



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, January 19, 2023

PMHS Media Center

Pittsfield Middle High School

Join with Google Meet: [meet.google.com/ekb-odkn-dej](https://meet.google.com/ekb-odkn-dej)

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM January 5, 2023
5. PUBLIC INPUT
6. DIRECTOR OF STUDENT SERVICES

#### Information & Discussion

- Identified Students
- Students with a 504
- Speech and Language
- Occupational Therapy
- Physical Therapy
- Vision

7. SUPERINTENDENT OF SCHOOLS

#### Information & Discussion

- Budget Committee
- Per pupil expenditure
- Afterschool Program
- NHSAA Meeting on January 23, 2023

8. SCHOOL BOARD

#### Information & Discussion

- Policy Review – First Reading:
  - KED, Facilities or Services – Grievance Procedure (Section 504)
  - KB, Family and Community Engagement
  - GCCBC, Family and Medical Leave
  - IJOA, Field Trips and Excursions

#### Action Items

- Policy Review – Second Reading:
  - CBI, Evaluation of the Superintendent
  - IHBA, Evaluation Requirements for Children with Specific Learning Disabilities

- DKC, Expense Reimbursements
- IHBH, Extended Learning Opportunities

9. COMMITTEE ASSIGNMENTS

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

10. PLAN AGENDA FOR NEXT MEETING

11. PUBLIC INPUT

12. 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

13. 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  
January 5, 2023  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Adam Gauthier, Chairperson  
Sandra Adams, Vice Chairperson  
Adam Cote  
Sarah Duval (attended remotely)  
Molly Goggin

Others Present: Bryan Lane, Interim Superintendent  
Charlene Vary, Directory of Student Services  
Derek Hamilton, PMHS Principal  
Michael Wiley, PES Principal  
Members of the Public

Chairperson Gauthier opened the meeting at 5:30 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:

- Website (Mr. Lane)
- March 2<sup>nd</sup> Meeting (Ms. Adams)
- Tuitioning Report (Ms. Adams)
- School Deliberative Session (Mr. Gauthier)
- School Threats (Mr. Gauthier)
- Non-Public (Mr. Lane)

#### IV. ACTION ON AMENDED AGENDA

On a motion made by Ms. Adams and seconded by Ms. Goggin, Mr. Gauthier, yes, Ms. Adams, yes, Mr. Cote, yes, Ms. Goggin, yes, Ms. Duval, yes, 5-0, the Board unanimously approved the amended agenda.

#### V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the December 15, 2022 meeting were considered.

Changes include: correct formatting in roman numerals from page 6 on, IV, correct veteran's to veterans, final paragraph correct "records"; page 7, paragraph 4, remove apostrophe from oppurtunities', paragraph 5, remove will from first sentence, V, correct seconded by Mr. Gauthier.

On a motion made by Ms. Adams and seconded by Mr. Cote, Mr. Gauthier, yes, Ms. Adams, yes, Mr. Cote, yes, Ms. Goggin, yes, Ms. Duval, yes, 5-0, the Board unanimously approved the amended minutes. 5-0.

#### VI. PUBLIC INPUT

No public input at this time.

#### VII. STUDENT REPRESENTATIVE

Annalissa Marcotte updated the Board on the status of the voting for 6<sup>th</sup> grade participants in the site council. Ms. Marcotte informed the Board that there were not enough members present at the previous site council meeting to hold a vote. Ms. Marcotte stated they are looking to hold the vote at the next Wednesday's meeting.

#### VIII. PES PRINCIPAL

- A. Curriculum Review Committee - Mr. Wiley informed the Board that the Curriculum Review Committee has begun reviewing the ELA units. Mr. Wiley stated that they are using NHSAS data, NWEA data, and other sources of data to find specific areas of learning needs.
- B. TIGER, Theatre Integrating Guidance, Education, and Responsibility - Mr. Wiley shared information on the TIGER, team from Plymouth State University that will come to PES to perform during the school wide morning meeting. The performance will be social-emotional based, and focus on components such as being courageous, grateful, forgiving and compassionate.
- C. Incidents - Mr. Wiley shared the data of incidents at PES by month, grade, location, outcome and infractions with the Board.
- D. January Calendar - Mr. Wiley shared the January calendar of events happening at PES with the Board.

## IX. PMHS PRINCIPAL

- A. 11/12 Exams - Mr. Hamilton informed the Board that the 11/12 grade students at PMHS would be taking cumulative exams in core content areas on January 12 and 13<sup>th</sup>.
- B. COVID-19 Booster Clinic - Mr. Hamilton informed the Board that there will be a COVID-19 Booster clinic held by the Capital Area Public Health Network at PMHS on Thursday, January 12.
- C. Drama Club Productions - The PMHS Drama Club presented Christmas Eve Chaos for the fourth and fifth grade students at PES on December 9<sup>th</sup>, as well as for the community on December 10<sup>th</sup> and 11<sup>th</sup>. Mr. Hamilton paid his appreciation to the directors of the play; Jared Griffin, Elisha Griffin and Quinn Boyce for their hard work to make this happen.
- D. Guidance Department Events - Ms. Hamilton shared different events that the PMHS Guidance Department is hosting in early January. There will be a *Home is Where the Heart Is* presentation made by PMHS alumni, as well as the CRTC Road Show and a visit from a NHHEAF Network Counselor.
- E. Professional Learning Activities - Over the months of November and December there were various professional learning activities attended by the PMHS staff. The UNH Browne Center held the first of three trainings on school climate and culture. The NEASC Principle Reflections was reviewed and approved. During the month of January planning and preparation will begin for the second semester Learning Studios, as well as end of semester feedback to the students.
- F. Student Council - Mr. Hamilton paid his appreciation to the Student Council, Jen Massey and Rick Anthony for organizing the Spirit Month activities for the month of December. The activities included a Winter Carnival, Spirit Day, and a community food drive.
- G. Winter Showcase – The Winter Showcase will be held next Wednesday for the students to engage and showcase artifacts and present their creations from the first semester Learning Studios.
- H. Winter Concerts - The District has three winter concerts held in January. PES will be held on January 24 & 26 at 6:30 p.m. at the PMHS Gym. The PMHS Band and Chorus are scheduled to perform on January 25<sup>th</sup> at 6:30 p.m. at the PMHS Gym.

## X. SUPERINTENDENT

- A. Mr. Lane provided an update on the current workings and status of the budget and working with the Budget Committee.
- B. Mr. Lane informed the Board that he had been contacted by a citizen concerning SORA, a library subscription service that was made available through the library, and the available publications that are accessible by the students. Mr. Lane stated that he was told that there were books of an inappropriate nature available to the students. Mr. Lane stated the he has made multiple attempts to reach the citizen for them to provide further details so that he could investigate, but he has not yet been responded to. Mr. Lane has turned off access for this program until further investigation into the matter has been made.

- C. Friday, December 23 was a weather alert day for the state. After communicating with the highway department, it was deemed safe for the students to attend and school was in session for the district. To this date, we have only had one snow day, and the last day of school is June 13<sup>th</sup>, at this time.
- D. Mr. Lane circled back to the topic of the school calendar in regards to Veterans Day. Mr. Lane stated that he has contacted the local VFW for their guidance in regard to a school closure or observation day that is not held on November 11, as Veterans Day is on a Saturday this year.
- E. Website – Mr. Lane updated the Board on the status of the website transition. Mr. Lane informed the Board that there have been technical issues with the new website and that our technology manager is aware and has been working diligently to fix them. Mr. Lane further discussed the transition away from the pittsfieldnhschools.org email addresses as we will be working on changing everyone over to a sau51.org email address.

Mr. Gauthier inquired as to what the lease cost of the website was going to be.

Mr. Lane stated that he would look into this and provide an answer at the next meeting.

## XI. SCHOOL BOARD

### A. Policies – First Reading

- i. CBI, Evaluation of the Superintendent
- ii. IHBAA, Evaluation Requirements for Children with Specific Learning Disabilities.
- iii. DKC, Expense Reimbursements
- iv. IHBH, Extended Learning Opportunities

### B. Policies – Second Reading

- i. JH, Attendance, Absenteeism and Truancy: on a motion made by Mr. Gauthier and seconded by Ms. Adams, the Board approved the changes brought forth to the policy, with the addition of “absences of more than 3 consecutive days must have medical documentation to be considered excused” on page 1 after paragraph 4, paragraph 5, change to “documented illness” instead of documented absence; paragraph 6, update “doctors”, remove obituaries, Mr. Gauthier, yes, Ms. Adams, yes, Mr. Cote, yes, Ms. Goggin, yes, Ms. Duval, yes, 5-0, the Board unanimously approved the changes to the policy.
- ii. GADA, Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse), accepted as written.
- iii. ECF, Energy Conservation, change dean of operations to district administration; on a motion made by Mr. Gauthier and seconded by Ms. Goggin, Mr. Gauthier, yes, Ms. Adams, yes, Mr. Cote, yes, Ms. Goggin, yes, Ms. Duval, yes, 5-0, the Board unanimously approved the changes to the policy.

- C. Ms. Adams raised the concern of the school board meeting that is scheduled to be held on March 2. Ms. Adams requested that this meeting be cancelled due to it being scheduled in the middle of the winter break. On a motion made by Ms. Adams and seconded by Ms.

Goggin, the Board voted to cancel the March 2, 2023 meeting. Mr. Gauthier, yes, Ms. Adams, yes, Mr. Cote, yes, Ms. Goggin, yes, Ms. Duval, yes, 5-0, the Board unanimously approved the motion.

- D. Ms. Adams requested that an agreed upon board report be created to summarize the tuition study to be presented to the public for transparency.
- E. Mr. Gauthier inquired as to what date was set for the School Deliberative Session. Mr. Lane stated that this was set to be held on Saturday, February 4 at 10:00 a.m..
- F. Mr. Gauthier inquired as to what the policy is regarding school/student threats, and how administration handles them.

Mr. Lane stated that each situation is handled on a case by case basis, based on the situation and severity. Mr. Lane went on to include the details of how discipline is handled between the schools as well as in regard to students with 504s and IEPs.

Mr. Gauthier raised the concern that the staff at the elementary school are getting assaulted by the students regularly and that something needs to be done to get it under control.

Mr. Lane stated that this will be further discussed in the evening's non-public session.

#### XI. COMMITTEE ASSIGNMENTS

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

#### XII. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, January 19, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

#### XIII. PUBLIC INPUT

Chris Smith asked administration to clarify details regarding the incident reports for physical aggression and bullying that were provided for the elementary school.

Mr. Wiley stated that the percentages of incidents are calculated based off of information entered into ALMA such as number of participants, severity, injuries and location, and that those can greatly impact the way that the data presents.

Mr. Smith inquired as to why the percentage for parent contact was only 6% of the standard outcomes recorded.

Mr. Lane explained that parents are contacted each time that there is an incident with their student. Mr. Lane stated it's recorded that way when that it the sole outcome of an incident.

Sabrina Smith thanked the school administration for putting the ALMA link on the website and asked if it would be possible to have the PickUp Patrol link added as well.

Ms. Smith stated that she would be looking into the discipline laws regarding special education students. Ms. Smith stated that her child was involved in a physical altercation that occurred at the elementary school and would like a better understanding of how the laws protect students with an IEP and not those without them.

Mr. Lane stated that all children involved in incidents in the district have some sort of consequence regardless of their special education status. Mr. Lane advised Ms. Smith that he would provide her with further information on special education discipline laws.

#### XIV. NON-PUBLIC RSA 91-A:3, B, C.

At 7:36 p.m. a motion was made by Mr. Lane, seconded by Mr. Cote to enter into a non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to enter into a non-public session. (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Mr. Cote, yes).

Non-public to discuss personnel matters.

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

#### XV. ADJOURNMENT

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

Respectfully submitted,

Sara Zinn

Recording Secretary



Pittsfield School District

To: Pittsfield School Board  
From: Charlene Vary  
Subject: Board Meeting – January 19, 2023  
Date: January 12, 2023

**INFORMATION**

Identified Students

Pittsfield School District has one hundred-forty (140) identified students with an Individualized Educational Plan (IEP) and 3 students who have been referred to the special education program and are in the process to see if they qualify for an IEP. The breakdown is as follows:

- Autism, 17 students
- Developmental Delay, 17 students
- Emotional Disturbance, 12 students
- Intellectual Disabilities, 8 students
- Multiple Disabilities, 3 students
- Other Health Impairments, 26 students
- Specific Learning Disability, 39 students
- Speech and Language Impairments, 17 students
- Traumatic Brain Injury, 1 student

This is the primary disability of the identified students, thirty-six students are identified with more than one disability which includes Multiple Disability, Deaf-Blindness, and Visual Impairment.

Students with a 504

Pittsfield School District has fifty-eight (58) students with a 504 which is a plan developed to ensure that a child who has a disability identified under the law receives accommodations that will ensure their academic success and access to the learning environment.

## **Related Services**

### Speech and Language

The Speech Therapy department is currently servicing ninety-six ( 96) students (this includes IEP, 504 and RTI students). They currently have five additional students in referral and one additional referral from Blueberry Express that is pending completion of the referral paperwork. Pittsfield has a Speech and Language Pathologist who works in both schools and two Speech Assistants one works in both buildings and one is at the elementary school. SLP are required to perform evaluations, write reports, attend meetings and write the IEPs and 504 Plans.

We have seen a steady increase in the number of students qualifying and in need of speech services every year for the past six years. The Speech Pathologist is an employee of the District, both Speech and Language assistants are contracted with Boothby Therapy Services.

### Occupational Therapy

The OT department services forty-nine students directly between the elementary and Middle High school (39 at PES, 10 at PMHS). Consult only between both schools is ten students. Pittsfield has an Occupational Therapist who works at the Elementary school and a Certified Occupational Therapist (COTA) who works in both buildings. OT's are required to perform evaluations, write reports, attend meetings and write the IEPs and 504 Plans. The OT and COTA are contracted through Boothby Therapy Services.

### Physical Therapy

The Pittsfield School District has five students who receive physical therapy services. The District contracts with It's Ability, Pediatric Physical Therapy.

### Vision

The Pittsfield School District has four students who receive vision services, one student has a vision consult. The District contracts with Boothby Therapy Services



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**SUPERINTENDENT’S REPORT**  
**JANUARY 19, 2023**

I have spent a good deal of time working with the Budget Committee. I attended the meeting on Wednesday January 10. They had few questions at this point and we prepared for the Public hearing to be held on the 11<sup>th</sup>. The Budget Committee asked me to speak to the budget and other warrant articles put forward by the School Board. I will be attending the Budget Committee meeting on January 18. The Committee will vote as to their position on our warrant articles at this meeting and that information will be used to prepare for the Deliberative session and the finalization of the warrant to be voted on. I will keep the Board apprised of the votes taken on the 18<sup>th</sup>.

In recent years there has been a concern from citizens in Pittsfield regarding the “per pupil expenditure” documented by the Department of Education. Recently, the DOE provided data for the 2021-22 school year. Pittsfield is now below the state average for per pupil expenditure. The District is also below a majority of local school districts.

Pittsfield per Pupil Expenditure      \$19,098  
 State Average per Pupil Exp.            \$19,994

	Per Pupil Exp.	Pittsfield Per Pupil Exp.	Variance
Nottingham	\$ 17,723.00	\$ 19,089.00	\$ (1,366.00)
Pembroke	\$ 17,773.00	\$ 19,089.00	\$ (1,316.00)
Merrimack Valley	\$ 18,168.00	\$ 19,089.00	\$ (921.00)
Shaker Reg. (Belmont)	\$ 19,411.00	\$ 19,089.00	\$ 322.00
Farmington	\$ 19,773.00	\$ 19,089.00	\$ 684.00
STATE AVERAGE	\$ 19,994.00	\$ 19,089.00	\$ 905.00
Allenstown	\$ 20,289.00	\$ 19,089.00	\$ 1,200.00
Chichester	\$ 20,464.00	\$ 19,089.00	\$ 1,375.00
Laconia	\$ 20,598.00	\$ 19,089.00	\$ 1,509.00
Northwood	\$ 20,869.00	\$ 19,089.00	\$ 1,780.00
Gilford	\$ 20,901.00	\$ 19,089.00	\$ 1,812.00
Concord	\$ 21,855.00	\$ 19,089.00	\$ 2,766.00
Plymouth	\$ 22,271.00	\$ 19,089.00	\$ 3,182.00
Barnstead	\$ 24,096.00	\$ 19,089.00	\$ 5,007.00

Information was also released on the per pupil valuation for school districts in the state. Pittsfield is below the state average and surrounding school districts.

	Valuation per pupil	Pittsfield Valuation	Variance
Allenstown	\$911,660	\$751,964	\$156,696

Farmington	\$977,215	\$751,964	\$225,251
Pembroke	\$986,502	\$751,964	\$234,538
Merrimack Valley	\$1,049,012	\$751,964	\$297,048
Plymouth	\$1,120,636	\$751,964	\$368,672
Barnstead	\$1,202,763	\$751,964	\$450,799
Concord	\$1,267,321	\$751,964	\$515,357
Shaker Regional	\$1,276,883	\$751,964	\$524,919
Nottingham	\$1,325,355	\$751,964	\$573,391
Chichester	\$1,503,355	\$751,964	\$751,959
State Average	\$1,596,536	\$751,964	\$844,060
Northwood	\$1,628,536	\$751,964	\$876,572
Gilford	\$3,114,321	\$751,964	\$2,362,357

I have completed the new request for the after school program with reallocated Title I funds. This program will provide grade level after school help in reading, writing and mathematics for grades 1-8. The program is scheduled to meet two days a week after school and will involve up to 15 teachers. Transportation will be provided to ensure that all students have the opportunity to participate in this program.

I will be attending the NHSAA meeting on Monday January 23 for the first session of the legislative review. Representatives from the New Hampshire State Senate and House will be present to give information on new legislation that is being considered in the upcoming session.

**KED**

Pittsfield School District

**FACILITIES OR SERVICES – GRIEVANCE PROCEDURE (SECTION 504)**

1. Any qualified handicapped person, or persons, who feels subject to discrimination with respect to Section 504 of the Rehabilitation Act has the right to file a formal grievance.
2. Any qualified handicapped person, or persons, who has a grievance shall discuss it first with the dean of operations in an attempt to resolve the matter informally at that level.
3. If, as a result of that discussion, the matter is not resolved to the satisfaction of the aggrieved party within five school days, the aggrieved party shall set forth the grievance in writing to the dean of operations. The dean of operations shall communicate his/her decision to the aggrieved party in writing within five school days of the receipt of the written grievance.
4. The aggrieved party, no later than five school days after receipt of the dean of operations' decision may appeal the dean of operations' decision to the superintendent of schools. The appeal to the superintendent must be made in writing reciting the matter submitted to the dean of operations and the aggrieved party's dissatisfaction with decisions previously rendered. The superintendent of schools shall meet with the aggrieved party to attempt to resolve the matter as quickly as possible, but within a period not to exceed five school days. The superintendent of schools shall communicate his/her decision in writing to the aggrieved party and the dean of operations not later than five days after the meeting.
5. If the grievance is not resolved to the aggrieved party's satisfaction, the aggrieved party, no later than five school days after receipt of the superintendent's decision, may submit a written request for a hearing with the School Board regarding the alleged discrimination through the superintendent of schools. The hearing will be held within thirty calendar days of the written request. The Board must provide the aggrieved party with a written decision on the appeal within ten calendar days after the hearing.
6. Between the date the aggrieved party requests the hearing and the date the hearing is held, the aggrieved party and the school district may continue to negotiate. If the school district and aggrieved party agree on a mutual solution to the alleged discrimination, the hearing would be cancelled.
7. The decision of the School Board is final pending any further legal recourse as may be described in current district, state, or federal statutes pertaining to Section 504 of the Rehabilitation Act of 1973.

**KED**

Adopted: August 20, 2015  
Reviewed: January 17, 2019

Pittsfield School District

**FAMILY AND COMMUNITY ENGAGEMENT**

The Board endorses the family and community engagement goals of the Every Student Succeeds Act and encourages the regular collaboration between family members, community members, and school leadership. The education of children is viewed as a cooperative effort among the parents / guardians, school, and community, and other family members involved in supporting the child’s development and education.

Pursuant to federal law, the district will develop jointly with, and distribute to parents / guardians of children participating in the Title I program a written parent / guardian involvement policy.

The goal of this policy is to:

1. Honor and recognize families’ funds of knowledge,
2. Connect family engagement to student learning,
3. Create welcoming, inviting cultures, and
4. Develop the capacity of families to negotiate the roles of supporters, advocates, and collaborators.

The district will implement at least one annual meeting that is available to all families of students attending Title I schools and/or for families that include a student who receives Title I services. This meeting will provide parents and family members opportunities to participate in the design, development, operation, and evaluation of the program for the next school year. Additional meetings may be held at the will of the school administration or School Board. These meetings will be used to:

1. Involve parents in the joint development of the Title I program plan, the process of reviewing the implementation of the plan, and suggesting overall school improvement goals.
2. Provide the coordination, technical assistance, and other support necessary to assist participating schools in planning and implementing effective family and community engagement activities to improve student academic achievement and school performance.
3. Build the schools’ and parents’ capacity for strong parental involvement.

**KB**

4. Coordinate and integrate Title I family and community engagement strategies with those of other educational programs.
5. Conduct, with the involvement of families and community members, an annual evaluation of the content of the family and community engagement policy and its effectiveness in improving the academic quality of the schools served. This will include identifying barriers to greater participation by parents in activities authorized by law, particularly by parents who are economically disadvantaged, have disabilities, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background. The district will use the findings of such evaluation to design strategies for more effective family and community engagement and to revise, if necessary, the family and community engagement policies.
6. Involve families and community members in the activities of the schools.

Title I funding, if sufficient, may be used to facilitate family and community member attendance at meetings through payment of transportation, childcare costs, food for the event, and academic-based supplies and activities during the event. The parents of children identified to participate in Title I programs shall receive from the school administration and Title I staff an explanation of the reasons supporting each child's selection for the program, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the families to meet with the classroom and Title I teachers to discuss their child's progress. Families will also receive guidance as to how they can assist in the education of their children at home.

Reading: June 22, 2000  
Adopted: July 27, 2000  
Amended: August 20, 2015  
Amended: January 17, 2019



## **GCCBC**

### **Pittsfield School District**

#### **FAMILY AND MEDICAL LEAVE**

Consistent with the federal Family and Medical Leave Act of 1993, the Board recognizes that eligible employees have access to unpaid family and medical leave for up to twelve weeks during any twelve-month period. The district establishes that such a twelve-month period be measured forward from the date that an eligible employee's first FMLA leave begins.

The intent of this policy is to summarize the Act as it applies to eligible employees. Employees should consult regulations that implement the Act for more specific definitions and criteria for use. It is not the intent of this policy to provide additional or different provisions than those specified in the Act and its implementing regulations.

To be eligible for family or medical leave, an employee must have been employed by the district for at least twelve months, have worked at least 1,250 hours during the prior twelve months, and be employed at a worksite where at least fifty employees are employed by the district within a seventy-five mile radius of that work-site.

Family leave shall be provided when a son or daughter is born to the employee or when one is placed with the employee for adoption or foster care. Medical leave shall be provided for the serious health condition of the employee that makes the employee unable to perform the essential functions of his/her job, or in order for the employee to take care of a spouse, child, or parent who has a serious health condition rendering him/her unable to perform the functions of his/her job. Military family leave shall also be provided for any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

An employee may elect to use accrued paid vacation, personal, or sick leave for purposes of family leave except that accrued sick leave must be used if the leave is taken due to disability resulting from pregnancy, miscarriage, or child birth. An employee may elect to use accrued paid vacation, personal, or sick leave for purposes of medical leave.

The employee shall notify the district of his/her request for leave, if foreseeable, at least thirty days prior to the date when the leave is to begin. If such leave is not foreseeable, then the employee shall give such notice as is practical. The district may require a certification from a health care provider if medical leave is requested. When an employee returns following a leave, he/she must be returned to the same or equivalent position of employment. The superintendent, or his/her designee, may reassign a teacher consistent with the collective bargaining agreement, to a different grade level, building, or other assignment, consistent with the employee's certification.

The district shall post a notice prepared or approved by the Secretary of Labor stating the pertinent provisions of the Family and Medical Leave Act, including information concerning the enforcement of the Act.

Adopted: August 19, 1993  
Amended: September 4, 2014  
Amended: June 14, 2018

Pittsfield School District

**FIELD TRIPS AND EXCURSIONS**

Field trips are an important supplement to the learning experiences of students when used judiciously and effectively. A field trip is defined as a visit to a site off school grounds that school personnel have determined to be a valuable part of a student's educational program. Field trips are to be educationally relevant, consistent with goals and objectives of the class curriculum, and offer experiences not available through direct classroom instruction. Field trips do not include transportation for interscholastic sports, band, cheerleaders, etc.

An excursion is defined as any overnight, out-of-state, or foreign travel. An excursion should meet the educational criteria established above for field trips with the exception of the annual senior class trip. All excursions must have the approval of the School Board; funds may not be collected from students for excursions prior to Board approval.

The chaperones and teachers who accompany students on trips are responsible for supervision of students and are approved by the principal. The maximum student-to-chaperone ratio is established at 15:1 for middle high school and 10:1 for elementary school. Excursions must have at least one female and at least one male chaperone, with an exception being granted for single-gender excursions, such as a school team's overnight excursion to attend a team-oriented training event.

As part of the experience, students will be required to show some evidence of the knowledge gained as a result of the field study.

Procedures

Field trips must be authorized by the dean of instruction.

The teacher, in requesting permission to take his/her class away from school grounds, should submit the details of such a trip to the dean of instruction. The dean of instruction is authorized to establish procedures for field trip and excursion proposals.

A *Warning and Consent Form* must be sent to parents/guardians of each participating student for signature and return. The forms should be distributed after the field trip has been authorized. No child may leave school grounds on a field trip unless the form has been signed by a parent/guardian. Consent forms of those attending should be filed with the dean of instruction before the trip.

Arrangements for financing all field trips must be made prior to the trip. If student contributions are involved, the necessary funds must be in the hands of the dean of instruction before the trip is taken.

Reading: September 12, 2002  
Adopted: September 26, 2002  
Revised: April 12, 2012  
Revised: November 6, 2014  
Reviewed: October 4, 2018

Pittsfield School District

**EVALUATION OF THE SUPERINTENDENT**

The Board shall annually evaluate the Superintendent based on written criteria as established by the Board.

The superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management;
2. Curriculum;
3. Student achievement and assessment;
4. Delivery of instruction;
5. Relationship with the Board;
6. Administration of educational services;
7. Administration of school facilities;
8. Governance of students;
9. Hiring and supervision of school district staff;
10. Overall leadership on educational issues.

The Board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual superintendent evaluation and goal setting will clarify the superintendent's role within the school community, address areas for the superintendent to improve, and address areas for which the superintendent should be commended.

Reading: May 7, 2009  
Adopted: May 21, 2009  
Amended: November 16, 2017

**IHBAA**

Pittsfield School District

**EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC  
LEARNING DISABILITIES**

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

Adopted: October 16, 2014

Amended: September 20, 2018

**DKC**

Pittsfield School District

**EXPENSE REIMBURSEMENTS**

District personnel and officials who incur expenses in carrying out their authorized duties may be reimbursed by the district upon submission of a properly filled out and approved voucher and such supporting receipts as required.

When official travel by personally owned vehicle has been authorized, mileage payment shall be made at the current IRS rate, unless a different rate is established by vote of the Board.

All travel outside New Hampshire must have prior written approval of the superintendent.

Reading: Marcy 9, 2006  
Adopted: March 16, 2006  
Reading: October 1, 2009  
Adopted: November 5, 2009  
Reviewed: February 1, 2018

Pittsfield School District

**EXTENDED LEARNING OPPORTUNITIES**

Purpose

The Board encourages students to pursue extended learning opportunities (ELO's) as a means of acquiring knowledge and skills through instruction or study that is outside the traditional classroom methodology. ELO's may include, but are not limited to, independent study, private instruction, performing groups, internships, community service, apprenticeships, online courses / distance education, or other opportunities approved by the superintendent or his / her designee, in conjunction with board policies.

The purpose of ELO's is to provide educational experiences that are meaningful and relevant, and that provide students with opportunities to explore and achieve at high levels. In order to maximize student achievement and meet diverse pathways for learning, this policy permits students to employ ELO's that are stimulating and intellectually challenging, and that enable students to fulfill or exceed the expectations set forth by the state minimum standards and applicable board policies.

ELO's may be taken for credit or may be taken to supplement or in place of regular academic courses. ELO's may also be used to fulfill prerequisite requirements for advanced classes. If the ELO is taken for credit, the provisions of Policy ILBA, *Assessment of Educational Programs*, and ILBAA, *High School Competency Assessments* apply. ELO's must be supervised by a certified educator in the content area. The supervising certified teacher must authorize the granting of credit for learning accomplished through ELO's when students are taking the ELO for credit.

Roles and Responsibilities

All programs of study must meet or exceed the proficiencies and skills identified by the New Hampshire State Board of Education, applicable rules and regulations of the Department of Education, and all applicable board policies. All programs of study proposed through this program shall have specific instructional objectives aligned with the State minimum standards and district curriculum standards. All ELO's will comply with applicable laws and regulations, including child labor laws and regulations governing occupational safety.

Students in grades seven through twelve wishing to pursue programs of study under these guidelines must first present their proposal to the school's ELO coordinator(s) for approval. The name and contact information for the school's ELO coordinator(s) will be found in the Student and Family Handbook or by contacting the school office or the director of college and career readiness. The ELO coordinator will assist students in preparing the application form and other necessary paperwork.



The director of college and career readiness will have primary responsibility and authority for ensuring the implementation of ELO's and all aspects of such programs. The director of college and career readiness will determine who will be responsible for approving student eligibility and such approval will include a consideration of the overall benefits, costs, advantages, and disadvantages to both the student and the district.

The director of college and career readiness, in consultation with the supervising certified teacher, will review and determine credits that will be awarded for ELO's toward the attainment of a high school diploma. Parents/guardians and/or students may appeal decisions rendered by the director of college and career readiness within the provisions below (see Appeal Process).

Students approved for an ELO must have parental/guardian permission to participate in such a program. Such permission will be granted through a completed ELO application signed by the parent/legal guardian and returned to the district before beginning the program.

All ELO's not initiated and designed by the district shall be the financial responsibility of the student or his/her parent/legal guardian. Students electing independent study, college coursework, internships, or other ELO's that are held off the middle high school campus will be responsible for providing their own transportation to and from the off-campus site. However, the district may provide transportation if feasible.

Students who have a financial or transportation need that would prevent such participation may request school assistance through the director of college and career readiness. Such requests may be granted if district resources are available and at the discretion of the superintendent. The ELO coordinator will assist students in seeking alternative means of financial or transportation assistance if so needed.

Students approved for off-campus ELO's are responsible for their personal safety and well-being. ELO's at off-campus sites will require a signed agreement between the school, the student, and a designated agent of the third-party host. The agreement would specify the roles and responsibilities of each party.

### Evaluation Criteria

The director of college and career readiness will evaluate all applications. At a minimum, all applications must meet the following criteria:

1. Provides for administration and supervision of the program;
2. Provides that certified school personnel will oversee and monitor the program;

3. Requirement that each ELO meets rigorous standards, including the minimum standards established by the State Board of Education and other applicable district standards.

### Awarding of Credit

Credit for an ELO is based on mastery of course competencies. Students must demonstrate mastery on all competencies identified for the ELO to be awarded credit.

The district reserves the right to determine the number of credits to be awarded. Any credits earned may be calculated toward the overall grade point average. The course name and final course grade earned will be entered onto the student's official transcript.

### Appeal Process

A student whose application has been denied may request a meeting with the director of college and career readiness. The director of college and career readiness will provide the students with rationale as to why the proposal was denied. Students may resubmit alternate proposals for consideration if such proposals are made within the timelines established by this policy. If the director of college and career readiness rejects the resubmitted proposal, the student may appeal to the superintendent. All decisions made by the superintendent shall be final.

### Program Integrity

To ensure the integrity of the learning experience approved under this program, the student will be required periodically or upon demand to provide evidence of progress and attendance. The director of college and career readiness will be responsible for certifying course completion and the award of credits consistent with the district's policies on graduation.

If a student is unable to complete the ELO for valid reasons, the director of college and career readiness will evaluate the experience completed to date and make a determination for the award of partial credit or recommend an alternative experience.

If a student ceases to attend or is unable to complete the ELO for insufficient reason (lack of effort, failure to follow through, indecision, etc.), the director of college and career readiness may determine that the student's transcript be adjusted to reflect the experience as a failure.

To certify completion of co-curricular programs and activities based upon specific instructional objectives aligned to the standards, the school will develop appropriate mechanisms to document student progress and program completion on student personnel records.

Students transferring from other schools who request acceptance of course credits awarded through similar ELO programs shall have their transcripts evaluated by the director of college and career readiness.

It shall be incumbent upon the student or his/her parent/legal guardian to request that copies of the student's official transcript be sent from the former school.

Reading: July 16, 2009  
Adopted: August 20, 2009  
Amended: September 18, 2014  
Reviewed: September 20, 2018