



SCHOOL ADMINISTRATIVE UNIT #51

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Pittsfield, New Hampshire 03263
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Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD MEETING AGENDA

5:30 PM Thursday, November 17, 2022
PMHS Media Center
Pittsfield Middle High School

Join with Google Meet: meet.google.com/ekb-odkn-dej

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM November 3, 2022
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES

Information & Discussion

- Special Education Paraeducators

8. SUPERINTENDENT OF SCHOOLS

Information & Discussion

- JBAB parent feedback
- Driveway repairs at PES
- PES ventilation repairs
- Budget Committee Meeting for November 16, 2022
- November 16, 2022 t-shirt presentation from the class of 2023 to the class of 2034.
- Tuition Study

9. SCHOOL BOARD

Information & Discussion

- Policy Review – First Reading:
 - IK, Earning of Credit
 - IGDJ, Eligibility Requirements
 - JLCE, Emergency Care and First Aid

Action Items

- Policy Review – Second Reading:
 - JICH, Drug and Alcohol Use by Students

- ADB, Drug-Free Workplace
- IKFA, Early Graduation
- GD, Support Staff
- Policy Review – Sixth Reading
 - JBAB, Transgender and Gender Non-Conforming Students

10. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE – SANDRA ADAMS
 DRAKE FIELD & FACILITIES – ADAM GAUTHIER
 NEGOTIATIONS –
 FOSS FAMILY SCHOLARSHIP – SARAH DUVAL

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

ADVANCE COPY, SUBJECT TO APPROVAL BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
November 3, 2022
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Adam Cote
Sarah Duval
Molly Goggin (arrived at 6:28 p.m.)

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

Chairperson Gauthier opened the meeting at 5:31 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Gauthier.

III. AGENDA REVIEW

The following items were added to the agenda:

- VLACS (Mr. Gauthier)
- Meals (Mr. Gauthier)
- Policy, GD Support Staff (Ms. Adams)
- Plow Bids (Ms. Adams)

IV. ACTION ON AMENDED AGENDA

On a motion made by Ms. Adams and seconded by Ms. Duval, the Board unanimously approved

the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the October 6, 2022 meeting were considered.

Changes include: page 1, III, update Non-public for Superintendent Evaluation; page 2, VI, correct Jaime Koladish spelling; page 3, XI, B, ii, update to reflect the policy being tabled for third reading for language to institute a facilities use statement for the property; page 4, G, correct after school; page 5, third paragraph, correct de-transgender.

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

VI. PUBLIC INPUT

Dan Schroth would like to address the Board again in regard to his request for \$50,000 towards climate change action/electric vehicle charging stations. He would like to see this number increased to \$100,000.

Katie Nikas asked the Board if the Policy JBAB was sent to students as was previously stated at the previous meetings.

Mr. Lane let Ms. Nikas know that due to parent approval, he was not able to send it out as he was hoping, but could further investigate the legal parameters in which to do so.

Ms. Nikas shared her disappointment in the wording of the survey for those who were concerned with the changes coming for the Policy JBAB. Ms. Nikas did not feel there was ample opportunity for feedback.

Mr. Gauthier apologized for her disappointment.

Diane Rider asked the Board to open the emailed survey to all community members.

Mr. Lane stated that any member of the community who wished to speak their opinions on the Policy JBAB, are able and welcome to attend any school board meeting to share these concerns. Mr. Lane stated that we cannot guarantee that feedback would be from community members only if it were sent out to non-district e-mail addresses and could lead to inaccurate feedback from non-community members.

Tracy Huyck spoke as a parent of a former student of the District. Ms. Huyck spoke about the negative experiences that her daughter had while she was a student at PMHS due to her sexual identity/orientation. Ms. Huyck shared with the Board that her 11-year-old granddaughter committed suicide due to questioning her own sexuality. Ms. Huyck stated that the District needs to encourage acceptance.

VII. SITE COUNCIL

- A. Riley stated that the Site Council is looking into expanding the participation to sixth grade students and recently held a meeting to discuss this.

VIII. PES PRINCIPAL

- A. Mr. Wiley summarized his report for the Board. The elementary school held a Harvest Parade that was attended and celebrated by both parents and PMHS students.
- B. The Lions Club held a vision screening on November 14, 2022.
- C. PES will be visited by the Community based Cavity Prevention Program on November 7-9th.
- D. The PTO will be hosting a book fair in the PES Learning Commons, to be held in the evenings of November 8th and 9th, as well as during the school days for students to enjoy and make purchases.
- E. Melissa O'Leary collaborated with the Pittsfield Public Library, to apply for and secure a Children's Literary Foundation grant. This grant will provide \$500 in books as well as two visits from authors to read at PES.
- F. PES Conferences are scheduled for November 7-10th, in correspondence with the PTO Book Fair.
- G. Mr. Wiley notified the Board that the fifth grade class will be holding a non-perishable food drive. The students will be visiting classrooms to collect food items to be distributed. During this time, the fifth grade students will be taught the importance of empathy and compassion through this act, as it ties back into social and emotional learning goals.
- H. Victoria Marcotte, the District's Family Support Coordinator, will be reading with the elementary students with books that focus on social-emotional skills.

IX. PMHS PRINCIPAL

- A. Mr. Hamilton advised the Board that the end of the first quarter is tomorrow, Friday, November 4, 2022. Fall conferences are scheduled to be held from November 7-18th. Reports are set to be distributed through ALMA, our Student Information System, on November 10, 2022.
- B. Mr. Hamilton summarized to the Board, the different areas of professional development and focus groups that the staff at PMHS has been participating in.
- C. Mr. Hamilton showcased the trip to the UNH Browne Center that our 9th grade students recently took part in. During the visit students were able to spend a full day at UNH doing low and high ropes courses that worked on skills such as team building, communication and trust.
- D. Mr. Hamilton presented the Board with the sixth edition of the PMHS Newsletter. The newsletter provides information on news and reminders to families as well as important upcoming dates to be mindful of.

X. SUPERINTENDENT

- A. Mr. Lane presented the Board with the Proposed Budget for the 2023-24 School Year.

Mr. Gauthier stated that he has researched the District's financial impact, if we were to provide free meals to the student body that is not currently eligible through the traditional application process. Mr. Gauthier stated that his contact at Fresh Picks stated that this would cost the District between \$75,000-\$100,000 annually.

Mr. Cote expressed his concerns for the impact that this would bring to the budget. Our community is already struggling with the increase in electric, heat and oil costs.

Ms. Adams agreed that while this would be ideal to provide, the District is not in a position to do so.

Mr. Gauthier made a motion to allot \$100,000 of the budget to cover meals for the entire student body. The motion was not seconded.

B. Mr. Lane advised the Board to adopt the proposed budget.

On a motion made by Ms. Goggin to accept the default budget, seconded by Mr. Gauthier, the motion passed 5-0

On a motion made by Ms. Adams and seconded by Mr. Cote, the Board motioned to remove the coding program from the proposed budget, the motion passed 5-0.

On a motion made by Mr. Gauthier and seconded by Ms. Adams, the Board accepted the proposed budget with a 2.11% increase. The motion passed 5-0

C. We received two bids for the snow plow services. Scott Aubertin Excavating submitted a bid of \$18,000. K&B submitted a bid of \$15,000. On a motion made by Mr. Gauthier and seconded by Ms. Adams, the Board accepted the bid of \$15,000 from K&B, 4-1-0 with Mr. Cote abstaining from the vote.

D. Mr. Lane summarized the meeting with the Advanced Leadership Team in regard to student academic achievement. Mr. Lane presented to the Board an option to change the state testing method for grades K-8 instead of the historically used NWEA.

Ms. Goggin inquired as to if the District is looking into Star testing. Mr. Lane confirmed that he is.

XI. SCHOOL BOARD

A. Mr. Gauthier inquired to Principal Hamilton as to how the VLACS courses were going for Science. Mr. Hamilton explained the various options that are currently available to the student body as well as the enrollment numbers for them.

B. Policies – First Reading

- i. JICH, Drug and Alcohol Use by Students
- ii. ADB, Drug-Free Workplace
- iii. IKFA, Early Graduation

C. Policies – Second Reading

- i. MAH, Daily Physical Activity, accepted as written.
- ii. EHAB, Data Governance and Security, change language of Dean of Operations to Administration, on a motion made by Mr. Gauthier and seconded by Mr. Cote, the motion passed 5-0.
- iii. DN, Disposal of Material and Equipment, tabled for Mr. Lane to create a protocol for the disposal process at a following meeting.
- iv. IMBA, Distance Education, change language of Dean of Operations to Principal, paragraph 6, change the paragraph to read “The Administration will assign a staff member to monitor, on a motion made by Mr. Gauthier and seconded by Ms. Goggin, the motion passed 5-0.
- v. GD, Support Staff, tabled for recommended revisions to be presented to the Board.

D. Policies – Third Reading

- i. Policy KDF, Drake Field Use, after the last paragraph add: Members of the public who wish to use the Drake Field Property will need to complete a facilities usage request and submit it to the Superintendent for approval. On a motion made by Ms. Adams and seconded by Mr. Gauthier, the motion passed 5-0.

E. Policies – Fifth Reading

- i. Policy JBAB, Transgender and Gender Non-Conforming Students, tabled for a sixth reading for language changes to be drafted and supplied to the Board by the Superintendent. This will allow the public to view the feedback on the website posted board packet prior to the next meeting scheduled for November 17, 2022.

XII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Ms. Adams
- B. Drake Field and Facilities – Mr. Gauthier
- C. Negotiating Team –
- D. Foss Family Scholarship – Sarah Duval

XIII. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, November 17, 2022 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIV. PUBLIC INPUT

Ms. Nikas spoke concerning the feedback received from staff on Policy JBAB who replied that they do not wish to follow the policy in good conscience as it currently stands.

Mr. Lane stated that with the feedback being worded as “in good conscience” does not necessarily means that they are not upholding the policy. Staff cannot be disciplined for their beliefs, only their actions or lack of.

Eric Delnero spoke on Policy JBAB. Mr. Delnero stated they he believes the policy does need to be revised, but not abolished. Mr. Delnero stated that this policy does not necessarily protect gay

students, but that there are other district policies that do already. Mr. Delnero stated that he does not a child should be penalized for not being comfortable using the bathroom of their birth gender if another student that is transgender is using that restroom.

Sabrina Smith inquired to the Board that she would like to know the status of the teacher who told a student that he was going to hell for being gay at a previous meeting.

Mr. Lane stated that this incident has not been brought to his attention and he's unaware of the situation, student or teacher involved.

Mr. Gauthier stated that Mr. Lane has contacted the parent she is referring to.

Cara Peterson is speaking as mother of students who attend PMHS. Ms. Peterson stated that she believes that JBAB is a great policy that protects students.

Amy Guimond addressed the Board as a teacher at PMHS. Ms. Guimond stated that she is indeed actually a Dr. and prefers to be referred to as such. Dr. Guimond spoke on the disrespect that she feels comes along with not addressing someone by their preferred name. Dr. Guimond provided the Board with statistics surrounding mental illness, homelessness and other instabilities with the LGBTQ+ community and how that ties back with those reported rates within our own community. Dr. Guimond stated that the "hill she will die on" is the reporting to families.

Lorrie O'Neill spoke on the issue of "outing" students to their parents. Ms. O'Neill does not believe it's the schools duty to release that information when the school is supposed to be a safe place for students.

Ryan Rafferty stated that he felt the language in Policy JBAB is contradictory to itself in regard to staff having to refer to a student by their birth name and the student requesting that they be referred to by their chosen name.

Mr. Rafferty conveyed concern to the Board regarding the VLACS offering for science. Mr. Rafferty stated there are students struggling with the remote learning because of instruction and technology issues.

Mr. Schroth asked Mr. Gauthier to find \$100,000 for climate action to be worked into the budget by the District.

Mr. Gauthier stated that he would be looking into solar energy once the Board completes the review on Policy JBAB.

Mr. Schroth spoke on his support of Mr. Gauthier's motion to pay for the student body to have lunch supplied for free.

Ms. Smith spoke to support Mr. Gauthier and Mr. Schroth's desire to fund the lunch program for the students. Ms. Smith would rather see the budget adjusted for the kids to have meals than for a foreign language teacher.

Diane Rider spoke on the revision of Policy JBAB and the changing of the language. She believes that the language is an "attitude" towards a teacher and their own beliefs and opinions when they do not wish to use a student's chosen pronouns and chosen names.

Ms. Huyck inquired to the Board about the kids that are bussed to Concord and why they are transported in full size busses and not vans or smaller buses.

Mr. Lane stated that he can look into the possibility of reducing costs for this.

XV. BUDGET DISCUSSION

- A. The Board discussed possibilities to keeo the coding program at the elementary school and possible grant funding to assist with this.

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 8:20 p.m.

Respectfully submitted,

Sara Zinn
Recording Secretary

Pittsfield School District

To: Pittsfield School Board

From: Charlene Vary

Subject: Board Meeting – November 17, 2022

Date: November 9, 2022

INFORMATION

1. Special Education Paraeducators:

Some students at the Pittsfield School District have special education paraeducators prescribed in their Individual Education Programs (IEPs) by the IEP team. Paraeducators, also known as rehabilitative assistants, are adults who are hired to either behaviorally or instructionally support some students with disabilities (not every child with a disability needs a paraeducator). Paraeducators at Pittsfield also cover duties in the buildings, such as: recess, lunch, arrival, dismissal, or other duties as assigned. Paraeducators serve in positions for which a special education teacher (case manager) or our Board Certified Behavioral Analyst (BCBA) are their supervisor. The main role of paraeducators are responsibility for reinforcing academic skills, delivering accommodations, social/behavioral redirection, cuing, and/or prompting. Paraeducators are only assigned to classes based on individual student IEP needs and as determined by the special education teacher and BCBA.

There are three main different types of paraeducators hired at Pittsfield School District. The first is a Paraeducator I. This position is the minimum qualifications needed to be hired as a paraeducator in the District. A Paraeducator I has at least a high school diploma, and has the desire and skill to work with youth with disabilities. They carry out the above mentioned tasks and duties based on individual student needs and IEPs.

Paraeducator II is a professional that has at least an associates degree, equivalent college credits, or has a certification from the New Hampshire Department of Education (NHDOE) that states they have their Paraeducator II license. Similarly to the Paraeducator I, they carry out the above mentioned services and duties as directed and based on IEPs. All paraeducators in Preschool through 8th grade have to be Paraeducator II certified, or be in the process of being certified.

Registered Behavior Technicians (RBTs), are also another type of paraeducator we hire. RBTs are prescribed by an IEP team and work with some students that have Applied Behavior Analysis (ABA) programs. These programs are designed by the BCBA with support from special educators for some of our students that have autism spectrum disabilities or other significant behavioral and/or academic needs.



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Bryan Lane – Superintendent of Schools

SUPERINTENDENT'S REPORT NOVEMBER 17, 2022

Per the request of the Board, a request went out to parents regarding a student survey for policy JBAB. In accordance with state statute, parents must give a written permission to take any non-academic exam with the exception of the At-Risk Youth Behavior Survey. The first email I sent asked parents to opt out. This would not have given us a true understanding of parent wishes because not everyone checks the email. SO parents were requested to send me an email if their child was going to opt in to taking the survey. I printed each email and responded to the parent so they knew we had received their email. Some parents have given feedback. I have included all statement made by parents as of Monday November 14 at 10 AM. Additional comments, if any, will be shared with the Board as well.

I have included in the Board packet an amended policy JBAB. The language specifically addresses the two issues that have been discussed at length:

- The informing of parents if a student wishes to be referred to by different names and or pronoun.
- The concept of a penalty phase for a student choosing not to accept another student request to be called by a different name and or pronoun.

I have discussed these changes with the administration in both schools and they feel that this would be appropriate.

The driveway repair at PES was completed. A portion of the driveway was cut away fully and the culvert pipe below was repaired and replaced in areas where appropriate. There was a need to remove a tree in the process in the middle of the circle. The repair was done quickly once it began and the driveway is now safe.

Site work has begun on the ventilation work at PES to be paid through the ESSER-ARP grant. The cost is just approximately \$1,500 000 for this repair.

I will be meeting with the Budget Committee at their request on November 16, 2022 to go over the budget and answer questions that they may have. As of the writing of this report, I have not received any request for additional information.

On November 16, the Class of 2023 met the Class of 2034 in presenting them with their first class t-shirts in the PES gymnasium.

Parent feedback on Policy JBAB

- So, first off, I find it inappropriate that this is even an option. I don't find it appropriate for anyone within the school district to be discussing this kind of topic with my children. These teachers, including administration of any kind, are there to educate my children. Period. This is a topic for PARENTS to discuss with their children, not the school.

Second, there are gender specific bathrooms for a reason. I went to PMHS, I am well aware that there are private bathrooms that can be available to students. That is always an option for those that struggle with the "bathroom issue." I get we live in a different world from when even I was being raised, but this is unacceptable.

I can advise you that I am HIGHLY uncomfortable and against your school district allowing a BOY (i.e a person with the male anatomy) to use the FEMALES (i.e a person with the female anatomy) bathroom. You are "conforming" to those few students to make them comfortable while COMPLETELY disregarding ALL of the other students and how they feel or what's best for them also, as well as their safety. The bathroom is a place of privacy, not a free-for-all for, which is exactly what the board is making it.

Think about it, in the male bathroom, there are urinals. Which can be considered exposure to anyone that walks into that males bathroom. Even worse, look at a females bathroom. This is a place where FEMALES go to not only use the restroom, but they also have menstrual cycles that they have to take care of. You're now going to allow a MALE into that bathroom? How uncomfortable and inappropriate. Can you imagine being a 12 year old girl in a restroom with a BOY while she is trying to take care of herself.

I can let you know, if I ever find out that a BOY was in the FEMALES bathroom while my daughter was in there, there will be a lawsuit on your hands. I'm disgusted that you find it any of your business to bring this up to students. It's absolutely disgusting that you would even consider allowing the opposite sex onto the others restroom. How disrespectful!

As is this school doesn't have enough issues with the bullying and laziness in the faculty in regards to bullying, education, etc. Let's add the fact that you are going to make the MAJORITY of your students uncomfortable and possibly in harms way because of you (and the boards) negligence.

NO, my child, [REDACTED] is not allowed to even hear of this ridiculous survey. If she ends up taking this survey or hearing of this, it will be brought up with my attorney. I have had enough with the stupid that goes on at this school. A

school that will be perfectly fine making my daughters feel uncomfortable to use the restroom because "Johnny" doesn't feel like using HIS proper restroom. A school that allows people to bully and physically assault people and just let it go. I think you and the board need to seriously look into what your priorities should be, because this is not it! (again, there are private bathrooms there. Let those couple of kids use it!)

I'm very disappointed in this school. I have CC'd Derek Hamilton so he is aware of the information I provided in regards to my daughter receiving or even hearing of this survey

- Good afternoon,

First and foremost I'm going to get right to the point. I do NOT give permission for any of my children to take this survey nor any others like it.

Next I'd like to remind the school board and staff that the NH School Boards Assoc., the org. that first recommended the policy several years ago, no longer promotes the policy to schools in NH. They withdrew their support for JBAB.

JBAB is also being challenged in court right now. The provision that requires school personnel to HIDE information from parents, is now being litigated. Parents sued the Manchester School District per that provision.

IT was struck down but is now being taken to the Supreme Court.

It appears that this school has assumed affirmative permission and you must respond with a "No" to stop it. Seems to me the school has it reversed. The PARENT is in control, NOT the school.

Once that's corrected, the entire dynamic is changed.

The PARENT is the legal and rightful guardian of a minor and if the parent gave their child a name it should stop there. When the child reaches the age of majority and chooses a different name, the child can legally change their name.

Gender, being identified and NOT assigned at birth, should require them to abide by the norms associated with that gender in a public school and public places. They should not be allowed to participate in activities reserved for the opposite gender, or use locker / bathrooms of the other gender.

Taking the gender situation to the conclusion, it would require accommodations for all 72 genders (some places recognize that many).

The entire crux of the school's logic is flawed before they've asked a single question.

The school not realizing this and assuming unto themselves parental responsibilities means this won't ever be corrected because they don't recognize the mistake.

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/surveys-questionnaires.pdf>

- Yes. I want all of my children to participate in the survey. [REDACTED]
[REDACTED] Furthermore, who is anyone to decide what gender to address a person? Are you going to check the birth gender of everyone? Or single out the LGBTQ children? Consider the emotional damage that will be inflicted on children and their families by not protecting the rights of these kids. I cannot even imagine how to approach a person to ask if they have a penis or vagina so I can address them by their sex. Is there a plan in place on how to address if the issue of people vote that they will not address others by their chosen gender? I just do not see a reasonable way this policy can be enforced without causing trauma to children.

I completely agree that every child has the right to feel comfortable in a bathroom. I think providing single bathrooms to ALL of the students would be an easy and appropriate fix to many issues. Sometimes people need privacy in a bathroom, sometimes girls need to clean up in private, sometimes children have stomach issues and need privacy to relieve themselves. I can say that my children avoid the bathrooms at PMHS for many reasons. One reason is because my son doesn't feel comfortable going in the boys room because of urinals and he isn't comfortable using the bathroom with other people. He holds it all day. My daughter avoids the bathrooms because a lot of the time girls are fighting or smoking. The bathrooms are a huge issue, but not because trans children want to pee.

- I appreciate the work you are doing to try to make the school a safe place for ALL children to express themselves.

Growing up is difficult enough, I am glad the school is recognizing and accepting of the changes in society

Pittsfield School District

EARNING OF CREDIT

Students can earn course credit by demonstrating mastery of required coursework and material. Mastery is defined as “a high level of demonstrated proficiency with regard to a competency.”

Student assessment of mastery is the responsibility of the dean of instruction.

Credit will be awarded upon satisfactory demonstration and mastery of the required course competencies. Additionally, credit may also be awarded if a student is able to demonstrate learning experience in compliance with the district-specified curriculum and assessment standards.

Adopted: November 20, 2014

Reviewed: October 4, 2018

Pittsfield School District

ELIGIBILITY REQUIREMENTS

Participating in extra-curricular and co-curricular activities may demand a large portion of a student's out-of-school time. It is necessary for students to demonstrate that they can afford to devote the time necessary for participation in these activities.

Extra-Curricular Participation Guidelines:

1. Eligibility Requirements. To be eligible to participate in any extra-curricular activity, the student must be passing a minimum of four credit-bearing courses (not including driver education, ELO's, learning studios, or advisory) during the previous PMHS reporting period. An "incomplete" does not qualify as a passing grade.

For on-line courses to be applied to eligibility, they must meet the following criteria:

- A. Student must be "passing" the course;
- B. For a semester (.5 credit) course, student must be:
 - 40% course completed by mid-semester (first or third progress report);
 - 100% course completed by end-of-semester.
- C. For full-year (1 credit) course, the student must be:
 - 20% course completed by first progress report;
 - 40% course completed by second progress report;
 - 60% course completed by third progress report;
 - 100% course completed by fourth progress report.

"Passing" is defined by the granting of credit by the responsible institution. The progress report "snapshot" is taken at 8:00 a.m. on the "snapshot date" determined by the school administration.

2. Ineligibility. A student who is considered ineligible may not participate or attend any activity, meeting, practice, or team event until the subsequent reporting period or the beginning of the subsequent season.
3. Summertime Competency Recovery. Students must meet eligibility requirements at least one week prior to the fall season start date to be considered eligible.

Co-Curricular Participation Guidelines:

1. Students are expected to be in good academic standing to be eligible for participation. Club advisors are expected to review each student's academic performance to ensure that good standing is maintained. Due to the missed instructional time required for participation in the ski club, members must meet the extra-curricular requirement by the first scheduled ski activity.

Pittsfield School District

EMERGENCY CARE AND FIRST AID

All school personnel have responsibilities in connection with injuries and emergencies occurring in school and at school-sponsored events which may be classified as follows: (1) administering first aid; (2) summoning medical assistance; (3) notifying administration; (4) notifying parents; and (5) filing accident/injury reports.

School personnel must use reasonable judgment in handling injuries and emergencies. Caution should be exercised not to minimize or maximize any injury or illness. All personnel will understand the proper steps to be taken in the event of an injury or emergency.

The dean of operations will ensure that at least one other person on staff, aside from the school nurse, has current first aid and cardiopulmonary (CPR) certification. If the school nurse is not available, the person who has current first aid and CPR certification is authorized to administer first aid and CPR as needed.

The school will obtain, at the start of each school year, emergency contact information of parents or legal guardians for each student and emergency contact information for each staff member.

The school nurse or specially trained staff members shall assist in the treatment of injuries or emergency situations. Such individuals have the authority to administer oxygen in case of a medical emergency, if available and appropriate. This authorization extends to administering oxygen to students without prior notification of parents/guardians.

The school nurse or other designated personnel may administer other medications to students in emergency situations, provided such personnel has all training as is required by law. Such medication may also be administered in emergency situations if a student's medical action plan has been filed and updated with the school district to the extent required by law. The district will maintain all necessary records relative to the emergency administration of medication and will file all such reports as may be required.

Additionally, the school nurse or specially trained staff members may also administer epinephrine to any student in case of a medical emergency, if appropriate. This authorization extends to administering epinephrine or an opioid antagonist without prior notification of parents/guardians.

For significant injuries, the staff person witnessing the event must complete an accident report which must be submitted to the administration to provide timely notice of such

JLCE

injury and to establish a basis for proper processing of insurance claims and remediation if necessary.

The district makes it possible for parents to subscribe to student accident insurance at available rates. This program is offered to parents at the beginning of each school year. The district does not provide student accident insurance.

Naloxone / Narcan and Opioid Antagonists. The Board authorizes the district to obtain, store, and administer naloxone / Narcan and/or other opioid antagonists for emergency use in schools.

The school nurse or other properly trained staff member may administer such medication in emergency situations. Opioid antagonists will be available during the regularly scheduled school day. They may be available at other times at the discretion of the dean of operations.

The dean of operations is authorized to procure such medication on behalf of the district.

All such medication will be clearly marked and stored in a secure space in the school nurse's office or other appropriate location. Such medication will be locked at all times except when needed for administration. The school nurse is responsible for storing the medication consistent with the manufacturer's instructions.

Local law enforcement and emergency medical service personnel will be notified if such medication is administered by the district.

Records related to the administration of such medication shall be made and maintained by the school nurse. The school nurse will follow other first aid reporting protocols, as may be determined by other Board policy or administrative directive.

Adopted: March 1, 1980
Amended: September 2, 1992
Reconsidered: April 7, 1997
Reading: November 9, 2010
Amended: November 30, 2010
Reviewed: May 7, 2015
Amended: April, 21, 2016
Amended: January 3, 2019

Adopted: August 4, 1997
Reviewed: March 16, 2006
Amended: April 6, 2006
Amended: March 3, 2016
Reviewed: September 20, 2018

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Pittsfield School District

DRUG AND ALCOHOL USE BY STUDENTS

The School Board is concerned with the health, welfare, and safety of its students. Therefore, the use, sale, transfer, distribution, possession, or being under the influence of unauthorized prescriptions drugs, alcohol, narcotics, unauthorized inhalants, controlled substances, or illegal drugs is prohibited on any school district property or in any district-approved vehicle used to transport students to and from school or district activities. This prohibition also applies to any district-sponsored or district-approved activity, event, or function. The use, sale, transfer, or possession of drug-related paraphernalia is also prohibited.

For the purposes of this policy, a controlled substance shall include any controlled substance as defined in the Controlled Substances Act, 21 U.S.C. 812(c), or RSA 318-B, Controlled Drug Act.

Students may only be in possession of medication as detailed in Board Policy JLCD. Searches of persons reasonably suspected to be in violation of this policy will be conducted in accordance with Board Policy JIH.

Any student who is found by the administration to be in violation of this policy shall be referred for prosecution and subject to disciplinary action up to and including suspension, expulsion, or other discipline in accordance with the district's disciplinary policy. Strict compliance is mandatory. The school administration shall immediately report all incidents involving a controlled substance to the appropriate local law enforcement and the superintendent. All controlled substances shall be turned over to local law enforcement.

Students with disabilities who violate this policy will be disciplined in accordance with the student's Individual Education Plan (IEP).

Adopted:	August 5, 1996
Amended:	May 14, 1998
Amended:	May 9, 2013
Reviewed:	January 15, 2015
Reviewed:	May 7, 2015
Reviewed:	December 6, 2018

Pittsfield School District

DRUG-FREE WORKPLACE

Drug-Free Workplace

- A. All district workplaces are drug- and alcohol-free. All employees and contracted personnel are prohibited from:
 - 1. Unlawfully manufacturing, dispensing, distributing, possessing, using, or being under the influence of any controlled substance or drug while on or in the workplace, including employees possessing a medical marijuana card;
 - 2. Distributing, consuming, using, possessing, or being under the influence of alcohol while on or in the workplace.
- B. For purposes of this policy, a “controlled substance or drug” means and includes any controlled substance or drug defined in the Controlled Substances Act, 21 U.S.C. 812(c), or the New Hampshire Controlled Drug Act, RSA 318-B
- C. For purposes of this policy, “workplace” shall mean the site for the performance of work and will include at a minimum any district building or grounds owned or operated by the district, any school-owned vehicle, and any other school-approved vehicle used to transport students to and from school or school activities. It shall also include off-school property during any school-sponsored event or school-approved activity, event, or function, such as a field trip or athletic event where students are under the jurisdiction, care, or control of the district.
- D. As a condition of employment, each employee and all contracted personnel will:
 - 1. Abide by the terms of this policy respecting a drug- and alcohol-free workplace, including any administrative rules, regulations, or procedures implementing this policy; and
 - 2. Notify his or her supervisor of his or her conviction under any criminal drug statute for a violation occurring on district premises or while performing work for the district no later than five days after such conviction.
- E. In order to make employees aware of dangers of drug and alcohol abuse, the district will endeavor to:
 - 1. Provide each employee with a copy of the district drug- and alcohol-free workplace policy;

ADB

2. Post notice of the district drug- and alcohol-free workplace policy in a place where other information for employees is posted;
3. Establish a drug-free awareness program to educate employees about the dangers of drug abuse and drug use in the workplace, the specifics of this policy, including the consequences for violating the policy and any information about available drug and alcohol counseling, rehabilitation, re-entry, or other employee assistance programs.

District Action Upon Violation of Policy

An employee who violates this policy may be subject to disciplinary action up to and including termination of employment. Alternatively, the Board may require an employee to successfully complete an appropriate drug- or alcohol-abuse employee-assistance rehabilitation program.

The Board will take disciplinary action, with respect to an employee convicted of a drug offense in the workplace, within thirty days of receiving notice of the conviction. Should district employees or contracted personnel be engaged in the performance of work under a federal contract or grant or under a state contract or grant, the superintendent will notify the appropriate state or federal agency from which the district receives contract or grant funds of an employee / contracted personnel's conviction within ten days of the conviction.

The processes for disciplinary action shall be those provided generally to other misconduct for employee / contractor personnel as may be found in applicable collective bargaining agreements, individual contracts, School Board policies, contractor agreements, and/or governing law. Disciplinary action should be applied consistently and fairly with respect to employees of the district and/or contractor personnel as the case may be.

Drug-Free School Zone

Pursuant to New Hampshire's Drug-Free School Zone law (RSA Chapter 193-B), it is unlawful for any person to manufacture, sell, prescribe, administer, dispense, or possess with intent to sell, or compound any controlled drug or its analog, within a "drug-free school zone." The superintendent is directed to assure that the district is and remains in compliance with the requirements of RSA 193-B, I, and the New Hampshire Education Rules Part 316 with respect to establishment, mapping, and signage of the drug-free zone around each school in the district.

Implementation and Review

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1. The superintendent is directed to promulgate administrative procedures and rules necessary and appropriate to implement the provisions of this policy
2. In order to maintain a drug-free workplace, the superintendent will perform a biennial review of the implementation of this policy. The review shall be designed to:
 - a. Determine and assure compliance with the notification requirements of Sections E1 and E2;
 - b. Determine the effectiveness of programs established under Section E2;
 - c. Ensure that disciplinary sanctions are consistently and fairly enforced; and
 - d. Identify any changes required.

Reading: April 2, 1992 (as Policy AHA)
Adopted: April 16, 1992
Reviewed: September 24, 1992
August 5, 1996
January 8, 2009
Amended: January 22, 2009
October 19, 2017
April 18, 2019

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Pittsfield School District

EARLY GRADUATION

The Board supports early graduation as a means to earn a high school diploma. Parental involvement for students under the age of eighteen is required. The dean of instruction shall approve such requests if he / she determines that all state and local graduation requirements will be met and that early graduation is related to career and / or educational plans of the student making the request. Upon approval by the dean of instruction, the minimum four-unit requirement per year for enrolled students shall be waived and the student shall be awarded a high school diploma.

Reading:	October 3, 2005
Reading:	November 17, 2005
Adopted:	November 17, 2005
Amended:	November 20, 2014
Reviewed:	October 18, 2018

Pittsfield School District

SUPPORT STAFF

The District will employ, as necessary, support staff personnel to work in in such capacities that do not requires certification in accordance with the rules of the New Hampshire Department of Education as a condition of employment.

Applications- Written application for support positions will be made at the SAU office for those persons seeking employment in the school district. The application will contain information concerning job experience, personal references, and other details as required by the Superintendent. All positions will require a criminal background check per policy GBCD.

Hiring- The supervising administrator is directed to oversee the recruitment and hiring process for support staff positions, All hiring is subject to the approval of the Superintendent.

The pay scale for hourly employees is for placement only and based on years of experience in their particular job description. Annual increases in salary will be determined through the budget process.

	0-5 years	5-10 years	11-15 years	16+ years
Custodian	\$15.00	\$17.50	\$20.00	\$22.50
Head Custodian	\$20.00	\$22.50	\$25.00	\$27.50
Receptionist/Attendance Clerk				
	\$17.00	\$20.00	\$23.00	\$26.00
Principals/Director Admin. Assistant				
	\$20.00	\$22.50	\$25.00	\$28.00
Para educator 1	\$15.00	\$17.50	\$20.00	\$22.50
Para educator 2	\$16.00	\$18.50	\$21.00	\$23.5
Personal Asst. Para educator				
	\$17.00	\$18.50	\$22.00	\$24.50
Para educator w/assoc. degree				
	\$17.00	\$18.50	\$22.00	\$24.50
LNA	\$18.00	\$20.00	\$24.00	\$28.00

Registered Beh. Tech. novice training	\$15.00
Registered Beh. Tech Exp.. Training	\$17.50
Cert. Registered Behavioral Tech	

Pittsfield School District

TRANSGENDER AND GENDER NON-CONFORMING STUDENTS

I. Purpose

District policy requires that all programs, activities, and employment practices be free from discrimination based on sex, sexual orientation, or gender identity. This policy is designed in keeping with these mandates to create a safe learning environment for all students and to ensure that every student has equal access to all school programs and activities.

This policy sets out guidelines for schools and district staff to address the needs of transgender and gender non-conforming students and clarifies how state law should be implemented in situations where questions may arise about how to protect the legal rights or safety of such students.

This policy does not anticipate every situation that might occur with respect to transgender or gender nonconforming students, and the needs of each transgender or gender non-conforming student must be addressed on a case-by-case basis. In all cases, the goal is to ensure the safety, comfort, and healthy development of the transgender or gender non-conforming student while maximizing the student's social integration and minimizing stigmatization of the student.

II. Definitions

The definitions provided here are not intended to label students but rather are intended to assist in understanding this policy and the legal obligations of district staff. Students might or might not use these terms to describe themselves.

“Gender identity” is a person’s deeply held sense or psychological knowledge of their own gender, regardless of the gender they were assigned at birth. Everyone has a gender identity.

“Transgender” describes people whose gender identity is different from their gender assigned at birth.

“Gender expression” refers to the way a person expresses gender, such as clothing, hairstyles, activities, or mannerisms.

“Gender non-conforming” describes people whose gender expression differs from stereotypical expectations, such as “feminine” boys, “masculine” girls, and those who are perceived as androgynous.

III. Guidance

- A. Privacy. The Board recognizes a student's right to keep private one's transgender status or gender non-conforming presentation at school. Information about a student's transgender status, legal name, or gender assigned at birth also may constitute confidential information.

School personnel should not disclose information that may reveal a student's transgender status or gender non-conforming presentation to others, including parents and other school personnel, unless legally required to do so or unless the student has authorized such disclosure. Transgender and gender non-conforming students have the right to discuss and express their gender identity and expression openly and to decide when, with whom, and how much to share private information. *If this information is disclosed to a school district staff person, that person will encourage the student to discuss this with their parents.*

When contacting the parent or guardian of a transgender or gender non-conforming student, school personnel should use the student's legal name and the pronoun corresponding to the student's gender assigned at birth unless the student, parent, or guardian has specified otherwise.

- B. Official Records. The district is required to maintain a mandatory permanent pupil record ("official record") that includes a student's legal name and legal gender. However, the district is not required to use a student's legal name and gender on other school records or documents.

The district will change a student's official record to reflect a change in legal name or legal gender upon receipt of documentation that such change has been made pursuant to a court order. In situations where school staff is required by law to use or to report a transgender student's legal name or gender, such as for purposes of standardized testing, school staff shall adopt practices to avoid inadvertent disclosure of such confidential information.

- C. Names / Pronouns. A student has the right to be addressed by a name or pronoun that corresponds to the student's gender identity. A court-ordered name or gender change is not required, and the student need not change his or her official records. The intentional or persistent refusal to respect a student's gender identity (for example, intentionally referring to a student by a name or pronoun that does not correspond to the student's gender identity) is a violation of this policy.
- D. Gender-Segregated Activities. To the extent possible, schools should reduce or eliminate the practice of segregating students by gender. In situations where students are segregated by gender, such as for health education classes, students should be included in the group that corresponds to their gender identity.

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- E. Restroom Accessibility. Students shall have access to a restroom that corresponds to their gender identity consistently asserted at school. Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided access to a single stall restroom, but no student shall be required to use such a restroom
- F. Locker Room Accessibility. The use of locker rooms by transgender students shall be assessed on a case-by-case basis with the goals of maximizing the student's social integration and equal opportunity to participate in physical education classes and sports, ensuring the student's safety and comfort, and minimizing stigmatization of the student. In most cases, transgender students should have access to the locker room that corresponds to their gender identity consistently asserted at school.

Any student who has a need or desire for increased privacy, regardless of the underlying reason, should be provided with a reasonable alternative changing area such as a curtain, a physical education instructor's office in the gym, or a health office restroom), or with a separate changing schedule (e.g., using the locker room that corresponds to their gender identity before or after other students). Any alternative arrangement should be provided in a way that protects the student's ability to keep his or her transgender status confidential. In no case shall a transgender student be required to use a locker room that conflicts with the student's gender identity.

- G. Physical Education Classes and Intramural Sports. Transgender and gender non-conforming students shall be permitted to participate in physical education classes and intramural sports in a manner consistent with their gender identity.
- H. Interscholastic Competitive Sports Teams. Transgender and gender non-conforming students shall be permitted to participate in interscholastic athletics in a manner consistent with their gender identity.
- I. Dress Codes. Transgender and gender non-conforming students have the right to dress in a manner consistent with their gender identity or gender expression. In general, schools may not adopt dress codes that restrict students' clothing or appearance on the basis of gender.
- J. Discrimination / Harassment. It is the responsibility of each school and the district to ensure that transgender and gender non-conforming students have a safe school environment. This includes ensuring that any incident of discrimination, harassment, or violence is given immediate attention, including investigating the incident, taking appropriate corrective action, and providing students and staff with appropriate resources.

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Complaints alleging discrimination or harassment based on a person's actual or perceived transgender status or gender non-conformity are to be handled in the same manner as other discrimination or harassment complaints.

If a complaint is received, the school administration will meet with the students involved to determine the cause for the complaint. If the cause of the complaint is found to be purposeful discrimination or harassment, that student will be dealt with in accordance with school protocol. If the cause of the complaint is found not to be purposeful, a plan will be created to help both parties find a satisfactory set of expectations to move forward in being part of the school community

Adopted: November 1, 2018

	\$20.00	\$22.50	\$25.00	GD \$27.50
Counseling Assistant	\$22.00	\$25.00	\$28.00	\$32.00
Student Support Specialist	\$25.00	\$30.00	\$35.00	\$40.00

Payroll deductions will be made as required by state and federal statutes.

The District wants to recognize those staff people who have served the Pittsfield Community for extended years of service. In addition to whatever annual increase in salary is budgeted for hourly employees, the district will increase their hourly rate by \$1.00 per hour when staff reach the following years of service

20 years	25 years	30 years
35 years	40 years	45 years

All hourly employees may choose to participate in the SAU Sick Leave Bank in the event that an employee uses all of their earned sick time. Participating employees will contribute one (1) day per year to the sick bank to maintain minimum level of 100 days in the reserve. Participating employees will be notified by July 15 of any calendar year if days are to be replenished into the reserve.

Supervisors

- Special Education staff will be supervised by the Director of Student Support Services.
- Hourly employees assigned to one building who are not Special Education Staff are supervised by the Building Principal.
- Hourly employees that are District wide who are not Special Education staff will be supervised by the Superintendent of Schools.
- Supervisors will be responsible for evaluating all staff in writing annually.

Grievances

Grievances will be forwarded to the employee's immediate supervisor, unless the grievance is with the supervisor. In that case, the grievance is brought to the Superintendent of Schools.

Absenteeism

If an employee is out for medical reasons either for themselves or a family member, the employee should contact their supervisor as soon as possible. Personal Day requests should

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be made at least 48 hours in advance of the leave. Employees who fail to contact their supervisor will not be paid for that day.

Probationary Period

Employees are hired on a one hundred and twenty (120) calendar day probationary period. The District may terminate employment of an hourly employee without cause during the probationary period.

Disciplinary action / termination

All employees are held to the standard of the Code of Conduct for educators as determined by the New Hampshire Department of Education. Employees found to be violating the Code of Conduct will be terminated immediately.

If at any time an employee is found to not be performing their duties as assigned may be suspended with or without pay and subject to corrective counseling, reprimand, suspension or termination. The decision of the Superintendent of Schools is final on all disciplinary matters for employees.

If an employee wished to terminate their employment, the employee will give a minimum of a two week notice. This can be waived by the Superintendent for justifiable reasons.

Annual notice

All employees will be given notice by June 1 of the District's intent to offer continued employment or not. Notification will be in writing.

FULL YEAR HOURLY EMPLOYEE BENEFITS

Employees will be eligible for health and dental benefits at the same rate as the current Collective Bargaining Agreement with the Education Association of Pittsfield.

Employees will earn 1.25 sick days per month, five (5) days will be immediately available upon hiring. Sick days will be cumulative to ninety (90) days.

Employees will be granted three (3) bereavement days and two personal days, these days are not cumulative.

Full year hourly employees will be given paid vacation time will be allotted as follows:

0-5 years	15 days annually
6-10 years	20 days annually
11+ years	25 days annually

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Vacation days will not be accrued annually but 10 days may be carried over until August 31 if the following school year. Carry over days not used by August 31 will be lost. Employees will not be eligible to use vacation days for the first ninety (90) calendar days of employment.

Paid holidays will include:

New Year's Day	Civil Rights Day	Presidents Day
Memorial Day		
Independence Day	Labor Day	Columbus Day
Veterans Day		
Thanksgiving Day	Thanksgiving Friday	Christmas Day

If a holiday falls on a scheduled school day, that day will be a "floating holiday" to be taken on any day that school is not in session.

Employees will be required to work on days when school is called off for inclement weather unless directed otherwise by the Superintendent of Schools.

Employees will be expected to work an eight (8) hour day unless otherwise contracted by the Superintendent of Schools. Inclusive of the work day will be a twenty-five (25) minute lunch and two ten-minute break times to be schedule with their supervisor.

~~The district will employ, as necessary, support staff personnel to work in such capacities as do not require certification in accordance with rules and regulations of the New Hampshire Department of Education as a condition of employment, excluding student activity supervisors (athletic coaches, club advisors, etc.).~~

~~Applications. Written applications for support staff positions will be made at the SAU office for those persons seeking employment in the school district. The application will contain information concerning job experience, personal references, and other details as may be required by the superintendent.~~

~~Hiring. The supervising administrator is directed to oversee the recruitment and hiring process for support staff positions; he/she has the authority to hire employees for such positions, subject to approval of the superintendent. All new employees are subject to a criminal background check per Policy GBCD.~~

~~Salary. Salary for support staff employees is determined by the support staff salary placement guide based on job classification and experience in the same or similar field of employment with same or similar duties and responsibilities.~~

~~It is the intent of the Board to provide support staff employees with an annual cost of living adjustment. It is the intent of the Board to similarly adjust the support staff salary placement guide. However, the Board's decision regarding salary adjustments is made~~

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~~on an annual basis, and the Board's intent is not a guarantee or formal commitment to compensation adjustments.~~

~~Payroll Deductions. Appropriate payroll deductions will be made from the compensation of all personnel and will include federal income tax, social security, and health insurance, if provided as specified below. Other deductions may be made on a voluntary basis.~~

~~Workday. Each support staff employee's supervisor will establish the employee's regular work schedule, including starting time, break time, lunch time, and ending time.~~

~~Benefits. For purposes of fringe benefits, the following categories of support staff employees are established:~~

- ~~• Category #1: Personnel working 35 or more hours/week for 52 weeks/year~~
- ~~• Category #2: Personnel working 30 or more hours/week for at least 36 weeks/year, but less than 52 weeks/year~~
- ~~• Category #3: All other support staff personnel~~

~~Support staff shall receive the following fringe benefits:~~

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<u>Benefit</u>	<u>Category #1</u>	<u>Category #2</u>	<u>Category #3</u>
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<u>Health Insurance</u>	yes	yes	no
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- ~~Category #1: The district will provide a health insurance plan to all Category #1 support staff employees; cost sharing as determined by the board; employee contributions paid through bi-weekly payroll deductions~~
- ~~Category #2: The district will provide a health insurance plan to all Category #2 support staff employees at the option of the employee; the employee will bear the entire cost, paid through bi-weekly payroll deductions~~

~~The district reserves the right to modify the health insurance plan and/or the employee contribution on or about the anniversary or renewal date (July 1) of the health insurance plan.~~

~~The district makes monthly premium payments for health insurance for employees. Should an employee terminate his/her employment with the district after such a monthly premium has been paid, the employee is responsible for reimbursement to the district through the payroll deduction process or will reimburse the district by issuing a check payable to the district for the monthly premium paid by the district.~~

<u>Flex Benefit Plan</u>	no	yes	no
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~~The district will provide Category #2 support staff employees with a \$500 Flex-Benefit Plan. A pro-rated benefit, based on hire date, will be provided to newly-hired support staff employees at the conclusion of the ninety-day probationary period. Support staff employees may contribute up to \$1500 (pre-tax) to the Flex-Benefit Plan in addition to the district's contribution.~~

~~Should an employee terminate his/her employment with the district, the flex-benefit plan administrator will be notified of the termination date. All eligible benefit costs will be covered through the termination date only.~~

<u>Retirement</u>	yes	yes, if 35 hours/week or more; no, if less than 35 hours/week
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<u>Sick Leave</u>	1 day/month; cumulative to 36	1 day/month (for the none-10 month school year
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<u>Emergency Leave</u>	2 days;	2 days; none
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	non-cumulative	non-cumulative	
<u>Personal Leave</u>	2 days; non-cumulative	2 days; non-cumulative	none
<u>Bereavement Leave</u>	Up to 3 days paid bereavement leave per event for death in the immediate family— spouse, mother, father, sister, brother, child, grandchild, grandparent; same-relatives of employee's spouse; members of staff member's household. Up to 1 day to attend funeral of other relative or friend upon approval of administrative-supervisor.		none
<u>Vacation</u>	.83 days/month— following 90-day probationary period; non-cumulative	none	none
	1.25 days/month— beginning at the sixth year of service to the district; non-cumulative		
	1.67 days/month beginning at the eleventh year of service to the district; non-cumulative		
<u>Paid Holidays</u>	11 days:— 2 days: New Year's Day— Memorial Day Civil Rights Day— Veterans Day President's Day Memorial Day Independence Day Labor Day Columbus Day Veterans Day Thanksgiving Day (2) Christmas Day		none

~~FMLA Leave. FMLA (Family and Medical Leave Act) leave is available to eligible employees in accordance with Policy GCCBC.~~

~~Sick Leave Bank. Support staff employees may join the SAU Sick Leave Bank for Support Staff, which provides extended benefits from the sick leave bank after an incapacitating illness or disability. Employees interested in joining the SAU Sick Leave Bank for Support Staff may contact SAU staff for detailed information regarding the Bank's requirements and operating guidelines.~~

~~Unused Sick Leave Bonus. The district will provide an unused sick leave bonus of \$250, payable in one lump sum check within two weeks following the conclusion of a school year, to any support staff employee who does not access his/her sick leave during the preceding school year. This benefit is available to employees who have served for an entire school year and not to employees hired during the school year or employed for a portion of a school year.~~

~~No Call, No Show. Employees are expected to comply with district notice procedures in the event of absence for any reason. The district recognizes that employees may experience an emergency situation, such as a medical emergency, in which notice is delayed. In general, failure to report to work without notice in a manner that complies with the district's notice procedures may result in disciplinary action up to and including termination.~~

~~Change in Category Classification. Employees may be reassigned among the categories as determined by reclassification. Employees who move from Category #2 to Category #1 will be credited with accrued service to the district relative to the vacation benefit.~~

~~Training. Support staff employees are an integral part of the district's total staff. Training and development of support staff employees are essential to the efficient and economical operation of the schools. All employees are encouraged to grow in job skills.~~

~~It is the responsibility of the superintendent or designee to coordinate training of support staff that will aid such personnel in learning the requirements of their position as well as improving skills on the job. Prior to assuming his/her duties, each support staff employee will be advised of district policies relevant to their specific responsibilities.~~

~~Probationary Period. A probationary period for support staff is defined as the first ninety calendar days of employment for a new employee or for an employee who has been rehired following a break in service. The ninety-day probationary period begins on the first day of service and not on the day that a work agreement is signed.~~

~~The probationary period will be used to allow the immediate supervisor time to closely evaluate the employee's performance and to encourage effective adjustment to the~~

~~position. Only employees who meet acceptable standards of work during the probationary period will be retained.~~

~~The immediate supervisor must determine, before the completion of the probationary period, as to whether the employee has successfully met the standards of work during the probationary period or should be dismissed prior to the end of the ninety days.~~

~~Working Exceptions. Category #1 support staff are not required to report on days when school is cancelled because of weather or other emergency conditions. If the support staff employee does not report to work because of weather or other emergency, a leave benefit may be used and the employee will be compensated for the time. If benefit days are not available, the employee will not be compensated for the time.~~

~~Performance Evaluation. The performance of each support staff employee shall be monitored throughout the school year. The employee's immediate supervisor is responsible for a formal written assessment of the employee's performance, based on the employee's job description and specifically assigned duties. The performance evaluation will be completed in accordance with approved district procedures.~~

~~Grievances. Grievances will be addressed with the support staff employee's immediate supervisor. Appeal may be made to the superintendent, whose ruling is final.~~

~~Disciplinary Actions and Termination of Employment. If, at any time during the employment of a support staff employee, there is an indication that he/she is not carrying out his/her duties as assigned, he/she may be suspended from duty immediately and further action—including but not limited to corrective counseling, reprimand, suspension, and dismissal—may be taken by the superintendent.~~

~~Support staff employees may have their employment terminated at any time for violation of school or district policy, violation of any law, or for other matters deemed appropriate by the superintendent. Support staff employees are not entitled to a hearing before the school board.~~

~~Voluntary Termination. Upon retirement or resignation, support staff employees will provide their immediate supervisor with written notice of termination at least two weeks in advance of the effective date of voluntary termination. This requirement may be waived by the superintendent upon request for justifiable reasons.~~

~~Annual Notice. The superintendent will notify all support staff employees of the district's intent to continue or not continue their respective employment for the following school year. The notification will be in writing.~~

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~~The notification may state that the intent to continue or not continue the employee's employment is contingent on special circumstances, including but not limited to fiscal considerations, staffing needs, staff reorganization, student enrollment, and others.~~

Adopted: January 21, 1993
Amended: July 15, 1993
Amended: July 29, 1993
Amended: July 15, 1995
Reconsidered: August 5, 1999
Amended: August 26, 1999
Amended: October 7, 20014
Amended: June 2, 2005
Amended: August 18, 2005
Amended: September 18, 2014
Amended: September 6, 2018
Amended: November 7, 2019