shall be given to consolidating or breaking out procurements to obtain a more economical purchase. And, where appropriate, an analysis shall be made to lease versus purchase alternatives and any other appropriate analysis to determine the most economical approach. These considerations are given as part of the process to determine the allowability of each purchase made with federal funds.

Contracts are awarded only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration is given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. No contract is awarded to a contractor who is suspended or debarred from eligibility for participation in federal assistance programs or activities.

Purchasing records are sufficiently maintained to detail the history of all procurements and must include at least the rationale for the method of procurement, selection of contract type, and contractor selection or rejection; the basis for the contract price; and verification that the contractor is not suspended or debarred.

To foster greater economy and efficiency, the District may enter into state and local intergovernmental agreements where appropriate for procurement or use of common or shared goods and services.

## **DAF**

- A. Competition. All procurement transactions shall be conducted in a manner that encourages full and open competition and that is in accordance with good administrative practice and sound business judgement. In order to promote objective contractor performance and eliminate unfair competitive advantage, the District shall exclude any contractor that has developed or drafted specifications, requirements, statements of work, invitations for bids, or requests for proposals from competition for such procurements.

Some of the situations considered to be restrictive of competition include but are not limited to the following:

1. Unreasonable requirements on firms in order for them to qualify to do business;
2. Unnecessary experience and excessive bonding requirements;
3. Noncompetitive contracts to consultants that are on retainer contracts;
4. Organizational conflicts of interest;
5. Specification of only a “brand name” product instead of allowing for an “or equal” product to be offered and describing the performance or other relevant requirements of the procurement; and/or
6. Any arbitrary action in the procurement process.

Further, the District does not use statutorily or administratively imposed state, local, or tribal geographic preferences in the evaluation of bids or proposals unless (a) an applicable federal statute expressly mandates or encourages a geographic preference; (b) the District is contracting for architectural and engineering services, in which case geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

To the extent that the District uses a pre-qualified list of persons, firms, or products to acquire goods and services, the pre-qualified list must include enough qualified sources as to ensure maximum open and free competition. The district allows vendors to apply for consideration to be placed on the list as requested.

- B. Solicitation Language. The District shall require that all solicitations incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description shall not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product, or service to be procured and, when necessary, shall set forth those minimum essential characteristics and

## DAF

standards to which it shall conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible.

When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which shall be met by offers shall be clearly stated and identify all requirements which the offerors shall fulfill and all other factors to be used in evaluating bids or proposals.

The Board will not approve any expenditure for an unauthorized purchase or contract.

C. Procurement Methods. The District shall utilize the following methods of procurement:

1. Micro-Purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed \$10,000. To the extent practicable, the District shall distribute micro-purchase equitably among qualified suppliers. Micro-purchases may be made without soliciting competitive quotations if the superintendent considers the price to be reasonable. The District maintains evidence of this reasonableness in the records of all purchases made by this method.
2. Small Purchases (Simplified Acquisition). Small purchase procedures provide for relatively simple and informal procurement methods for securing services, supplies, and other property that does not exceed the competitive bid threshold of \$250,000. Small purchase procedures require that price or rate quotations shall be obtained from an adequate number of qualified sources.
3. Sealed Bids. Sealed, competitive bids shall be obtained when the purchase of and contract for single items of supplies, materials, or equipment which amounts to \$250,000 and when the Board determines to build, repair, enlarge, improve, or demolish a school building / facility the cost of which will exceed \$250,000.
  - a. In order for sealed bidding to be feasible, the following conditions shall be present:
    - i. A complete, adequate, and realistic specification or purchase description is available;
    - ii. Two or more responsible bidders are willing and able to compete effectively for the business; and

## **DAF**

- iii. The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.
- b. When sealed bids are used, the following requirements apply:
  - i. Bids shall be solicited in accordance with provisions of state law and Policy DJE. Bids shall be solicited from an adequate number of qualified suppliers, providing sufficient response time prior to the date set for the opening of bids. The invitation to bid shall be publicly advertised.
  - ii. The invitation for bids will include product / contract specifications and pertinent attachments and shall define the items and/or services required in order for the bidder to properly respond.
  - iii. All bids will be opened at the time and place prescribed in the invitation for bids; bids will be opened publicly.
  - iv. A firm, fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs shall be considered in determining which bid is lowest. Payment discounts may only be used to determine the low bid when prior experience indicates that such discounts are usually taken.
  - v. The Board reserves the right to reject any and all bids for sound documented reason.
  - vi. Bid protests shall be handled pursuant to the process set forth in DAF-3.1.
- 4. Competitive Proposals. Procurement by competitive proposal, normally conducted with more than one sources submitting an offer, is generally used when conditions are not appropriate for the use of sealed bids or in the case of a recognized exception to the sealed bid method.

If this method is used, the following requirements apply:

- a. Requests for proposals shall be publicized and identify all evaluation factors and their relative importance. Any response to the publicized requests for proposals shall be considered to the maximum extent possible.
- b. Proposals shall be solicited from an adequate number of sources.

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- c. The District shall use its written method for conducting technical evaluations of the proposals received and for selecting recipients.
- d. Contracts will be awarded to the responsible firm whose proposal is most advantageous to the program with price and other factors considered.

The District may use competitive proposal procedures for qualifications-based procurement of architectural / engineering (A/E) professional services whereby competitors' qualifications are evaluated, and the most qualified competitor is selected subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

- 5. Noncompetitive Proposals. Procurement by noncompetitive proposals allows for solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- a. The item is available only from a single source;
- b. The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;
- c. The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District; and/or
- d. After solicitation of a number of sources, competition is determined to be inadequate.

- D. Contracting with Small and Minority Businesses, Women's Business Enterprises, and Labor Surplus Area Firms. The District must take necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible. Affirmative steps must include:

- 1. Placing qualified small and minority businesses and women's business enterprises on solicitation lists;
- 2. Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3. Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

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4. Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
  5. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and
  6. Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.
- E. **Contract/Price Analysis.** The District shall perform a cost or price analysis in connection with every procurement action in excess of \$250,000 (i.e., the Simplified Acquisition/Small Purchase limit), including contract modifications. (See 2 CFR 200.323(a)). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the District shall come to an independent estimate prior to receiving bids or proposals.

When performing a cost analysis, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration is given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

- F. **Time and Materials Contracts.** The District shall use a time and materials type contract only (1) after a determination that no other contract is suitable; and (2) if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to the District is the sum of the actual costs of materials, and direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, the District sets a ceiling price for each contract that the contractor exceeds at its own risk. Further, the District shall assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls and otherwise performs in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

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- G. Suspension and debarment. The District will award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of the proposed procurement. All purchasing decisions shall be made in the best interests of the District and shall seek to obtain the maximum value for each dollar expended. When making a purchasing decision, the District shall consider such factors as (1) contractor integrity; (2) compliance with public policy; (3) record of past performance; and (4) financial and technical resources.

The superintendent shall have the authority to suspend or debar a person/ corporation, for cause, from consideration or award of further contracts. The District is subject to and shall abide by the non-procurement debarment and suspension regulations implementing Executive Orders 12549 and 12689, 2 CFR Part 180.

Suspension is an action taken by the District that immediately prohibits a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1) for a temporary period, pending completion of an agency investigation and any judicial or administrative proceedings that may ensure. A person so excluded is suspended. (See 2 CFR Part 180 Subpart G).

Debarment is an action taken by the superintendent to exclude a person from participating in covered transactions and transactions covered under the Federal Acquisition Regulation (48 CFR chapter 1). A person so excluded is debarred. (See 2 CFR Part 180 Subpart H).

The District shall not subcontract with or award sub-grants to any person or company who is debarred or suspended. For contracts over \$25,000, the district shall confirm that the vendor is not debarred or suspended by either checking the Federal government's System for Award Management ("SAM"), which maintains a list of such debarred or suspended vendors at [www.sam.gov](http://www.sam.gov) (which replaced the former Excluded Parties List System or EPLS); or collecting a certification from the vendor. (See 2 CFR Part 180 Sub part C).

Documentation that debarment/suspension was queried must be retained for each covered transaction as part of the documentation required under DAF-e, paragraph J. This documentation should include the date(s) queried and copy(ies) of the SAM result report/screen shot, or a copy of the or certification from the vendor. It should be attached to the payment backup and retained for future audit review.

- H. Additional Requirements for Procurement Contracts Using Federal Funds.

1. For any contract using federal funds under which the contract amount exceeds the upper limit for simplified acquisition / small purchases (see [DAF-3.C.2](#)), the contract must address administrative, contractual, or legal remedies in instances

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where contractors violate or breach contract terms, and must provide for sanctions and penalties. (See 2 CFR 200, Appendix II(A)).

2. For any contract using federal funds under which the contract amount exceeds \$10,000, it must address the District's authority to terminate the contract for cause and for convenience, including the manner by which termination will be effected and the basis for settlement. (See 2 CFR 200, Appendix II(B)).
  3. For any contract using federal funds under which the contract amount exceeds \$150,000, the contract must include clauses addressing the Clean Air Act and the Federal Water Pollution Control Act. (See 2 CFR 200, Appendix II(G)).
  4. For any contract using federal funds under which the contract exceeds \$100,000, the contract must include an anti-lobbying clause and require bidders to submit anti-lobbying certification as required under 2 CFR 200, Appendix II (J).
  5. For each contract using federal funds and for which there is no price competition and for each federal fund contract in which a cost analysis is performed, the District shall negotiate profit as a separate element of the price. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of the contractor's past performance, and industry profit rates in the surrounding geographical area for similar work. (See 2 CFR 200.323(b)).
- I. Bid Protest. The District maintains the following protest procedures to handle and resolve disputes relating to procurements and, in all instances, discloses information regarding the protest to the awarding agency.

A bidder who wishes to file a bid protest shall file such notice and follow procedures prescribed by the request for proposals (RFPs) or the individual bid specifications package for resolution. Bid protests shall be filed in writing with the superintendent within seventy-two hours of the opening of the bids in protest.

Within five days of receipt of a protest, the superintendent shall review the protest as submitted and render a decision regarding the merits of the protest and any impact on the acceptance and rejection of bids submitted. Notice of the filing of a bid protest shall be communicated to the Board and shall be so noted in any subsequent recommendation for the acceptance of bids and awarding of contracts.

Failure to file a notice of intent to protest, or failure to file a formal written protest within the time prescribed, shall constitute a waiver of proceedings.



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- J. **Maintenance of Procurement Records.** The District shall maintain records sufficient to detail the history of all procurements. These records will include, but are not necessarily limited to, the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, the basis for the contract price (including a cost or price analysis), and records regarding debarment/suspension queries or actions. Such records shall be retained consistent with Policy EHB.

### **DAF-4, Procurement – Additional Provisions Pertinent to the Food Service Program**

The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts (7 CFR Sec. 210.21, 215.14a, 220.16):

- A. **Mandatory Contract Clauses.** The following provisions shall be included in all cost reimbursable contracts for food services purchases, including contracts with cost reimbursable provisions, and in solicitation documents prepared to obtain offers for such contracts:
1. Allowable costs will be paid from the nonprofit school food service account to the contractor net of all discounts, rebates, and other applicable credits accruing to or received by the contractor or any assignee under the contract to the extent those credits are allocable to the allowable portion of the costs billed to the school food authority;
  2. The contractor must separately identify, for each cost submitted for payment to the school food authority, the amount of that cost that is allowable (can be paid from the nonprofit school food service account) and the amount that is unallowable (cannot be paid from the nonprofit school food service account); or
  3. The contractor must exclude all unallowable costs from its billing documents and certify that only allowable costs are submitted for payment and records have been established that maintain the visibility of unallowable costs, including directly associated costs in a manner suitable for contract cost determination and verification;
  4. The contractor's determination of its allowable costs must be made in compliance with the applicable departmental and program regulations and federal Office of Management and Budget cost circulars;
  5. The contractor must identify the amount of each discount, rebate and other applicable credit on bills and invoices presented to the school food authority for payment and individually identify the amount as a discount, rebate, or in the case of other applicable credits, the nature of the credit. If approved by the state

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agency, the school food authority may permit the contractor to report this information on a less frequent basis than monthly, but no less frequently than annually;

6. The contractor must identify the method by which it will report discounts, rebates, and other applicable credits allocable to the contract that are not reported prior to conclusion of the contract; and
7. The contractor must maintain documentation of costs and discounts, rebates, and other applicable credits, and must furnish such documentation upon request to the school food authority, the state agency, or the department.

B. Contracts with Food Service Management Companies. Procedures for selecting and contracting with a food service management company shall comply with guidance provided by the New Hampshire Department of Education, including standard forms, procedures, and timelines for solicitation, selection, and approval of proposals and contracts.

### DAF-5, Conflict of Interest and Mandatory Disclosures

The District complies with the requirements of state law and the Uniform Guidance for conflicts of interest and mandatory disclosures for all procurements with federal funds.

Each employee, Board member, or agent of the school system who is engaged in the selection, award, or administration of a contract supported by a federal grant or award and who has a potential conflict of interest must disclose that conflict in writing to the superintendent, who in turn, shall disclose in writing any such potential conflict of interest to New Hampshire Department of Education or other applicable pass-through entity.

A conflict of interest would arise when the covered individual, any member of his/her immediate family, his/her partner, or an organization which employs or is about to employ any of those parties has a financial or other interest in or received a tangible personal benefit from a firm considered for a contract. A covered individual who is required to disclose a conflict shall not participate in the selection, award, or administration of a contract supported by a federal grant or award.

Covered individuals will not solicit or accept any gratuities, favors, or items from a contractor or a party to a subcontractor for a federal grant or award. Violations of this rule are subject to disciplinary action.

The superintendent shall timely disclose in writing to New Hampshire Department of Education or other applicable pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuities potentially affecting any federal award. The

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superintendent shall fully address any such violations promptly and notify the Board with such information as is appropriate under the circumstances (e.g., taking into account applicable disciplinary processes).

### DAF-6, Inventory Management – Equipment and Supplies Purchased with Federal Funds

Equipment and supplies acquired (“property” as used in this policy DAF-6) with federal funds will be used, managed, and disposed of in accordance with applicable state and federal requirements. Property records and inventory systems shall be sufficiently maintained to account for and track equipment that has been acquired with federal funds. In furtherance thereof, the following minimum standards and controls shall apply to any equipment or pilfer-able items acquired in whole or in part under a federal award until such property is disposed in accordance with applicable laws, regulations and Board policies:

- A. “Equipment” and “Pilfer-able Items” Defined. For purposes of this policy, “equipment” means tangible personal property (including information technology systems) having a useful life of more than one year and a per-unit acquisition cost which equals or exceeds the lesser of \$5,000 or the capitalization level established by the District for financial statement purposes. “Pilfer-able items” are those items, regardless of cost, which may be easily lost or stolen, such as cell phones, tablets, graphing calculators, software, projectors, cameras and other video equipment, computer equipment, and televisions.
- B. Records. The superintendent’s office shall maintain records that include a description of the property; a serial number or other identification number; the source of the funding for the property (including the federal award identification number (FAIN)); who holds title; the acquisition date; the cost of the property; the percentage of the federal participation in the project costs for the federal award under which the property was acquired; the location, use, and condition of the property; and any ultimate disposition data, including the date of disposition and sale price of the property.
- C. Inventory. No less than once every two years, the superintendent shall cause a physical inventory of all equipment and pilfer-able items must be taken and the results reconciled with the property records at least once every two years. Except as otherwise provided in this policy (Policy DAF,) inventories shall be conducted consistent with District practice.
- D. Control, Maintenance and Disposition. The superintendent shall develop administrative procedures relative to property procured in whole or in part with federal funds to:

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1. Prevent loss, damage, or theft of the property; any loss, damage, or theft must be investigated;
2. To maintain the property and keep it in good condition; and
3. To ensure the highest possible return through proper sales procedures in those instances where the District is authorized to sell the property.

### **DAF-7, Travel Reimbursement – Federal Funds**

The Board shall reimburse administrative, professional and support employees, and school officials for travel costs incurred in the course of performing services related to official business as a federal grant recipient.

For purposes of this policy, “travel costs” shall mean the expenses for transportation, lodging, subsistence, and related items incurred by employees and school officials who are in travel status on official business as a federal grant recipient.

School officials and District employees shall comply with applicable Board policies and administrative regulations established for reimbursement of travel and other expenses.

The validity of payments for travel costs for all District employees and school officials shall be determined by the superintendent.

Travel costs shall be reimbursed on a mileage basis for travel using an employee’s personal vehicle and on an actual cost basis for meals, lodging, and other allowable expenses, consistent with those normally allowed in like circumstances in the District’s non-federally funded activities, and in accordance with the District’s travel reimbursement policies and administrative regulations.

Mileage reimbursements shall be at the rate approved by the Board for other District travel reimbursements. Actual costs for meals, lodging, and other allowable expenses shall be reimbursed only to the extent they are reasonable and do not exceed the per diem limits established by the District, or, in the absence of District guidelines, the federal General Services Administration for federal employees for locale where incurred.

All travel costs must be presented with an itemized, verified statement prior to reimbursement.

In addition, for any costs that are charged directly to the federal award, the superintendent shall maintain sufficient records to justify that:

- A. Participation of the individual is necessary to the federal award; and

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B. The costs are reasonable and consistent with Board policy.

### DAF-8, Accountability and Certifications

All fiscal transactions must be approved by the superintendent, who can attest that the expenditure is allowable and approved under the federal program. The superintendent submits all required certifications.

### DAF-9, Time-Effort Reporting / Oversight

The superintendent will establish sufficient oversight of the operations of federally supported activities to assure compliance with applicable federal requirements and to ensure that program objectives established by the awarding agency are being achieved. The District will submit all reports as required by federal or state authorities.

As a recipient of federal funds, the District shall comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Section 200.430 of the Code of Federal Regulations requires certification of effort to document salary expenses charged directly or indirectly against federally-sponsored projects. This process is intended to verify the compensation for employment services, including salaries and wages, is allocable and properly expended and that any variances from the budget are reconciled.

A. Compensation. Compensation for employment services includes all remuneration, paid currently or accrue, for services of employees rendered during the period of performance under the federal award, including but not necessarily limited to wages and salaries. Compensation for personal services may also include fringe benefits, which are addressed in 2 CFR 200.431 Compensation – fringe benefits. Costs of compensation are allowable to the extent that they satisfy the specific requirements of these regulations and that the total compensation for individual employees:

1. Is reasonable for the services rendered, conforms to the District's established written policy, and is consistently applied to both federal and non-federal activities; and
2. Follows an appointment made in accordance with the District's written policies and meets the requirements of federal statute where applicable.

B. Time and Effort Reports. Time and effort reports shall:

1. Be supported by a system of internal controls which provide reasonable assurance that the charges are accurate, allowable, and properly allocated;
2. Be incorporated into the official records of the District;

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3. Reasonably reflect the total activity for which the employee is compensated by the district, not exceeding 100% of the compensated activities;
4. Encompass both federally assisted and other activities compensated by the district on an integrated basis;
5. Comply with the district's established accounting policies and practices;
6. Support the distribution of the employee's salary or wages among specific activities or cost objectives if the employee works on more than one federal award, a federal award and non-federal award, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity.

The District will also follow any time and effort requirements imposed by New Hampshire Department of Education or other pass-through entity as appropriate to the extent that they are more restrictive than the federal requirements. The superintendent is responsible for the collection and retention of employee time and effort reports. Individually reported data will be made available only to authorized auditors or as required by law.

### **DAF-10, Grant Budget Reconciliation**

Budget estimates are not used as support for charges to federal awards. However, the District may use budget estimates for interim accounting purposes. The system used by the District to establish budget estimates produces reasonable approximations of the activity actually performed. Any significant changes in the corresponding work activity are identified by the District and entered into the District's records in a timely manner.

The District's internal controls include a process to review after-the-fact interim charges made to a federal award based on budget estimates and ensure that all necessary adjustments are made so that the final amount charged to the federal award is accurate, allowable, and properly allocated.

Adopted: May 2, 2019

Pittsfield School District

**ADMISSION OF HOMELESS STUDENTS**

To the extent practical and as required by law, the district will work with homeless students and their families to provide stability in school attendance and other services. Special attention will be given to ensuring the enrollment and attendance of homeless students not currently attending school. Homeless students will be provided district services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as (per NCLB definitions) lacking a fixed, regular and adequate nighttime residence, including:

1. Sharing the housing of other persons due to loss of housing or economic hardship;
2. Living in motels, hotels, trailer parks or camping grounds due to lack of alternative adequate accommodations;
3. Living in emergency or transitional shelters;
4. Are abandoned in hospitals;
5. Awaiting foster care placement;
6. Living in public or private places not designed for or ordinarily used as a regular sleeping accommodations for human beings;
7. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings;
8. Are migratory children living in conditions described in previous examples

The Superintendent shall designate an appropriate staff person to be the district's liaison for homeless students and their families.

To the extent feasible, homeless students will continue to be enrolled in their school of origin while they remain homeless or until the end of the academic year in which they obtain permanent housing. Instead of remaining in the school of origin, parents or guardians of homeless students may request enrollment in the school in which attendance area the student is actually living, or other schools.

If there is an enrollment dispute, the student shall be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian shall be informed of the district's decision and their appeal rights in writing. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school shall immediately enroll the student, pursuant to district policies. If the student does not have immediate access to the immunization records, the student shall be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the district liaison is directed to assist. Records from the student's previous school shall be

requested from the previous school pursuant to district policies. Emergency contact information is required at the time of enrollment consistent with district policies.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, the districts will make reasonable efforts to coordinate the transportation services necessary for the student.

The district's liaison for homeless students and their families shall coordinate with local social services agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and records transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. The district's liaison will also review and recommend to the district policies that may act as barriers to the enrollment of homeless students.

**Legal Reference:**

No Child Left behind Act, 2002

RSA 193:12, Legal Residence Required

1<sup>st</sup> Reading: June 5, 2008

2<sup>nd</sup> Reading: June 19, 2008

Adopted: June 19, 2008



Pittsfield School District

**SCHOOL DISTRICT INTERNET ACCESS FOR STUDENTS**

The rich resources of information available on the Internet hold the promise of greatly enhancing the quality of education available to all students. Therefore, Internet access will be made available to students in the District for the purposes of communication, research, and education.

District personnel will monitor student Internet use and the degree of access to the Internet will be dependent on the age of students.

Safety Procedures and Guidelines

The Superintendent shall develop and implement appropriate procedures to provide guidance for access and use of electronic media. See EGA-R.

Guidelines shall address teacher supervision of student computer use, ethical use of electronic media (including, but not limited to, the Internet, e-mail, and other District technological resources), and issues of privacy versus administrative review of electronic files and communications. In addition, guidelines shall prohibit utilization of networks for prohibited or illegal activities, the intentional spreading of embedded messages, or the use of other programs with the potential of damaging or destroying programs or data.

Internet safety measures shall be implemented that effectively address the following:

1. Implementation of a District Internet Acceptable Use Procedure.
2. Implementation of a District Internet Code of Conduct.
3. Rules of Internet use to be included in all student handbooks.
4. All student Internet users obtain an Internet account that includes parent permission.
  - A. Compliance with the District Acceptable Use Procedures are conditions for the account.
  - B. Internet training will be provided, including training on personal responsibility, ethical and courteous behavior, and the Acceptable Use Procedures and the Code of Conduct.
  - C. Parents or guardians are asked to review the Code of Conduct and the Acceptable Use Procedures with their children and youth. Parent or guardian permission is required for student access. All students and staff must have a signed District authorization form for an account.
5. Training for staff to increase their skills in working with students on the Internet.

6. Methods of controlling access by minors to inappropriate matter on the Internet and World Wide Web.
7. Measures designed to address safety and security of minors when they are using electronic mail, chat rooms, and other forms of electronic communications.
8. Rules to prevent unauthorized access, including “hacking” and other unlawful activities by students.
9. Rules to prohibit unauthorized disclosure, use, and dissemination of personal information regarding minors.
10. Measures designed to restrict minors’ access to materials harmful to them.

#### Audit of Use

The Superintendent or his/her designee shall establish a process to determine whether the District’s educational technology is being used for purposes prohibited by law or for accessing sexually explicit materials. This process shall include:

1. Utilizing technology that blocks or filters Internet access for both minors and adults to certain visual depictions that are obscene, involve child pornography, or are otherwise harmful to minors.
2. Monitoring on-line activities of minors.

Adopted: August 9, 2001 (as IJND)  
Reading: September 3, 2009  
Revised: September 17, 2009

Pittsfield School District

**ACCESS TO MINUTES AND PUBLIC RECORDS**

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

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

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

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

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

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

## **BEDG-R**

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

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

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

Adopted: July 11, 2019

Pittsfield School District

**ACCIDENT REPORTS**

In the event of an accident on school grounds, the school district employee who witnessed or first responded to the accident must fill out an accident form within twenty-four hours of the accident. Such form will then be filed with the Principal and a copy filed with the Superintendent.

If the accident involves the services of a physician or emergency medical services and/or is likely to result in an insurance claim, a copy will also be filed with the District's insurance carrier.

The procedures for accidents and accident reporting are to be reviewed at the beginning of each school year by the Principal.

Adopted: March 1, 1980  
Amended: September 24, 1992  
Reconsidered: April 7, 1997  
Reading: October 15, 2009  
Amended: November 5, 2009

Pittsfield School District

**ADMINISTERING MEDICATION TO STUDENTS**

The Superintendent shall be responsible for establishing specific procedures to control medications administered in schools. Such procedures are found in JLCD-R.

Prescribed medication should not be taken during the school day, if at all possible. Medication is to be administered by the school nurse, principal, or other designee. Medication will be administered in school only after receiving and filing in the student's health record the following:

1. A written statement from the licensed prescriber detailing the method of taking the medication, dosage, and the time schedule of the medication;
2. A written authorization from the parent/guardian indicating the desire that the school assist the student in taking the prescribed medication.

All medication should be delivered to appropriate school personnel by the parent/guardian. All prescription medication must be delivered and contained in its original pharmacy container. The school nurse is directed to keep such medications in a locked cabinet or refrigerator. No more than a 30-day supply will be kept and maintained by the school. The school nurse will contact the parent/guardian regarding any unused medication. Such medication shall be picked up by the parent/guardian within ten days after its use is discontinued. If the parent/guardian does not pick up the medication within ten days, the school nurse may dispose of the unused medication and record as such in the student's health record file.

The school nurse is responsible for keeping accurate records regarding the administration of medication to students.

Students may possess and self-administer an epinephrine auto-injector if the student suffers from potentially life-threatening allergies. Both the student's parent/guardian and physician may authorize such self-possession and self-administration. If a student finds it necessary to use his/her auto-injector, he/she shall immediately report to the nearest supervising adult. The school nurse or building principal may maintain at least one epinephrine auto-injector, provided by the student, in the nurse's office or other suitable location. Additionally, students may possess and self-administer a metered dose inhaler or a dry powder inhaler to alleviate or prevent asthmatic symptoms, auto-injectors for severe allergic reactions, and other injectable medications necessary to treat life-threatening allergies. Both the student's parent/guardian and physician must authorize such self-possession and self-administration.

Students shall not share any prescription or over-the-counter medication with another student. Notice of this prohibition will be provided in student handbooks. Students acting in violation of this prohibition will be subject to discipline consistent with applicable Board policies.

This policy shall extend to any school sponsored activity, event, or program.

In addition to the provisions set forth herein, the school nurse and Principal are responsible for ensuring the provisions of Ed. 311.02, Medication During the School Day, are followed.

Reading: September 3, 2009  
Adopted: September 17, 2009