



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

**PITTSFIELD SCHOOL BOARD**  
 MEETING AGENDA

5:30 PM Thursday, June 2, 2022  
 PMHS Media Center  
 Pittsfield Middle High School  
 Join with Google Meet: ozc-sstw-mto

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. DRAKE FIELD DISCUSSION WITH SELECT BOARD AND POLICE DEPARTMENT
4. ACTION ON AMENDED AGENDA
5. APPROVAL OF MINUTES FROM May 19, 2022
6. PUBLIC INPUT
7. STUDENT REPRESENTATIVE

8. PES PRINCIPAL

Information & Discussion	Action Items
<ul style="list-style-type: none"> <li>Professional Development</li> <li>Calendar of Upcoming Events</li> </ul>	

9. PMHS PRINCIPAL

Information & Discussion	Action Items
<ul style="list-style-type: none"> <li>Calendar of Events</li> <li>Commencement Ceremony</li> <li>Exhibition Schedule</li> <li>Family Information Nights</li> <li>SAS Testing</li> <li>Vision of the Learner Forum</li> </ul>	<ul style="list-style-type: none"> <li>Facilities Usage Request</li> </ul>

10. SUPERINTENDENT

Information & Discussion	Action Items
<ul style="list-style-type: none"> <li>Staffing &amp; Contracts</li> <li>Team Harriman Design</li> <li>Dumpsters</li> </ul>	

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11. SCHOOL BOARD

Information & Discussion	Action Items
<ul style="list-style-type: none"> <li>• Policy Review – First Reading:               <ul style="list-style-type: none"> <li>○ EFA, Availability and Distribution of Healthy Foods</li> <li>○ IKG, Awards and Scholarships</li> <li>○ GBCD, Background Investigation and Criminal Records Check</li> <li>○ JLDBA, Behavior Management and Intervention</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Teacher Nomination</li> <li>• Policy Review – Second Reading:               <ul style="list-style-type: none"> <li>○ DRF, District Reserve Fund Administration</li> <li>○ DIE, Audits</li> <li>○ DGA, Authorized Signatures</li> <li>○ EDC, Authorized Use of School-Owned Materials and Equipment</li> </ul> </li> </ul>

12. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE -  
 DRAKE FIELD & FACILITIES -  
 NEGOTIATIONS –  
 FOSS FAMILY SCHOLARSHIP – Sarah Duval

13. PLAN AGENDA FOR NEXT MEETING

14. PUBLIC INPUT

15. 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

16. ADJOURNMENT

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

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**MINUTES**

Pittsfield School Board Meeting  
May 19, 2022  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Adam Gauthier, Chairperson  
Sandra Adams, Vice Chairperson  
Sarah Duval  
Molly Goggin

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

Chairman Gauthier opened the meeting at 5:45 p.m.

**II. PLEDGE OF ALLEGIANCE**

The pledge of allegiance was led by Mr. Gauthier.

**III. AGENDA REVIEW**

The following items were added:

- Nominations (Mr. Lane)

A non-public session will be required, according to Mr. Lane.

**IV. ACTION ON AMENDED AGENDA**

On a motion made by Ms. Goggin and seconded by Ms. Duval, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the May 5, 2022 meeting were considered. Changes include on page one, changing Susan to Sarah Duval and beginning on page three, change Roman numerals to be in sequence. On a motion made by Ms. Duval and seconded by Ms. Goggin, the minutes were unanimously approved as amended.

The minutes of the May 5, 2022 non-public meeting were considered. On a motion made by Ms. Goggin and seconded by Ms. Duval the Board unanimously approved the minutes as written.

VI. PUBLIC INPUT

Dan Schroth stated that he was not in favor of the sentiments expressed by a citizen in a recent publication of the Pittsfield Post.

VII. DIRECTOR OF STUDENT SERVICES

A. District Determinations

Ms. Bickford provided a packet of information regarding special education indicators of success that are measured by the NH Department of Education.

Discussion ensued regarding the efforts being made to reduce the number of students that opt out of statewide assessments each year. The federal government requires 95% participation; only two students not taking the assessment would influence this determination.

B. Preschool Screenings

Ms. Bickford stated that preschool screenings are scheduled for Friday, May 20, 2022. The screening service fulfills special education child find obligations and finds typical age-mates for students with special needs in the preschool program.

VIII. INTERIM SUPERINTENDENT

A. Staffing and Contracts

Mr. Lane reviewed the status of nominations and hiring of new staff. Discussion ensued regarding the role of the Board in hiring administrative positions. It was determined that the Board will do a final interview for positions of assistant principal for PES and the director of student services.

Contracts, according to Mr. Lane, have gone out for professional staff and will go out soon for support staff.

B. Footwork Fridays

Footwork Fridays have been suspended until further notice until insurance issues can be resolved.

C. Heating

The heating systems have been turned off for the summer.

D. Team Harriman Design Feasibility Study

Mr. Lane has reached out to Team Harriman Design for information relative to the feasibility study that is in process.

E. Drake Field Use Request

Mr. Wylie reviewed a request for the use of Drake Field. The PES PTO would like to use Drake Field for July 22 and 23, 2022. On a motion made by Ms. Goggin and seconded by Ms. Duval, the Board voted unanimously to approve the use of Drake Field by the PES PTO.

F. Bids

Mr. Lane asked the Board for permission to order two dumpsters, one for each school. He reported that he has a bid for \$21,600 for two dumpsters. On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to approve the bid of \$21,600 for two dumpsters.

Mr. Lane recommended Summer Scape for \$15,000. On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to approve the amount of \$15,000 for field maintenance for Drake Field.

X. SCHOOL BOARD

A. Policies - First Reading

The following policies were presented for the first reading:

- Policy DRF, District Reserve Fund Administration
- Policy DIE, Audits
- Policy DGA, Authorized Signatures
- Policy EDC, Authorized Use of School-Owned Materials and Equipment
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B. Nominations

Mr. Lane nominated Quinn Boyce for the position as PMHS English teacher. On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to approve the hiring of Mr. Boyce.

Mr. Lane nominated Todd Rudis for the position of special education teacher at PMHS. On a motion made by Ms. Goggin and seconded by Ms. Duval, the Board voted to approve the hiring of Mr. Rudis with Ms. Duval and Ms. Goggin voting in the affirmative and Mr. Gauthier abstaining from the vote.

Mr. Lane nominated Kim Coronati for a Kindergarten teaching position at PES. On a motion made by Ms. Duval and seconded by Ms. Goggin, the Board voted unanimously to approve the hiring of Ms. Coronati.

Mr. Lane nominated Misty Hood as a special education teacher at PES. On a motion made by Mr. Gauthier and seconded by Ms. Duval, the Board voted unanimously to approve the hiring of Ms. Hood.

### C. Policies - Second Reading

The following policies were presented for the second reading:

- Policy CHCA, Approval of Handbooks and Directives - approved as written.
- Policy ILBA, Assessment of Educational Programs - On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to change Dean of Instruction to Principal or designee in Policy ILBA.
- Policy JG, Assignment of Students to Classes and Grade Levels - On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to change Dean of Instruction and Director of College and Career Readiness to administrative leadership team and to change School Board to Board in Policy JG.
- Policy JH, Attendance, Absenteeism, and Truancy - On a motion made by Ms. Goggin and seconded by Mr. Gauthier, the Board voted unanimously to change Dean of Operations to Principal in Policy JH.

## XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative
- B. Drake Field and Facilities
- C. Negotiating Team
- D. Foss Family Scholarship

## XII. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, June 2, 2022 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

Mr. Gauthier announced that Mr. Louie Houle has been appointed as the fifth member of the Board. He will be joining the next meeting.

### XIII. PUBLIC INPUT

Mr. Schroth received assurance that the Board has the materials he has provided for a conversation scheduled for the next Board meeting.

### XIV. NON-PUBLIC

At 6:28p.m. a motion was made by Mr. Gauthier and seconded by Ms. Duval to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss personnel. The Board was polled and voted unanimously to enter into a non-public session (Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

At \_\_\_ p.m. a motion was made by \_\_\_ and seconded by \_\_\_ to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

### XV. ADJOURNMENT

A motion was made by \_\_\_ and seconded by \_\_\_ to adjourn the meeting. The Board voted unanimously to adjourn the meeting at \_\_\_p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary

**Pittsfield School District**

**To:** Pittsfield School Board  
**From:** PES Administration, Mike Wiley and Kathy LeMay  
**Subject:** Board Report  
**Date:** June 2nd, 2022

**INFORMATION**

1. PES students are beginning to wrap up NHSAS and NWEA assessments.
2. The 3000 book challenge has been met. As of Friday, May 27th the students have read more than 3000 Books. The PTO is working on a plan to celebrate and reward the students for their hard work.
3. The interviewing process continues. We had great candidates for the third grade positions.

**Professional Development:**

- a. Kathy Collins wrapped up the book group with 14 attendees. On Thursday, May 26th The author, Mark Weakland, of the book How to Prevent Reading Difficulties, joined the group via zoom, to answer questions about the book and how to help students in their classroom.
- b. Staff/Faculty are busy with end of the year tasks. We are building preliminary classroom lists for next year. Factors to be considered are the students' academics, academic supports, Social Emotional and behavioral needs.

**Calendar of Upcoming Events:**

6/3 5th Grade Field Trip to  
6/8 K-2 Field Day  
6/9 Exhibition  
6/14 Kindergarten Promotion  
6/15 3-5 Field Day  
6/15 Lego League Night  
6/16 5th Grade Promotion  
6/17 PTO Donuts with Dudes



## Pittsfield School District

**To:** Pittsfield School Board  
**From:** Derek Hamilton & Melissa Brown, PMHS Administration  
**Subject:** Board Meeting – May 26, 2022  
**Date:** June 2, 2022

### ACTION

1. Facilities Usage Request. The Pittsfield Old Home Day Committee has requested the use of Drake Field on Saturday, July 23, starting at 5:00 p.m. There will be a concert at 8:00 p.m. and fireworks at approximately 9:15 p.m. Your review and consideration of Drake Field requests is required according to district procedures.

### INFORMATION

1. Calendar of Events. The month of June has several end-of-year events. Below is an outline of upcoming PMHS events, dates, and times.
  - CRTC Comp Night – Wednesday, June 1, 6:00 p.m.
  - Exhibition of Learning – Thursday, June 9, 12:00-7:00 p.m.
  - Field Day, Friday, June 10, 8:30-1:30 p.m.
  - Senior Awards Night – Friday, June 17, 7:00 p.m.
  - Commencement Ceremony – Saturday, June 18, 10:00 a.m.
  - Underclassmen Awards Ceremony – Monday, June 20, TBD
  - Eighth Grade Celebration – Monday, June 20, 6:00 p.m.
2. Commencement Ceremony. We are in the process of finalizing the program events for June 18. Traditionally, a Board member has shared brief remarks following the valedictorian and salutatorian speeches at the Commencement Ceremony. At the Board meeting on June 2, I will review the program of events and discuss the role and responsibilities of Board members at the Commencement Ceremony.
3. Exhibition Schedule. The schedule for the Exhibition of Learning on Thursday, June 9, is enclosed. Students in grades 6-12 will be presenting work throughout the day. This schedule will be distributed to families digitally by Friday, June 3; each block will include a list of presenters and their project abstracts. Two notable events of many during Exhibition include a performance from our school band and chorus during Block #9 and the Alumni Spotlight presentations during Block #10.
4. Family Information Nights. This past week we held two Family Information Nights for students transitioning from fifth to sixth grade and eighth to ninth grade. The purpose of these information sessions to provide students and families with a general overview of expectations, routines, and programs. On Tuesday, May 24, there were more than 70 students and family members in attendance at the fifth to sixth grade Family Information Night, which was one of largest turnouts

in recent memory. Rather than enclose the presentations in the Board packet, I will bring paper copies of the presentation for Board members to review on June 2.

5. SAS Testing. Students in grades 6-8 and 11 participated in the New Hampshire Statewide Assessment throughout the month of May. Grades 6-8 took ELA and math assessments and grades 8 and 11 participated in science assessments. I will share grade level results with the Board at your July meeting.
  
6. Vision of the Learner Forum. The District Leadership Team and the PMHS Vision of the Learner Focus Group held a community forum on Saturday, May 14, in the PMHS library. Participants had the opportunity to rotate through stations to provide feedback on the draft statements, assessment ideas, and graphic designs to present the Vision of the Learner. A total of 7 students, parents, and community members were in attendance. During the Exhibition on June 9, we will have a space at PES and PMHS dedicated to the Vision of the Learner for students, parents, and community members to provide additional feedback. Our goal is to have a draft vision prepared by the end of June along with pilot assessment programs ready to go for the start of the 2022-2023 school year.



**Pittsfield Middle High School**  
 Exhibition  
 Schedule of Events  
 Thursday, June 9, 2022

This marks the tenth annual Exhibition at Pittsfield Middle High School. Exhibition provides a unique opportunity for students to share high quality work to authentic audiences. Students will be presenting their work between 12:00-7:00 p.m. Exhibition is open to the general public throughout the day. Click on the blocks (see blue hyperlinks below) to see a list of presenters, project abstracts, and other information.

TIME	ACTIVITY/BLOCK	LOCATION
12:00-12:15	Arrival / Announcements	Advisory
12:15-12:30	Exhibition Preparation	Advisory
12:35-1:05	Block #1	
1:10-1:40	Block #2	
1:40-1:55	Break / Reset	Advisory
1:55-2:25	Block #3	
2:30-3:00	Block #4	
3:00-3:15	Break / Reset	Advisory
3:15-3:45	Block #5	
3:50-4:20	Sixth Grade Dinner / HS Adv. Block #6 (MS)	Cafe / Advisory
4:25-4:55	MS Dinner / Sixth Grade Advisory Block #7 (HS)	Cafe / Advisory
5:00-5:30	HS Dinner / MS Advisory Block #8 (Sixth Grade)	Cafe / Advisory
5:35-6:05	Block #9	
6:10-6:40	Block #10	
6:40-7:00	Clean Up / Raffle Closing Announcements	Advisory



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 Bryan Lane – Superintendent of Schools

**Superintendent's Report**  
**June 2, 2022**

The administration throughout the district continues to work on staffing issue. I have received on additional resignation from a teacher who requested and extension to not turn in their contract. Sarah Allen, a teacher at PES will not be returning. The open positions as of May 26 include:

SAU	Director of Student Support Services	
PES	Assistant Principal	Reading Specialist
	Grade level teacher	Special Education teacher
	Music teacher	
PMHS	Middle School English teacher	3 Special Education teacher
	High School Math	

Financially the difference between budgeted salaries vs. new contracted salaries are as follows:

Position	Budgeted Salary	New Salary	Variance
PES Librarian	\$46,302	\$35,688	\$10,614
Kindergarten	\$44,118	\$41,315	\$ 2,803
PES SPED	\$40,689	\$35,515	\$ 5,554
HS English	\$43,884	\$42,984	\$ 860
HS SPED	\$37,102	\$42,984	\$ (5,882)
Stud. Supp.Svc.	\$56,950	\$25,600	\$31,350
PES Grade level teacher	\$39,872	\$35,515	\$ 4,557 (pending vote)
PES Grade level teacher	\$55,426	\$37,715	\$17,711
PES Grade level teacher	\$66,412	\$56,976	\$ 9,436
		Total	\$77,003

As the Board is aware, the District was cited for our practices on "Time and Effort" in regard to keeping track of salaries for staff funded through federal funds. In order to meet standard, the District needed to create a process of documentation, this is going to be having all of the staff fill out time cards. This created the need for a reduction in force for Title 1 teachers. The staff involved have been offered open teaching positions so no one lost their job. Those salary changes are reflected above.

We are still waiting on the study from Team Design Harriman, it should be available by the Board meeting on June 2.

I have contacted the vendor for the dumpsters and we are in the process of creating purchase order for them. They should be delivered prior to August 15.

## **EFA**

Pittsfield School District

### **AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS**

The School District will support the availability and distribution of healthy foods and beverages in both school buildings during the school day.

The superintendent and his/her designee is responsible for ensuring that all foods and beverages distributed within the district will meet nutritional standards established by state and federal law relative to (1) nutrient density, (2) portion size, and (3) nutrition targets, as defined in pertinent law.

It is not the Board's intent to regulate the practices of independent organizations that may support the students and schools of the district – for example, the Booster Club, the Parent Teacher Organization, and others; therefore, the Board considers such organizations exempt from this policy.

The superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

Adopted: June 6, 2013  
Reviewed: April 10, 2014  
Reviewed: April 19, 2018

**IKG**

Pittsfield School District

**AWARDS AND SCHOLARSHIPS**

The Board may offer a variety of awards and scholarships sponsored by groups and individuals. Any new award or scholarship must be approved by the Board. No offer of award which is discriminatory on the basis of race, color, creed, national origin, sex, or sexual orientation will be accepted.

Adopted:      October 18, 2018

Pittsfield School District

**BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECK**

Background Investigation

The superintendent or his/her designee shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background of any applicant as defined in this policy. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the district, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the district.

The superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been completed. For the purposes of this policy, the term “applicant” shall include an applicant for employment by the district, an individual with whom the district may contract to provide services directly to students, any person identified by a contractor with the district whom the contractor proposed to assign to provide services directly to students, student teachers who are proposed to be placed in a district school, and designated volunteers.

All applicants will be subject to a criminal records history check meeting the minimum requirements of law; however, the superintendent’s protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position.

The superintendent’s protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation, and an extended period of lawful behavior.

For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the presumption of innocence shall apply; however, the superintendent shall consider all reliable information in assessing the applicant’s suitability. The superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant’s suitability for the position.

As a part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application or in a job interview including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

#### Criminal History Records Check

Each person considered for employment must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

#### Volunteers

Designated Volunteers are subject to a Background Investigation / Criminal Records Check as designated in Policy IJOC. Volunteers not categorized as “designated volunteers” per Policy IJOC will not be subject to a background investigation or criminal records check.

#### Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to successful completion of the State and FBI criminal history records check and a determination that there are no disqualifying pending charges or convictions.

No selected applicant for employment shall be extended a conditional offer of employment until the superintendent or his/her designee, has initiated the formal State and FBI Criminal Records Check process and a background investigation.

Any person who is offered conditional employment, by way of an individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment or approval to work within the district as a contractor or employee of a contractor is entirely conditioned upon the completion of a criminal records check and background check which is satisfactory to the District.



All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person with a final offer of employment by reason of application of this Policy.

#### Final Offer of Employment.

A person who has been extended a conditional offer of employment or conditional approval to work within the district as a contractor or employee of a contractor may be extended a final offer of employment upon completion of a criminal history records check and a background check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such a person has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the superintendent in accordance with the established protocol and on a case by case basis. If the superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the Board shall be informed of that history in non-public session.

The superintendent, or his/her designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the New Hampshire State Police. The State Police will then conduct the criminal history records check and will provide the superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate

discharge. The superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract, to address the individual's ongoing relationship with the district.

Additionally, a person may be denied a final offer of employment if the superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

### Employees

Each employee shall, in a timely manner, advise the superintendent of any criminal charges brought against the employee as well as any conviction of any crime. Failure to do so shall be grounds for disciplinary action including, but not limited to, suspension and termination from employment.

Criminal charges and/or convictions of any employee shall be addressed in accordance with the guidelines provided in *Final Offer of Employment* above.

### Additional Criminal Records Checks

The superintendent or Board may require a criminal history records check of any employee, an individual with whom the district has contracted to provide services directly to students, any person identified by a contractor with the district who has been assigned to provide services directly to students, student teachers who are placed in a district school, and designated volunteers at any time. In such case, the cost shall be borne by the district.

Reading:	September 2, 1997
Adopted:	September 15, 1997
Amended:	November 17, 2005
Reviewed:	January 8, 2009
Amended:	January 22, 2009
Reviewed:	June 26, 2014
Amended:	June 28, 2018

## **JLDBA**

Pittsfield School District

### **BEHAVIOR MANAGEMENT AND INTERVENTION**

It is the policy of the Board to promote good behavior in a safe and orderly environment where all students can be fully engaged in the learning process. To ensure that our students and staff are protected against disruptive behavior, the Board directs the superintendent to set forth procedures for behavior management and interventions that are designed to maintain a positive environment conducive to learning.

Student conduct that disrupts class work, involves disorder, or invades the rights of others will not be tolerated and may be cause for suspension or other disciplinary action.

The administration of disciplinary action will focus both on consequences and on changing or managing the inappropriate behavior.

It is important that there be careful evaluation of the individual situation so that the school's response to the student is appropriate.

If the student has an Individualized Education Program (IEP), the process will follow federal and state laws governing special education.

All available resources should be utilized, including preventive and responsive interventions to support students' needs. These interventions should include psychological, curricular, and behavioral services, which should take place within classrooms, schools, and alternative settings. Exclusion from the classroom should be the disciplinary action of last resort.

The Superintendent will also ensure that classroom behavior management skills are addressed through professional development, and that there is an adequate system of recordkeeping regarding disciplinary infractions and interventions.

The use of corporal punishment is prohibited in the district schools.

This policy will be reviewed on an ongoing basis in accordance with the Board's policy review process.

Reading: April 16, 2009  
Adopted: May 7, 2009  
Reviewed: July 16, 2015  
Reviewed: January 3, 2019



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Phone: (603) 435-5526 • Fax (603) 435-5331  
Bryan Lane - Superintendent of Schools

TO: Pittsfield School Board  
FROM: Bryan Lane  
DATE: 5/26/2022  
RE: Nomination for a third grade teacher

Please accept this as the nomination for Bailey Hildreth to take a position as a grade level teacher at Pittsfield Elementary School. Ms. Hildreth has just completed her Bachelor of Arts Degree in Education at Plymouth State University. She completed her student teaching at Elm Street Elementary school in Laconia this spring.

In our conversation, we spoke about the challenges involved in student teaching and how they will change as she moves into the roll professionally. She has a level of excitement that is very strong and she is anxious to begin this new chapter of her life. Her references from her student teaching experience were very good as well as those from professors. She met with a team of staff from PES and was well received. She is a new teacher and we are looking to pair her up with an experienced staff member in the fall.

There were 9 candidates for this position, four were interviewed by the building committee. The budgeted salary for this position is \$39,872. I recommend a motion to accept the nomination of Bailey Hildreth at a salary of \$35,315, Bachelor's step 0.

## **Bailey Hildreth**

15 Hatch Drive, Gilford NH 03249

(603)581-9092

[Bhildreth2099@gmail.com](mailto:Bhildreth2099@gmail.com)

### **Education**

#### **Plymouth State University (August 2020- May 2022)**

- BA Elementary Education
- Cumulative GPA: 3.82

#### **University of Colorado Springs (August 2018-May 2020)**

### **Professional Experience**

#### **Student Teaching at Elm Street Elementary School (Spring 2022)**

In the kindergarten class responsible for taking over the role of teacher. Oversaw furthering the students' education in math, English language arts, science, and social studies. Guide the students through their exhibition. I participated in district wide professional development days and went through ALICE training. Facilitated small group instruction, as well as whole group instruction and whole group discussions.

- Small group instruction: working with smaller groups of students on the curriculum that we are working with as a whole group, while providing extra supports to those who need it and challenging the students who are ready for the challenge
- Whole group instruction: working with all students to guide them through math and literacy curriculum.
- ALICE training: Intruder evacuation strategies
- Student exhibition: students work together learning about a topic. They investigate/research

#### **Practicum at Elm Street Elementary School (Fall 2022)**

Kindergarten, teach one lesson in math, science, social studies, English. I had to create lessons of my own based on the curriculum that the students were learning at the time.

#### **Practicum at Pittsfield Elementary School (Spring 2021)**

Mixed age class (1st and 2nd), observe teaching strategies, helping the teacher

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#### **Lakes Region Disabled Sports instructor (2015-2018)**

Worked with students who had disabilities ages 3 years old to adults. Create lesson plans for each student which were adapted as the lesson progressed.

#### **Elementary school volleyball camp counselor (2015-2018)**

Help small groups of elementary students work together and learn the basic skills required for volleyball. Help students learn how to work as a team to reach a goal and teach life lessons such as how to work through hard tasks and how to work with others who have different ideas.

## **Extracurricular Activities**

### **Officer for The Nature and Hiking Club (2018-2020)**

Secretary: to keep track of all the different events that we did, make sure that all the members were getting the same information on events, take notes during the meetings, know what we needed to talk about at each meeting, and make sure that we did not repeat hikes or events.

### **Gilford High School Volleyball team (2015-2018)**

Captain (2018): communicate between players and coach, make sure that everyone was on the same page, be someone that the other players could go to when they had a problem, help the coach and players in any way needed.

### **Downhill Ski team (2015-2018)**

## **Awards and Acknowledgements**

- Graduated Suma Cum Laude
- President's list (Spring 2021, Fall 2022)
- Dean's list (Fall 2021)
- National Society for Leadership and Success (2019)

## **Other Skills and Proficiencies**

- Trained in mandatory reporting
    - For child abuse
  - Level 1 Universal Design for Learning Associate Credential
  - Highly Proficient using Microsoft Office Applications
  - Google Classroom
  - Canvas
-



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

TO: The Pittsfield School Board  
FROM: Bryan Lane  
DATE: 3/23/22  
RE: Policy for reserve fund

With the citizens of Pittsfield voting to allow the District to create a reserve fund,, there is a need to create a policy for the administration of that fund. **I recommend a motion to establish the policy as follows:**

POLICY DRF

### District Reserve Fund Administration

The District will establish a reserve fund under the specifications of RSA 198:4b, II enacted in 2020 and approved by the voters of Pittsfield on March 8, 2022. At the end of each fiscal year, funds will be added to the reserve fund with the following stipulations:

#### Adding to the Fund

- The School District will not retain more than 50% of the unexpended fund balance at the end of any fiscal year.
- If the unexpended is in excess of \$300,000 in any fiscal year, the School District will retain no more than \$150,000.
- The balance of the reserve fund will never exceed \$400,000 as a balance.

#### Expending the Fund

##### Option 1

Under the rules of RSA 198 4B II, the School Board can consider funding a special project with the Reserve Fund to benefit the School District.

- The special project will be presented by the Superintendent of Schools to the School Board.
- If the School Board finds that there is merit in the project and wishes to move forward, a public meeting will be held to inform the citizens of Pittsfield about the project and the public will be able to provide feedback to the School Board.
- If the School Board finds that the project is worth being put forward with a public vote, the School Board or its' representative will present the project to the Pittsfield Budget Committee.
- If the Budget Committee finds that there is merit in the project and approves through a public vote, the School Board will contact the State Board of Education in order to present the merits of the project to the State School Board.
- If the State School Board votes to approve the project, the School District will move forward to implement the project.



**SCHOOL ADMINISTRATIVE UNIT**

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Bryan Lane – Superintendent of Schools

Option 2

Under the rules of RSA 198 4B II, the fund can be used as a revenue source to offset expenditures in the annual School District Budget.

- The Superintendent of Schools will present the option to use the Reserve Fund as a revenue source.
- The Board will take a public vote to approve the use of the Reserve Fund to offset if it is presented to them.
- If the School Board votes to use Reserve Fund as a revenue source, the approved budget will be presented to the Pittsfield Budget Committee for their review and approval.
- Final approval of the budget, including using the Reserve Fund as a revenue source, will be by the citizens during the annual election.



**DIE**

Pittsfield School District

**AUDITS**

The books and accounts of the Pittsfield School District shall be audited yearly. The audit to be performed will meet the basic audit procedures presented by CPA standards.

The Board shall select the auditors after hearing the recommendation from the superintendent or business administrator. Such audit will be made in accordance with RSA 197:25.

Reading: August 18, 2005  
Adopted: September 1, 2005  
Reviewed: September 3, 2009  
Reviewed: February 1, 2018

**DGA**

Pittsfield School District

**AUTHORIZED SIGNATURES**

Checks drawn on the general fund or any special fund (with the exception of the activity fund) will require the signature of the school district treasurer, who is authorized to sign only after approval of manifests by the Board. Such approval is provided by the signature of two Board members. Checks drawn on an activity fund will require two signatures.

The checks used by the District will be pre-numbered.

Reading: August 20, 2009  
Adopted: September 3, 2009  
Reviewed: January 18, 2018

## **EDC**

Pittsfield School District

### **AUTHORIZED USE OF SCHOOL-OWNED MATERIALS AND EQUIPMENT**

School equipment may not be used for any purpose other than school, school-related, civic, or educational purposes, with the exception of computer equipment. Mobile devices, used outside of the school network, must give priority to school district functions and should continue to be used in the spirit of the Acceptable Use Policy.

The Board shall permit school equipment to be loaned to staff members when such use is related to their employment and to students when the equipment is to be used in connection with their studies or extracurricular activities. A written agreement will be used, which specifies the borrower's responsibility to return the equipment in the condition in which it was received, and his/her financial responsibility for any loss or damage, which will meet the requirements of all applicable insurance.

Reading: January 21, 2010  
Adopted: February 4, 2010  
Amended: February 14, 2013  
Reviewed: March 27, 2014  
Reviewed: April 19, 2018