



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

PUBLIC HEARING

5:30 PM, THURSDAY, FEBRUARY 16, 2023

TO DISCUSS ACCEPTANCE OF FUNDS

MEETING AGENDA

5:30 PM Thursday, February 16, 2023

PMHS Media Center

Pittsfield Middle High School

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

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

Information & Discussion

- Medicaid

7. SUPERINTENDENT OF SCHOOLS

Information & Discussion

- 2023-2024 School Year Hiring
- Deliberative Session
- Student Enrollment
- Medicaid Reimbursement Practices

8. SCHOOL BOARD

Information & Discussion

- Policy Review – First Reading:
 - EBCB, Fire Drills
 - DI, Fiscal Accounting and Reporting
 - JFABB, Foreign Exchange Students
 - DIH, Fraud Prevention and Fiscal Management

Action Items

- Teacher Nominations

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

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

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

MINUTES

Pittsfield School Board Meeting
February 2, 2023
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Sandra Adams, Vice Chairperson
Adam Cote
Sarah Duval (entered the meeting at 5:45 p.m.)
Molly Goggin
Adam Gauthier, Chair (via Zoom)

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

Vice Chair Sandra Adams opened the meeting at 5:31 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Ms. Adams

III. AGENDA REVIEW

The following items were added:

- Request to accept funds (Mr. Lane)
- Non-public session (Mr. Lane)
- Legislative update (Mr. Lane)

IV. ACTION ON AMENDED AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of January 5, 2023 were considered. Changes include: On page 3, paragraph 7, change to “The Winter Showcase will be held next Wednesday, January 11, 2023 for the students to engage and showcase artifacts and present their creation from the first semester Learning Studios.” Also on page 3, paragraph 10, add “Mr. Lane will reactivate SORA when appropriate.” Beginning on page 5, change numeration after Roman numeral XI. On page 6, paragraph 4, add “7:05”, paragraph 6, add “8:20”, paragraph 7, change the first Ms. Goggins to Ms. Adams, and add “8:22.

Mr. Lane explained that Veterans Day is on a Saturday and some were concerned about when it would be celebrated or acknowledged. Mr. Lane is working with the VFW to confirm the calendar.

On a motion made by Ms. Goggin and seconded by Mr. Cote, the Board voted unanimously (Ms. Adams, yes; Mr. Cote, yes; Ms. Gauthier, yes; Ms. Goggin, yes) to approve the minutes as amended.

VI. PUBLIC INPUT

Ms. Chassie informed the Board that there is an All-Class Reunion being planned by an ad hoc committee of the PHS Alumni Association. An All-Class Reunion is planned approximately each decade and this is the fourth one.

VII. STUDENT REPRESENTATIVE

Analyssa Marcotte explained the voting process for at-large members of the Site Council.

VIII. DIRECTOR OF STUDENT SERVICES

A. Identified Students

Ms. Vary reviewed the number of students identified as having a disability and broke it down by each disability. She also provided numbers of students with a Section 504 plan. Numbers of students receiving speech and language services, occupational therapy, physical therapy, and vision services were also provided.

IX. PES PRINCIPAL

A. PES Statistics

Mr. Wiley shared enrollment numbers for PES.

B. Theater Integrating Guidance, Education, and Responsibility (TIGER)

On Wednesday, January 18, 2023, students from Plymouth State University performed for PES students. Mr. Wiley thanked the PTO for sponsoring this event.

C. Winter Concerts

Mr. Wiley reported that there were two successful winter concerts facilitated by Ms. Nault. Mr. Wiley commended the work of Ms. Nault in providing this opportunity for students. Mr. Carr was acknowledged by Mr. Gauthier for his help with technology.

D. Incidents

Mr. Wiley provided statistics on behavior incidents during the month of January at PES.

Mr. Cote asked if the interventions being taken by staff are helping students and decreasing incidents. Mr. Wiley explained possible reasons for behavior being exhibited and stated that there was an overall decrease in incidents.

VII. PMHS PRINCIPAL

A. DARE Program

Mr. Hamilton announced that the DARE Program will return to PMHS this spring. A certified DARE instructor from the Merrimack County Sheriff's Office will provide instruction.

Also, in cooperation with the Merrimack County Sheriff's Office and Pittsfield Police Department, a bullying and vaping awareness session is scheduled for February 7 and 14, 2023.

B. Learning Studios

According to Mr. Hamilton, Learning Studios started on January 25, 2023. There are a total of twenty Learning Studios being offered.

C. Middle School After School Support

The 7 / 8 Grade Team began offering after school support on Tuesdays and Thursdays from 3:00 to 4:00. Title I funds are being used to support the program.

D. Quarter Two Progress Reports

The second quarter and first semester of the school year came to a close on January 20, 2023, according to Mr. Hamilton. Progress reports were sent out on January 31, 2023.

E. Ski and Snowboard Club

The Ski and Snowboard Club have had two outings to Gunstock and have two more sessions scheduled.

F. VLACS

Ms. Goggin asked for clarification regarding the completion of VLACS courses.

X. INTERIM SUPERINTENDENT

A. Budget Committee

Mr. Lane reported that he has spent a good deal of time working with the Budget Committee. He has attended meetings and has answered the few questions posed. He thanked the Committee for its work and collaboration.

Mr. Lane reminded the Board that the Deliberative Session is scheduled for Thursday, February 9, 2023 at 6:30.

Mr. Lane stated the Pittsfield per pupil expenditure is \$19,098, \$900 below the state average. He provided a list of thirteen communities' per pupil expenditure amount, as well as the state average to show a comparison. Mr. Lane also provided valuations for Pittsfield and surrounding school districts, a factor that plays significantly on the state average per pupil expenditure.

Ms. Goggins stated that in the past the per pupil expenditure was significantly influenced by the receipt of private and foundation grants. Mr. Hamilton reiterated that it was the high school student per pupil expenditure that was negatively influenced by the grant funds received.

B. Title I

Mr. Lane explained that he has completed a new request for the after school program through the Title I grant.

C. Title II

According to Mr. Lane, Title II grant funds are being used for professional development for paraeducators to become certified as paraeducator II. This certification makes the district eligible to use Title I funds.

D. New Hampshire School Administrators Association (NHSAA) Legislative Update

Mr. Lane stated that the NHSAA Legislative Update meeting was to be held on January 23, 2023 but canceled due to inclement weather. He distributed a handout reviewing the House and Senate bills being proposed. Mr. Lane reviewed HB542, HB654, and HB540.

E. Snow Days

Mr. Lane informed the Board that the district has had three snow days. The last scheduled day for school this year is Thursday, June 15, 2023.

F. Request to Accept Funds

Mr. Lane explained that a gift from the Diane R. Steward Revocable Trust in the amount of \$10,000 has been given to the district. The Board arrived at a consensus to hold a public hearing to accept the gift; Mr. Lane will schedule the public hearing in conjunction with the next Board meeting.

X. SCHOOL BOARD

A. Policies

The following policies were introduced for the first reading.

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

The following policies were considered for action.

- Policy CBI, Evaluation of the Superintendent - no changes
- Policy IHBA, Evaluation Requirements for Children with Specific Learning Disabilities - no changes
- Policy DKC, Expense Reimbursements - no changes
- Policy IHBH, Extended Learning Opportunities - change director of college and career readiness to guidance director;

On a motion made by Ms. Goggin and seconded by Ms. Duval, the Board voted unanimously to approve Policy IHBH as amended (Ms. Adams, yes; Mr. Cote, yes; Ms. Gauthier, yes; Ms. Goggin, yes).

XI. COMMITTEE ASSIGNMENTS

A. Budget Committee Representative

Ms. Adams stated the Budget Committee process has gone well.

B. Drake Field and Facilities - No report.

C. Negotiating Team - No report.

D. Foss Family Scholarship - No report.

XII. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, February 16, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIII. PUBLIC INPUT - None

XIV. NON-PUBLIC

At 6:43 p.m. a motion was made by Mr. Goggin and seconded by Ms. Duval to enter into a non-public session under the authority of RSA 91-A:3 (a and c) to discuss student and personnel issues. The Board was polled and voted unanimously to enter into a non-public session (Ms. Adams, yes; Mr. Cote, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

At 7:46 p.m. a motion was made by Mrs. Duval and seconded by Mrs. Gogginto exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Adams, yes; Mr. Cote, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

XV. ADJOURNMENT

A motion was made by Mr. Gauthier and seconded by Mrs. Duval to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 7:47 p.m. (Ms. Adams, yes; Mr. Cote, yes; Ms. Gauthier, yes; Ms. Goggin, yes).

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary

PITTSFIELD SCHOOL BOARD

Non-Public Session Minutes

February 2, 2023

Members Present: Sandra Adams , Vice Chairperson
Sandra Adams
Molly Goggin
Adam Cote
Adam Gauthier (via Zoom)

Motion: On a motion by Ms. Goggins and seconded by Ms. Duval, the Board voted unanimously to enter into a non-public session under the authority of RSA 91-A:3 II (a and c).

Specific Statutory Reason for Nonpublic Session: RSA 91-A:3 II (a and c) to discuss students and personnel issues.

<u>Roll call:</u> Vote to enter non public session:	Ms. Adams	yes
	Mr. Cote	yes
	Ms. Duval	yes
	Mr. Gauthier	yes
	Ms. Goggin	yes

Time Nonpublic Session Entered: 6:43 p.m.

Other Persons Present: Superintendent Bryan Lane

Description of Matters Discussed: Student and Personnel Matters

Action:

Motion by Mrs. Adams to accept the resignation of Payne Gould

2nd by Mrs. Goggin

Vote 5-0

Motion by Mrs. Adams to accept the resignation of Sarah Harkness

2nd by Mrs. Duval

Vote 5-0

Public Session Reconvened:

Motion to Adjourn: On a motion by Mr. Cote and seconded by Ms. Goggin, the Board voted unanimously to exit from a non-public session under the authority of RSA 91-A:3 II (a and c) at 7:46 p.m..

Minutes Recorded By: Bryan Lane

Pittsfield School District

To: Pittsfield School Board
From: Charlene Vary
Subject: Board Meeting – February 16, 2023
Date: February 8, 2023

INFORMATION

1. Medicaid:

OVERVIEW:

The Medicaid To Schools (MTS) program is a reimbursement program that Pittsfield historically and currently participates in. Medicaid to Schools is a benefit of the NH Medicaid state plan that offers local schools the opportunity to receive federal Medicaid dollars to offset costs for Medicaid covered services performed by qualified medical or behavioral health treatment providers in a school setting to a NH Medicaid eligible student.

Reimbursable Services

Our Speech and Language Pathologist can order for speech services and for paraprofessionals that are only needed due for communication needs; our School Psychologist can order for paraprofessional services that are for behavioral needs only (and only because she was grandfathered in to the state board licensing agreement); our Physical Therapist can order for physical therapy services; and we can only obtain orders from a medical doctor to bill for Occupational Therapy- this means that a family needs to give us permission to communicate with their child's doctor in order for us to fax an order form to them and they would need to order OT services and then fax it back to us.

Most commonly we bill for the following services: speech and language therapy, paras that are for behavior or communication, physical therapy, and occupational therapy (when there is a doctor's order). We are also limited for what paraprofessionals we can claim for billing being only those that are assigned for behavioral needs, communication needs, and life skills. We cannot bill for ANY academic support, only medical.

Reimbursement to Date

- For the school year 2022/23, July 1, 2022 - February 2, 2023, Pittsfield school District has received \$33,686.41.



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
February 16, 2022

The District will begin the hiring process for next year in the coming weeks. Recommendations from building administration will be brought to the Superintendent's attention right after the February break. A nomination list will be brought to the Board for all staff certified as teachers, nurses, library media specialists, school counselors, reading specialist, and administration. Grant funded positions and hourly employees will not be included in this list. We currently know of five positions that we will be advertising for:

Middle School Sixth Grade- Retirement
Middle School Science- Open position
PMI-IS Library Media Specialist-
Resignation High School Math- Open
position
High School Biology/Life Science- Retirement

We will begin advertising for these position in the first week of March. In an effort to seek out candidates and be proactive, I will be reaching out to the Education Departments at Keene State College, Plymouth State University, The University of New Hampshire and Southern New Hampshire University. My intentions are, with their permission, to go to these institutions and interview candidates on campus. I have done this in the past and have found a few excellent candidates that were hired early. For a senior in college to have a position prior to graduation is an attractive proposition for them. It is always my goal to have all position hired by June 1.

A big thank you to Sara Zinn and Erica Anthony for making sure that we are preparing correctly for Session I, the Deliberative session, to which was held on Thursday February 9 at 6:30 in the PMHS media center. I have provided the Board with the draft of the presentation to be given to the voters. The Budget Committee has voted to recommend the three warrant articles that contain funds to be derived from property taxes for Pittsfield residents.

Student enrollment has declined slowly since the beginning of the school year, 14 students since October. The elementary school enrollment has stayed relatively stable. In speaking with the Guidance team at PMHS, there is no specific pattern with the withdrawals. There are two students who have gone to Job Corp at the high school level. It is also not uncommon for families to decide to move at the end of a semester in January.

The District will be going through a review of our Medicaid reimbursement practices in the coming months. This is a monitoring that occurs every three years. Two years ago, the District contracted the service for Medicaid reimbursement to an outside vendor to ensure that we are in compliance with the ever changing law for this function. There are specific guidelines and documents that the DOE has specified that will need to be provided. The review will occur prior to the end of the month.



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

ENROLLMENT REPORT
February 16, 2022

	September	October	November	December	January	February
Pres School	9	10	11	11	11	11
Kindergarten	32	32	32	30	30	30
First Grade	27	28	28	28	29	29
Second Grade	41	40	40	39	39	40
Third Grade	33	32	32	31	32	33
Fourth Grade	45	45	45	46	46	46
Fifth Grade	33	32	32	32	32	32
Sixth grade	45	41	42	42	42	41
Seventh Grade	47	43	42	42	42	41
Eighth Grade	61	55	55	54	53	52
Ninth Grade	60	53	52	52	50	50
Tenth Grade	43	53	49	49	49	48
Eleventh Grade	42	37	38	38	36	34
Twelfth Grade	24	20	20	20	20	20
Total	542	521	518	514	511	507
PES	220	219	220	217	219	221
MS	153	139	139	138	137	134
HS	169	163	159	159	155	152
Total	542	521	518	514	511	507



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1

Pittsfield, New Hampshire 03263

Phone: (603) 435-5526 • Fax (603) 435-5331

Bryan Lane – Superintendent of Schools

TO: The Pittsfield School Board
FROM: Bryan Lane
DATE: 2/9/23
RE: Nomination of a fifth grade teacher

Please accept this as a nomination for Kylie DeVarney to fill the open position of a fifth grade teacher at Pittsfield Elementary School. Ms. DeVarney has Bachelor of Education degree from Salem State University in Massachusetts. She has teaching experience in Manchester at the middle school level in Social Studies and has served as a Para educator in Rochester, NH. The focus of this position in Language Arts and Social Studies. The combination of classroom experience and working with students with Special Needs brings a skill set that should bring success to our students.

Supervisors note her ability to incorporate varied learning styles for her students. Her classroom was described as fun and exciting. Her lesson plans are detailed and she is prepared for classes every day which helped to create an effective classroom. As a quote, “she truly understood the children’s social, emotional and intellectual needs.

Ms. DeVarney was interviewed at PES by Mr. Wiley, Mrs. Rohr and some of the teaching staff. There are limited candidates at this time of year and Ms. DeVarney was one of three people we spoke with. The budgeted salary for this position is \$35,688. I recommend a motion to accept the nomination of Kylie DeVarney as an elementary school teacher at Bachelor’s Step 2, an annual salary of \$36,656, a per diem rate of \$198.14 per day for the remaining school year beginning February 20, 2023.

Kylie DeVarney

Lebanon, ME 04027
kyliedevarney5_5y5@indeedemail.com
+1 781 771 4012

kdevarney22@gmail.com

I graduated in May of 2019 from Salem State University with a bachelor's degree in history and a minor in education. I also passed my teachers MTEL my freshman year. I enjoy the theater arts and I am a musician, I sing and play the guitar and piano. I have been in theater productions since I was 13 as an actor, singer and dancer. I am CPR and First Aid certified. I have worked with kids for 8 years, since I was 16 starting as a camp counselor. I have been a nanny for 3 years with children ranging from 4 months old to 14 years of age. I worked at St. Ann's home and school with troubled teenage girls and I have worked with special needs children in the past. I was working as a substitute teacher for the Triton Regional district with kids 3 to 18 until the pandemic closed the schools. I was a teacher's assistant in Westford, MA and I worked at an elementary school in Methuen as a substitute but then I filled in to help teach special education. I recently worked as a 7th grade world geography teacher in Manchester. I currently work as an aide and paraprofessional in a special education school.

Willing to relocate: Anywhere
Authorized to work in the US for any employer

Work Experience

Paraprofessional

Monarch School of New England - Rochester, NH
September 2022 to Present

Work with special education children, assigned to specific students, work in developing their skills.

7th Grade Social Studies Teacher

City of Manchester, NH - Manchester, NH
August 2021 to April 2022

I teach 7th graders how to navigate the world as geographers. what the geography of the world looks like, features of every country, and the history of different countries.

BBE- Building Based Educator

METHUEN PUBLIC SCHOOLS - Methuen, MA
September 2020 to June 2021

I filled in for any teachers but I mostly worked with Special Education and helped with hybrid and remote students.

Nanny

September 2017 to June 2020

I was a nanny for almost 3 years for many different families in Massachusetts. I worked with 4 month olds to 14 year olds. I changed and fed the younger ones. I helped the older ones with homework, played games, and prepared meals for them.

Substitute Teacher

Triton Regional district - Rowley, MA
September 2019 to April 2020

I take over classes when the teachers are out.

Server

Benchmark Senior Living - Woburn, MA
June 2017 to August 2017

Took orders, cleaned dining room, made ice cream sundaes for residents.

Hostess

Bickford's Family Restaurants - Woburn, MA
June 2016 to August 2016

Summer position as a hostess

Assisted diners with obtaining food from buffet/serving table as needed.

Assigned patrons to tables suitable for their needs and according to rotation.

Assisted in maintaining preparation and service areas in a sanitary condition

After School Teacher

Memorial Elementary - Burlington, MA
January 2015 to June 2015

I worked with elementary aged kids. I interacted with the kids, helped them with homework, and played games with them.

Waitress

Clambake Restaurant - Scarborough, ME
May 2014 to August 2014

I took orders, cleaned tables, scooped ice cream.

Summer Camp Counselor

Summer's Edge Day Camp & Tennis School - Lexington, MA
June 2013 to June 2013

Worked as a summer camp counselor.

Education**Bachelor's in History/Education**

Salem State University - Salem, MA
September 2015 to May 2019

High school or equivalent

Burlington High School - Burlington, MA
September 2011 to June 2015

Skills

- ENERGETIC (Less than 1 year)



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1

Pittsfield, New Hampshire 03263

Phone: (603) 435-5526 • Fax (603) 435-5331

Bryan Lane – Superintendent of Schools

TO: The Pittsfield School Board
FROM: Bryan Lane
DATE: 2/9/23
RE: Nomination of a Special Education Teacher

Please accept this as a nomination for Victoria Sandin to fill the open position of Special Education teacher at Pittsfield Elementary School. Ms. Sandin has Bachelor's Degree from Plymouth State University and additional course work from NHTI, The University of Illinois and Hesser College and is certified as a Special Education teacher and Elementary School teacher grades K-8. She has 10 years of teaching experience including experiences in Rochester, Pembroke, and Dover. She currently is finishing up a long-term substitute position in New Durham.

She has had experiences not only teaching in the regular education classroom but in Special Education as well. She has good experience in writing and implementing IEP's. Her supervisor at the New Durham School characterizes her as a hard worker who spends time beyond the school day to ensure that students are getting what they need. She has collaborated well with the school counselor, administration and para educators.

Ms. Sandin was interviewed by Mr. Wiley, Mrs. Rohr and Mrs. Vary. We have been struggling to find a qualified person to fill this position and to find a certified teacher at this time of year is unusual. The budgeted salary for this position is \$39,138. I recommend a motion to accept the nomination of Victoria Sandin at Bachelors step 11+30, an annual salary of \$47,120, a per diem rate of \$254.70 for the remaining school year to begin no later than February 20.

Victoria M. Sandin
27 New London Drive
Center Barnstead, NH 03225
Cell (603) 340- 3848 email: vsandin1024@gmail.com

TEACHING EXPERIENCE

First Grade Teacher- Long Term Substitute

Dec 2021 - June 2022

New Durham School

- Develop curriculum and provide instruction to students of varying ability and readiness levels to allow each to grasp concepts and excel at their own pace.
- Followed evidence based - best practices as supported by Science of Reading and Math instruction.
- Utilize creative lesson plans including crafts, technology integration, manipulatives to ensure learning is accessible and fun

Math Teacher

2016-2017

PACE Career Academy, Allenstown, NH

- teach various levels of Math Classes including Algebra I and Personal Finance. Differentiate instruction to allow all students to exhibit success based on their personal background, level and skill set.

Special Services Case Manager & Mathematics Teacher

Dover High School, Dover NH

2011-2013

Winnacunnet School District, Hampton, NH

2009-2011

- Teach various levels of Math Classes including Life Skills Algebra. Differentiated instruction to allow all students to exhibit success based on their personal background level and skill set.
- Coordinate students' educational programs to ensure compliance with educational needs and Special Education laws and regulations.
- Write and monitor student IEPs, update parents on student progress, coach students on maintaining progress
- Provide remedial and supportive instruction to identified and non-identified students in a variety of educational settings.
- Provide continual support to students dealing with difficult home and life situations allowing them to progress in meeting their academic goals.

Special Education Teaching Practicum

Auburn Village School, Auburn, NH

January 2009 – April 2009

- Implement accommodations and modifications consistent with student IEPs
- Provide interventions necessary to remediate math and reading skills in both inclusionary and resource room settings for students in Grade 1 through 5.

8th Grade Math and Algebra Teacher

Three Rivers School, Pembroke NH

2006 -2007

- Design and implement lesson plans for Algebra and Pre-Algebra classes.
- Offer differentiated instruction to students of varying ability and readiness levels which allows them to grasp concepts at their own pace.

Math & Reading Teacher

Rochester Middle School, Rochester NH

Chamberlain Street School, Rochester, NH

2002 - 2006

- Provide differentiated instruction necessary for all students to exhibit growth in mathematics and reading regardless of their previous success level.
- Implement standards based math programs (Mathscape & Everyday Math) and participate in a study group designed to monitor overall progress of the program.
- Monitor student success as measured against NWEA testing standards.

CREDENTIALS

State of NH, Experienced Educator Certificate

Endorsements - 1811 Elementary Education K-8 & 1900 General Special Education

Highly Qualified Elementary Content Praxis Score 191/200 (2008)

Highly Qualified Middle School Mathematics Praxis Score 178/200 (2004) and Secondary completion of 30 college level courses in Mathematics & Reading Instruction

EDUCATION

Plymouth State College Plymouth, NH

2000 to 2002

Bachelor of Science Childhood Studies, Teacher Cert. Option K-8

NCATE Accredited Program

Graduated *Magna Cum Laude* GPA 3.70

Plymouth State University Plymouth, NH

2005-2007

Masters of Education, Curriculum & Instruction - 31 credits earned

University of Illinois

2008

Calculus I Graduate Course

New Hampshire Technical Institute

Special Education Certification Program

2007 to 2009

Hesser College, Manchester, NH

1984 to 1986

Associate of Science Accounting

EBCB

Pittsfield School District

FIRE DRILLS

Fire drills will be scheduled by the dean of operations. Fire drills should be conducted at least once per month while school is in session. Exceptions to the frequency of such drills may be granted pursuant to state law.

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The dean of instruction is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

Reading:	October 15, 2009
Adopted:	November 5, 2009
Amended:	February 13, 2014
Reviewed:	March 15, 2018

Pittsfield School District

FISCAL ACCOUNTING AND REPORTING

The District's accounting system will be in conformance with the New Hampshire Accounting Handbook published by the State Department of Education. An adequate system of encumbrance accounting will be maintained.

The Board shall receive financial reports and statements on a quarterly basis showing the financial condition of the School District. These statements/reports shall contain estimates to project cost for the full year including actual encumbered expenses. The School Board may ask for a statement or report at any time.

Reading: August 20, 2009
Adopted: September 3, 2009
Reviewed: February 1, 2018

JFABB

Pittsfield School District

FOREIGN EXCHANGE STUDENTS

Purpose. In order to promote cultural awareness and understanding and to provide diverse experiences to district students, the Board shall admit foreign exchange students into the schools of the district.

Authority. The Board shall accept foreign exchange students who meet the established guidelines for admission to district schools.

The Board may accept foreign exchange students on a J-1 Visa who reside within the district as participants in group-sponsored exchange programs approved by the Board. The Board may waive tuition for these exchange students.

The Board shall accept privately sponsored exchange students on a F-1 Visa for attendance in secondary schools upon payment of tuition at the established district rate; tuition payments may not be waived. The period of attendance shall not exceed twelve months.

The Board reserves the right to limit the number of foreign exchange students admitted to the schools.

Delegation of Responsibility. Individuals wishing to host a foreign exchange student must submit the student's and their name, address, and telephone number to the director of college and career readiness.

The superintendent or designee shall be responsible for determining the visa status and eligibility of foreign exchange students applying for admission to district schools.

Foreign exchange students shall comply with all immunization requirements for students. Once admitted, all exchange students shall be subject to all district policies and regulations governing students.

Proposed: June 1, 1995
Adopted: June 15, 1995
Reading: September 8, 2011
Revised: September 22, 2011
Reviewed: January 8, 2015
Reviewed: November 15, 2018

Pittsfield School District

FRAUD PREVENTION AND FISCAL MANAGEMENT

Authority

The Board expects all Board members, district employees, volunteers, consultants, vendors, contractors, and other parties that maintain a relationship with the school district to act with integrity, due diligence, and in accordance with law in their duties involving the district's resources. The Board is entrusted with public funds, and no one connected with the district shall do anything to erode that trust.

Definitions

Fraud, financial improprieties, or irregularities include but are not limited to:

1. Forgery or unauthorized alteration of any document or account belonging to the district;
2. Forgery or unauthorized alteration of a check, bank draft, or other financial document;
3. Misappropriation of funds, securities, supplies, or other assets;
4. Impropriety in handling money or reporting financial transactions;
5. Profiteering because of insider information of district information or activities;
6. Disclosure of confidential and/or proprietary information to outside parties;
7. Acceptance or seeking of anything of material value, other than items used in the normal course of advertising, from contractors, vendors, or persons providing services to the district;
8. Destruction, removal, or inappropriate use of district records, furniture, fixtures, or equipment;
9. Failure to provide financial records to authorized state or local entities;
10. Failure to cooperate fully with any financial auditors, investigators, or law enforcement;
11. Other dishonest or fraudulent acts involving district monies or resources.

Delegation of Responsibility

The financial manager or designee shall be responsible to develop and implement internal controls designed to prevent and detect fraud, financial impropriety, or fiscal irregularities within the district, subject to review and approval by the Board.

The financial manager shall be responsible for maintaining a sound system of internal controls that is designed to identify potential risks, evaluate the nature and extent of those risks, and manage them effectively.

District administrators are responsible to be alert to an indication of fraud, financial impropriety, or irregularity within their areas of responsibility.

The superintendent shall recommend to the Board for its approval completion of a forensic audit when it is deemed necessary and beneficial to the district.

The superintendent shall ensure that appropriate authorities are notified, pursuant to state law, when cases of fraud, embezzlement, or theft have been identified.

Guidelines

○ Reporting

An employee who suspects fraud, impropriety, or irregularity shall immediately report his/her suspicions to the Superintendent. If the report involves the superintendent, the employee shall report his/her suspicions to the School Board Chairperson. Employees who bring forth a legitimate concern or suspicion about a potential impropriety shall not be retaliated against. Those who do retaliate against such an employee shall be subject to disciplinary action.

○ Investigation

The Superintendent shall have primary responsibility for conducting necessary investigations of reported fraudulent activity.

Based on his/her judgment, the superintendent shall coordinate investigative efforts with the district auditor, insurance agent, external agencies, and law enforcement officials, if applicable.

If the superintendent is involved in the complaint, the School Board Chairperson is authorized to engage the district's legal counsel or alternate legal counsel to initiate investigation of the complaint and coordinate the investigative efforts with individuals and agencies he/she deems appropriate.

Records shall be maintained for use in an investigation.

Individuals found to have altered or destroyed records shall be subject to disciplinary action. If an investigation substantiates the occurrence of a fraudulent activity, the superintendent shall present a report to the Board and appropriate personnel.

The Board shall determine the final disposition of the matter, if a criminal complaint will be filed, and if the matter will be referred to the appropriate law enforcement and/or regulatory agency for independent investigation.

- Confidentiality

The superintendent shall investigate reports of fraudulent activity in a manner that protects the confidentiality of the individuals and facts. All employees involved in the investigation are required to maintain confidentiality regarding all information about the matter during the investigation. Results of an investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate right to know, until the results are made public.

- Prevention

In order to prevent fraud, the Board directs that a system of internal controls be followed that include but are not limited to the following:

- a. Segregation of Duties. Where possible, more than one person will be involved in pieces of financial transactions. No one person shall be responsible for an entire financial transaction.
- b. Payments. Payments shall be made only by checks. No cash transactions shall be permitted. Check signers shall be approved annually by the Board and will consist of persons not involved in the transaction.
- c. Bank Reconciliations. Bank statements and cancelled checks shall be reconciled by the school district treasurer, who is not involved in check processing.
- d. Access to Checks. Physical and electronic access to school district checks and accounts shall be limited to those employees with designated business functions.
- e. Capital Assets. The business office shall maintain updated lists of district capital assets.
- f. Training. Administrators shall be responsible for ensuring that employees under their supervision receive training regarding fraud prevention.

Reading: September 3, 2009

Adopted: September 17, 2009
Amended: February 1, 2018

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.

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

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