



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 5, 2022
PMHS Media Center
Pittsfield Middle High School

Join with Google Meet: meet.google.com/ozc-sstw-mto

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM
5. PUBLIC INPUT
6. PES PRINCIPAL

December 15, 2022

Information & Discussion

- PES Curriculum Committee
- TIGER (Theatre Integrating Guidance, Education, and Responsibility)
- Incidents
- January Calendar

7. PMHS PRINCIPAL

Information & Discussion

- 11/12 Grade Exams
- COVID-19 Booster Clinic
- Drama Club Production
- Guidance Department Events
- Professional Learning Activities
- Student Council
- Winter Showcase
- Winter Concerts

8. SUPERINTENDENT OF SCHOOLS

Information & Discussion

- Budget Committee Update
- Library/SORA
- Weather Impact on School Closures

9. SCHOOL BOARD

Information & Discussion

- Policy Review – First Reading:
 - CBI, Evaluation of the Superintendent
 - IHBA, Evaluation Requirements for Children with Specific Learning Disabilities
 - DKC, Expense Reimbursements
 - IHBH, Extended Learning Opportunities

Action Items

- Policy Review – Second Reading:
 - JH, Attendance, Absenteeism, and Truancy
 - GADA, Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)
 - ECF, Energy Conservation

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
December 15, 2022
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Adam Cote
Sarah Duval
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 5:32 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:

- Active Shooter Concord (Mr. Gauthier)
- First Deliberative Budget Session (Mr. Lane)
- Food Service Warrant Articles (Mr. Lane)

IV. ACTION ON AMENDED AGENDA

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

amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the December 1, 2022 meeting were considered.

Changes include: page two, VII, paragraph four, change person to personal, paragraph five, remove last, incomplete sentence; page three, paragraph five, remove second wellbeing; VII, C., correct to “SMART math goals”, IX, C., last sentence, change graduate rate to graduation; page four, X, D., change included to includes, XI, B., correct spelling of Sarah Harkness; page five, F, last paragraph, correct Mr. Gauthier, change cannot to can.

On a motion made by Ms. Goggin and seconded by Ms. Adams, the Board approved the amended minutes. 5-0.

VI. PUBLIC INPUT

Clayton Wood inquired to the Board as to whether or not the recording of school board meetings would be standard process moving forward.

Mr. Gauthier confirmed that the District would be recording the school board meetings moving forward.

Mr. Wood expressed his concern for the announcement of this practice prior to the meeting, as well as a policy for the distribution and retention of the recordings.

Mr. Lane shared that the Right to Know Law requires that the District keep a record of the meeting. The record can be written or in video format, as long as we perform one or the other as a record keeping requirement. Mr. Lane stated that there is no protocol in place that says that we will have them for a certain amount of time or that they will be made accessible and agreed that we need a protocol for this.

Sabrina Smith would like to request that all recorded meetings should be deleted as soon as the minutes have been approved, due to the personal nature of things that people may share at the meetings.

Mr. Lane shared with the public that the meetings that are broadcasted can be recorded by anyone, with no notification from that party. Mr. Lane further explained that the expectation of privacy in a public meeting really doesn't exist and that if someone decides to make a statement, it becomes part of the public record.

Ms. Goggin shared that after the minutes have been typed, if there are questions about the minutes, it can be helpful to go back and reference the recording to check that the minutes reflect the actual statement. Ms. Goggin further stated that if the recordings were to be deleted it would need to be after the minutes have been approved.

Patricia Buckley spoke to share her input on the original JBAB Policy as well as the suggested revisions that have recently been made. Ms. Buckley stated that as a transgender woman, she appreciated that the revisions made to the wording that cleared the gray area in the original policy to be more concrete and easier for people to abide by. The revisions showed the direction and support from the school as well as what the parents can expect.

VII. DIRECTOR OF STUDENT SERVICES

- A. Ms. Vary informed the Board that the 15 new Special Education Teachers that were hired for the current school year have completed their eight-part training. This training focused on the ins and outs of case management and focused on topics such as writing IEPs.

Ms. Vary shared that there are 145 students within the District that have IEPs. Ms. Vary stated that she would prepare the breakdown by school for the Board at an upcoming meeting, as well as the specific student needs.

Ms. Adams inquired as to how we came into Ms. Chassie's services.

Ms. Vary shared that there was a meeting with Mr. Lane as well as Ms. Chassie and she was contracted through a grant to provide these trainings.

Ms. Goggin paid her appreciation to Ms. Chassie's skills and services.

VIII. SUPERINTENDENT

- A. Mr. Lane shared the response that he received as to why Pittsfield wasn't chosen to receive funds from the SAFE Grant.
- B. Mr. Lane let the Board know that there has been communication sent out to families regarding the change in schedule for Friday, December 23, to a half day.
- C. Mr. Lane provided the Board with an update as to the District's current financial status.
- D. Mr. Lane shared that there have been no snow days so far.
- E. Mr. Lane provided the current enrollment numbers for each school.
- F. Mr. Lane is recommending a motion to schedule session one of school district budget and warrants to be held on Thursday, February 9, 2023 at 7:00 p.m. at the PMHS Library Media Center.

Mr. Gauthier motioned to schedule session one of school district budget and warrants to be held on Thursday, February 9th at 7:00 p.m. at the PMHS Library Media Center, with a snow date of Friday, February 10th at 7:00 p.m. at the PMHS Library Media Center., seconded by Ms. Adams, the motion passed, 5-0.

- G. Mr. Lane is asking the Board to vote to approve two warrant articles.

The first warrant article is to see if the Pittsfield School District will vote to raise and appropriate the sum of \$330,000 for the school lunch program.

On a motion made by Mr. Gauthier to approve the warrant article, and seconded by Ms. Goggin, the warrant article was approved, 5-0.

The second warrant article is to recover and expend grant funds. The warrant article would read: to see if the Pittsfield School District would raise and appropriate the sum of \$850,000 for the support of federal and private foundation grant funding for educational programs for the Pittsfield School District. The appropriation is contingent on receiving revenue from federal grants and private foundations and will be expended in accordance with federal and state requirements upon approval from the New Hampshire Department of Education of private foundation requirements.

On a motion made by Mr. Gauthier, and seconded by Ms. Adams, the warrant article was approved, 5-0.

IX. SCHOOL BOARD

A. Policies – First Reading

- i. JH, Attendance, Absenteeism and Truancy
- ii. GADA, Employment References and Verification (Prohibiting Aiding and Abetting of Sexual Abuse)
- iii. ECF, Energy Conservation

B. Policies – Second Reading

- i. EBC, Emergency Management, approved as written.
- ii. EBCA, Emergency Plans, first line, insert that between ensuring and the, final paragraph, update to “The superintendent is responsible for ensuring that the district conducts emergency response drills at least two times per year. The superintendent will establish a relationship with local and state emergency and law enforcement authorities, on a motion made by Mr. Gauthier, and seconded by Ms. Duval, the Board accepted the changes, 5-0.
- iii. JICDAA, Employee-Student Relations, 11, change to “Staff members shall not be alone in a room with a student with a locked door or the lights off, on a motion made by Mr. Gauthier, and seconded by Ms. Duval, the Board accepted the changes, 5-0.

C. Policies – Eighth Reading

- i. Policy JBAB, Transgender and Gender Non-Conforming Students:

Section I, changes include; paragraph two: “This policy is intended to be interpreted in light of applicable federal and state laws and regulations, as well as the Department of Education and the District School Board policies, procedures, and school rules. This policy is not intended to anticipate every possible situation that may occur, since the needs of particular students and families differ depending on the student’s age and other factors. In addition, the programs, facilities, and resources of each school differ. Administrators and school staff are expected to consider the needs of students, and to utilize this policy and other available resources as appropriate.”; third paragraph: “The term “transgender” is an umbrella term for an individual whose gender identity or expression is different from that traditionally associated with their assigned sex at birth. A

student will be considered transgender if, at school, they consistently assert a gender identity or expression different from that traditionally associated with assigned sex at birth. This includes students who identify as transgender, or who are gender nonconforming.”; paragraph four: “Parents and/or students are encouraged to discuss with building administrators any issues that may arise in relation to student’s transgender and non-conforming status including but not limited to: privacy; official records; names/pronouns; restrooms; locker rooms; other gender-segregated facilities or activities; dress code; and safety and support for transgender and transitioning students.”; section II, A., paragraph two: “School personnel are discouraged from disclosing 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 nonconforming 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 parent(s)/guardian(s).”, section C.: add second paragraph: “Names / Pronouns. A student should 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 disrespectfully intentional and persistent refusal to respect a student’s gender identity is a violation of this policy.

If a student or school personnel disagrees with name/pronoun, 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.”; section E: “Restroom Accessibility. All students shall have access to gender neutral and gender specific restrooms. 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.”, page four, H: “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, but all students are expected to abide by the District’s dress codes.”; page three, I: “Discrimination / Harassment. It is the responsibility of each school and the District to ensure that transgender and gender nonconforming 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 with due process, taking appropriate corrective action, and providing students and staff with appropriate resources. Complaints alleging discrimination or harassment based on a person’s actual or perceived transgender status or gender nonconformity 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 student(s) involved to determine the cause for the complaint. If the cause of the complaint is found to be purposeful and disrespectful 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 and disrespectful, 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.”; add footnote: “*“Should” in this policy does not mean “shall” or “must” but it is a permissive term. Nothing in this Policy limits the rights of individuals under the federal or state constitutions.”

On a motion made by Mr. Cote to accept the changes to the policy JBAB, and seconded by Ms. Duval, the changes were accepted, 3-2.

II. COMMITTEE ASSIGNMENTS

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

III. NEXT MEETING

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

IV. PUBLIC INPUT

Cara Peterson thanked the Board their hard work on Policy JBAB.

Kiza Armour spoke on the school calendar in support of honoring our Veteran’s by allotting the District a holiday for military families to observe this special day and spend time with their Veterans.

Mr. Lane responded to inform Ms. Armour that the district calendar has not been finalized and submitted to the Board for approval.

Sabrina Smith thanked the Board for their efforts. Ms. Smith also stated that she was in support of Ms. Armour’s statements about honoring our Veterans.

Tracy Huyck additionally spoke in support of the District Honoring Veteran’s day. Ms. Huyck addressed the Board about the requirements of community service in regard to assisting elderly individuals with snow removal.

Mr. Lane informed Ms. Huyck that he would look into this.

Mr. Gauthier stated that he believes that the community service cannot be for “individuals”, rather community programs.

Ms. Huyck stated that she thinks this policy should be changed to allow service to individuals.

Ms. Smith inquired to the Board about students’ permanent record in regard to being caught underage drinking and not being able to afford the intervention programs as directed by the District.

Mr. Lane stated that would be a matter between the police department and the student.

Ms. Smith inquired as to whether or not an incident like that would appear on a student's permanent record.

Mr. Lane stated that would only be the case if they were caught with the substance at or on school property or a school sponsored event.

Ms. Smith further inquired as to what trade options are presented to the student body for their career advancement opportunities' in replacement of traditional college programs.

Mr. Lane stated that the Community College System has trade program training, and will would gladly work with any trade organizations that are interested in presenting to the students.

Ms. Smith asked if there were alumni supports for graduates that may be looking to further their education or change their careers after they have left the District.

Mr. Lane stated that individuals that may be interested in those supports or guidance in doing so can reach out to him directly for assistance.

V. 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 7:47 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: PES Administration, Michael Wiley
Subject: Board Report
Date: January 5th, 2023

INFORMATION

1. **PES Curriculum Committee:** Our Curriculum Review Committee is committed to ensuring that our current curriculum is being implemented in ways that allow all learners to realize their full potential while achieving academic success. In conjunction with the ELA review and planning teachers have already completed with Mike Anderson and Kathy Collins, our curriculum committee is working on creating meaningful language arts units of study for each grade level.

The curriculum review committee is looking closely at standards and competencies to determine what skills our curriculum currently focuses. The committee will also determine if there should be a greater focus in specific areas of learning. Using NHSAS data, NWEA Data and other sources will be a useful source of information.

Currently, the units of study that are part of the curriculum are outdated. In order to provide a more current and engaging curriculum. The curriculum review committee will work closely with grade level teams, creating new units of study. The new units of study will consist of engaging lessons that will assist our students in gaining the foundational knowledge that is necessary for success as they progress through the curriculum during their time at PES. Creating new units will begin with the classroom teachers starting on Monday, January 9th.

The committee has discussed creating a more user-friendly way for families to access the curriculum, which would include examples of resources that are used (read-alouds, activities, etc.) throughout each unit.

2. **TIGER (Theatre Integrating Guidance, Education, and Responsibility):** In collaborating with the PTO we are aiming to bring TIGER from Plymouth State University to the Pittsfield Elementary School. <https://tiger.plymouthcreate.net/>
 - a. We are excited to announce that we are planning to welcome the Plymouth State University TIGER Team to PES on Wednesday, January 18, 2023. The TIGER Team will perform during a school-wide morning meeting, teaching students about many important social-emotional learning components, including having courage and gratitude and being able to show forgiveness and compassion.
 - b. This performance will help our students to learn and practice to nourish and strengthen the body, mind, and emotions to cultivate happy, healthy, meaningful lives and to thoughtfully respond to all we meet and improve the world around us.

3. Incidents since the beginning of the school year.

a. By Month:		b. By Grade Level	
Month	# of Incidents	Student Initiator	Totals
September	111	Grade Level	
October	85	1	34
November	66	2	32
December	29	3	23
		4	38
		5	17
		K	32
c. by Location		d. Initiator Outcomes	
Location	Totals	Initiator Outcomes	Totals
Art Room	15	Admin Conference w/Student	20
Bathroom	1	Bus Suspension	4
Break-Out Room	2	In school suspension	6
Bus	24	Loss of Privilege	3
Cafeteria	7	Other	40
Classroom	61	Out of school suspension	14
Gym	14	Parent Contact	21
Hallway	14	Teacher Conference w/Student	203
Library	7		
Music Room	7		
Off-Campus	4		
Parking Lot	2		
Playground/Field	17		
e. Infractions			
Infractions		Totals	
Abusive and/or Inappropriate Language		23	
Bullying		2	
Defiance/Non-Compliance		47	
Disrespectful Behavior/Actions		17	
Disruptive Behavior/Actions		10	
Fighting		1	
Other		23	
Out of Bounds/Inappropriate Location		18	
Physical Aggression		36	
Property damage		3	
Technology Violation		1	
Theft		5	

4. **January Calendar:** PES will have a lot happening in the month of January. We met in December and laid out dates for Assessments, Professional Development, Report Cards and Student activities.

Monday	Tuesday	Wednesday	Thursday	Friday
2 Welcome Back	3 Ski Program	4 PD Special Ed	5	6
9 Diebels DRA's Units of Study Review	10 Ski Program Diebels DRA's	11 PD MA/KC Diebels DRA's	12 MA/KC Diebels DRA's	13 Diebels DRA's Opening Report Cards
16 No School Martin Luther King Jr Day.	17 Ski Program DRA's	18 PD Special Ed DRA's TIGER Performance	19 DRA's	20 End of Quarter 2 DRA's
23 NWEA REPORT CARDS	24 Ski Program NWEA	25 NWEA REPORT CARDS	26 NWEA Make Ups	27 NWEA Make Ups
30 Report Cards Closed	31			3 Send Report Cards Home
DRA's Title 1 - Title 1 Special Ed - Special Ed Classroom - Classroom		NWEA K-5 January 23rd, 24th, and 25th. Make up January 26th and 27th. more as needed/requested		DIEBEL's Title 1 Staff

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton & Melissa Brown, PMHS Administration
Subject: Board Meeting – January 5, 2022
Date: December 27, 2022

INFORMATION

1. 11/12 Grade Exams. On January 12 and 13 our eleventh and twelfth grade students (and some tenth graders) will be taking cumulative exams in core content areas. The purpose of the exams is to give students the opportunity to prepare for and take a number of cumulative exams in a short period of time to better prepare them for a collegiate final exam schedule. The exam will not count as a percentage of their overall course grade but will be counted as a summative assessment across one or more course competencies.
2. COVID-19 Booster Clinic. The Capital Area Public Health Network is hosting a COVID-19 Booster Clinic that is open to students, staff, and community members on Thursday, January 12. We are taking registrations through a Google Form that is accessible through email, the school website, and on our Facebook page. If there is enough interest, we will schedule appointments at both schools, and have an appointment block for community members in the mid-afternoon.
3. Drama Club Production. The PMHS Drama Club held showings of a *Christmas Eve Chaos* for fourth and fifth graders on December 9 during the school day and for families and community members on December 10 and 11. All of the weekend performances were sold out. We are grateful for the community support. We also want to express our appreciation to the cast and crew and our directors; Jared Griffin, Elisha Griffin, and Quinn Boyce.
4. Guidance Department Events. The PMHS Guidance Department is hosting several events in early January. On Wednesday, January 4, we have a panel of past graduates returning to PMHS for the annual *Home Is Where The Heart Is* presentation. Our graduates we will reflect on their post-secondary experiences and provide guidance on the college and career application process. On Thursday, January 5, the CRTC Road Show will be visiting PMHS to provide an overview of career and technical education programs. On Monday, January 9, a NHHEAF Network Counselor will be on-site for scheduled appointments to support students and families with filing the FAFSA.
5. Professional Learning Activities. Over the months of November and December we have used our professional learning block on Wednesday afternoons to support a number of school goals. In late November we partnered with the UNH Browne Center to hold the first of three training sessions aimed at supporting school climate and culture; activities are designed to support the classroom environment, advisory program, and team and department structure. On December 7 we took another step towards finalizing our curriculum articulation. On December 14 our faculty and staff reviewed and approved our NEASC Principle Reflections. During the month of January, we will shift our attention to planning second semester Learning Studios and preparing end of semester feedback to students and families on executive function skills. Our second session with the UNH Browne Center is scheduled for January 25 and we will review and approve our last round of NEASC reports on February 1.

6. Student Council. The Student Council organized a variety of Spirit Month activities over the month of December. Daily activities included trivia, advisory challenges, and dress days. Month long activities included Penny Wars to support Student Council activities (Spirit Day, Winter Carnival, and Field Day) and a Food Drive to benefit the school and town food pantries. It culminated with Spirit Day activities on December 23. We would like to express our gratitude to the Student Council, Jen Massey, and Rick Anthony for the time and effort they put into organizing Spirit Month activities.
7. Winter Showcase. Our annual Winter Showcase is for students to share artifacts, reflections, and presentations from first semester Learning Studios. Students also have the option of showcasing work from other content areas as well. The Winter Showcase acts as a building block for the spring Exhibition of Learning. There will be three, twenty-five minute presentation blocks built into our school-day schedule on Wednesday, January 11. There will also be two content blocks during the day for students to sign-up for remediation or enrichment activities.
8. Winter Concerts. Winter Concerts will be held in the PMHS gym between January 24-26. PES concerts are scheduled for January 24 and 26 at 6:30 p.m. The PMHS Band and Chorus is scheduled to perform on January 25 at 6:30 p.m.



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

**SUPERINTENDENT'S REPORT
JANUARY 5, 2023**

I have been asked to answer a few more questions from the Budget Committee. I responded to those questions on Wednesday December 21. I received an additional list of clarifications to some personnel questions which I will respond to by Monday January 2. I have also forwarded a draft of a presentation for the Public Hearing for the Committee's consideration pending any changes they may make to the budget brought forward to them by the School Board. I will be attending the Budget Committee meeting on Wednesday January 4th.

A citizen concern was brought forward concerning a SORA, a subscription service that has been available through our library. The concern was that there were books made available to our students that had obscene and objectionable material. I have asked the citizen to give me more specifics on the book that was of concern, but no response has come to date. SORA is a subscription service that has over 5,000 titles available. Our School District, does not have access to all 5,000 titles because of the restrictions that exists for age appropriateness. Students in grades K-5 can only access materials that are designated for that age group. The next grouping is Grades 6-8 and then 9-12. Students in grades 6-8 can view materials for K-5 but not vice-versa. There are about 30 Districts in New Hampshire using this subscription and they all have a similar list of titles that are accessible. SORA has been working with the DOE to ensure that we are following state guidelines. If a citizen went to the SORA website, they may see titles that are for an adult audience. SORA also markets their services to public libraries. Our students would not have access to all titles as the public library would. While I investigated this issue, I have turned off student access to this service. It will be reinstated when students return from the holiday break.

December 23rd was a weather alert day in the state. There were some schools that did cancel school for the day, particularly in the northern and western part of the state. As a process, I did contact the Highway Department for Pittsfield at 5AM. There was no snow and although there was wind and rain, the roads did not have any issues. Through the morning the wind was a problem throughout the state but the schools did not lose power during the school day. I am aware that parts of Pittsfield did lose power and there were some downed trees. Students arrived home safely and on time.

To date we have had one snow days, the antiquated last day of school is Tuesday June 13th at this time.

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

Pittsfield School District

ATTENDANCE, ABSENTEEISM, AND TRUANCY

Absences. The Board requires that school-aged children enrolled in the district attend school in accordance with all applicable state laws and Board policies. The educational program offered by the district is predicated upon the presence of the student and requires continuity of instruction and classroom participation in order for students to achieve academic standards and consistent educational progress.

Attendance shall be required of all students enrolled in the district during the days and hours that school is in session, except that the principal may excuse a student for temporary absences when receiving satisfactory evidence of conditions or reasons that may reasonably cause the student's absence.

The Board considers the following to be excused absences:

1. **Documented** Illness*;
2. Recovery from an accident;
3. Required court attendance;
4. Medical and dental appointments;
5. Death in the immediate family;
6. Observation or celebration of a bona fide religious holiday;
7. Such other good cause as may be acceptable to the principal or permitted by law.

Any absence that has not been excused for any of these reasons will be considered an unexcused absence.

A documented absence is determined with the recommendation from a physician or medical practice. On going medical conditions, such as asthma, should be documented in the nurse's office. Absences due on-going medical conditions are considered documented and do not need multiple verifications from a doctor or medical practice.

In the event of an illness, parents/guardians must call the school and inform the district of the student's illness and absence. ~~For other absences, parents must provide written notice or a written excuse that states one of the above reasons for non-attendance.~~ The principal may require parents to provide additional documentation in support of their written notice including, but not limited to, doctor's notes, court documents, obituaries, or other documents supporting the claimed reason for non-attendance. **an excused absence. The decision of the Principal is final in determining "other good cause".**

~~If parents wish for their child to be absent for a reason not listed above, the parent must provide a written explanation of the reason for such absence, including why the student will be absent and for how long the student will be absent. The principal will make a determination as to whether the stated reason for the student's absence constitutes good~~

~~cause and will notify the parents via telephone and writing of his/her decision. If the principal determines that good cause does not exist, the parents may request a conference with the principal to again explain the reasons for non-attendance. The principal may then reconsider his/her initial determination. However, at this juncture, the principal's decision shall be final.~~

Family Vacations / Educational Opportunities. Generally, absences other than for illness during the school year are discouraged. The principal or his/her designee may, however, grant special approval of absence for family vacations, provided written approval is given in advance. Parents are asked to submit a family vacation / educational opportunity request form to the principal at least two weeks prior to the planned trip for absence(s) to be considered excused. This advance communication will allow teachers enough time to work with parents and the student regarding homework completion.

Truancy. Truancy is defined as any unexcused absence from class or school. Any absence that has not been excused for any of the reasons listed above will be considered an unexcused absence.

Ten half-days of unexcused absence during a school year constitute habitual truancy. A half-day absence is defined as a student missing more than two hours of instructional time and less than three and one-half hours of instructional time. Any absence of more than three and one-half hours of instructional time shall be considered a full-day absence.

The principal is hereby designated as the district employee responsible for overseeing truancy issues.

Chronic Absenteeism. Chronic absenteeism is defined as being absent from school for ten percent or greater of the academic year for any reason, including both excused and unexcused absences, suspensions, and time missed due to changing schools. Based on a 180-day school year, being absent for eighteen or more days in a school year is considered chronic absenteeism.

The principal is designated as the district employee responsible for overseeing chronic absenteeism issues.

Intervention Process to Address Truancy and Chronic Absenteeism. The principal shall ensure that the administrative guidelines on attendance properly address the matter of truancy and chronic absenteeism by including a process that identifies students who are habitually truant or chronically absent, as defined above.

When the principal identifies a student who is habitually truant is in danger of becoming habitually truant, chronically absent, or in danger of becoming chronically absent, he/she shall commence an intervention with the student, the student's parents / guardians, and

other staff members as may be deemed necessary. The intervention shall include the processes including, but not limited to:

1. Investigates the cause(s) of the student's truant behavior;
2. Considers, when appropriate, modification of his/her educational program to meet particular needs that may be causing the truancy or chronic absenteeism;
3. Involves the parents in the development of a plan designed to reduce the truancy or chronic absenteeism; and
4. Seeks alternative disciplinary measures, but still retains the right to impose discipline in accordance with the district's policies and administrative guidelines on student discipline.

Parental Involvement in Truancy Intervention and Chronic Absenteeism. When a student reaches habitual truancy status, ~~or~~ is in danger of reaching habitual truancy status, has reached chronically absent status, or is in danger of reaching chronically absent status, the principal will send the student's parent/guardian a letter which includes:

1. A statement that the student has become or is in danger of becoming habitually truant or chronically absent;
2. A statement of the parent's responsibility to ensure that the student attends school; and
3. A request for a meeting between the parents/guardians and the dean of operations and/or his/her designee(s) to discuss the student's truancy and to develop a plan for reducing the student's truancy.

Developing and Coordinating Strategies for Truancy Reduction and Chronic Absenteeism. The Board encourages the administration to seek truancy-prevention, ~~and~~ truancy-reduction, chronic absenteeism-prevention, and chronic absenteeism-reduction strategies along with the recommendations listed below. However, these guidelines shall be advisory only. The superintendent is authorized to develop and utilize other means, guidelines, and programs aimed at preventing and reducing truancy.

1. Coordinate truancy-prevention and chronic absenteeism-prevention strategies based on the early identification of truancy, such as prompt notification of absences to parents/guardians.
2. Assist school staff to develop site attendance plans by providing development strategies, resources, and referral procedures.

Parental Notification of Truancy and Chronic Absenteeism Policy. Prior to adopting this policy, the Board will place the item on the agenda of a public School Board meeting and will allow two weeks for public input as to the policy's provisions. Any public input

shall be advisory only and final adoption as to the policy’s provisions will remain solely with the Board.

Additionally, the principal shall also ensure that this policy is included in or referenced in the student handbook and is mailed to parents annually at the beginning of each school year.

Reading: September 3, 2009
Adopted: September 17, 2009
Reading: September 9, 2010
Revised: September 22, 2010
Reviewed: January 15, 2015
Amended: December 20, 2018
Reviewed: March 17, 2022

GADA

Pittsfield School District

EMPLOYMENT REFERENCES AND VERIFICATION (PROHIBITING AIDING AND ABETTING OF SEXUAL ABUSE)

The district shall act in good faith when providing employment references and verification of employment for current and former employees.

The district and its employees, contractors, and agents are prohibited from providing a recommendation of employment, and/or from otherwise assisting any school employee, contractor, or agent in obtaining a new position or other employment if he/she or the district has knowledge of or probable cause to believe that the other employee, contractor, or agent (“alleged perpetrator”) engaged in illegal sexual misconduct with a minor or student. This prohibition does not include the routine transmission of administrative and personnel files.

This prohibition does not apply if:

- A. The information giving rise to probable cause has been properly reported to a law enforcement agency within jurisdiction;
- B. The information giving rise to probable cause has been reported to any other authorities as required by local, state, or federal law (for instance, the New Hampshire Division of Children, Youth, and Families); and
- C. At least one of the following conditions applies:
 1. The matter has been officially closed;
 2. District officials have been notified by the prosecutor or police after an investigation that there is insufficient information for them to proceed;
 3. The school employee, contractor, or agent has been charged with and acquitted or otherwise exonerated; or
 4. The case or investigation remains open, and there have been no charges filed against or indictment of the school employee, contractor, or agent within four years of the date on which the information was reported to a law enforcement agency.

Adopted: May 2, 2019

ECF

Pittsfield School District

ENERGY CONSERVATION

It is the district's responsibility to ensure that every effort is made to conserve energy while exercising sound financial management and safety. The implementation of this policy is the joint responsibility of the board, administrators, teachers, students, support personnel, and community, and its success is based on cooperation at all levels.

The superintendent is authorized to establish administrative rules and regulations necessary to implement this policy. He/she may consult with sources, both internal and external to the district that may support methods in which the district can conserve energy and lessen its energy usage.

The dean of operations will be accountable for energy management in the schools.

Curriculum will be developed to ensure that every student will participate in the energy management program.

Specific areas of emphasis include:

1. Every student and employee will be expected to contribute to energy efficiency;
2. All unnecessary lighting in unoccupied areas will be turned off; all lights will be turned off when students and teachers leave school; custodians will turn on lights only in areas in which they are working;
3. The head custodian at each school will be responsible for a complete and total shutdown of the facility when closed each evening;

Reading: October 15, 2009
Adopted: November 5, 2009
Amended: March 27, 2014
Reviewed: April 5, 2018