



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, March 16, 2023

PMHS Media Center

Pittsfield Middle High School

meet.google.com/ekb-odkn-dej

1. CALL TO ORDER – BRYAN LANE, SUPERINTENDENT OF SCHOOLS

RECOMMEND MOTION TO ENTER NON-PUBLIC SESSION, RSA 91-A:3-c

2. PLEDGE OF ALLEGIANCE 6:00 p.m.

3. NOMINATION/ELECTION OF BOARD CHAIR

4. NOMINATION/ELECTION OF VICE CHAIR

RECESS

PUBLIC HEARING TO ACCEPT UNANTICIPATED FUNDS RSA 198:20-b

RETURN TO SESSION

5. ACTION ON AMENDED AGENDA

6. APPROVAL OF MINUTES FROM

February 16, 2023

7. PUBLIC INPUT

8. STUDENT REPRESENTATIVE

9. PES PRINCIPAL

- a. PES Statistics
- b. In the Spirit of Reading
- c. Building Project
- d. Kindergarten Registration
- e. Incidents

10. PMHS PRINCIPAL

- a. Behavior Report
- b. Class of 2023
- c. NEASC Accreditation Visit
- d. New Hampshire State Assessments
- e. Program of Studies

11. DIRECTOR OF STUDENT SERVICES

- a. MTSS

12. SUPERINTENDENT OF SCHOOLS

- a. PES Principal Search
- b. Hiring for 2023-2024
- c. Legislative Update
- d. Public Hearing Notice Posting
- e. Annual Report

13. SCHOOL BOARD

Information & Discussion

- Policy Review – First Reading:
 - EFC, Free and Reduced-Price Lunch
 - DD, Funding Proposals and Applications
 - IKF, Graduation Requirements
 - JICFA, Hazing

Action Items

- Policy Review – Second Reading:
 - EBCB, Fire Drills
 - DI, Fiscal Accounting and Reporting
 - JFABB, Foreign Exchange Students
 - DIH, Fraud Prevention and Fiscal Management
- Policy Review – Third Reading:
 - GCCBC, Family and Medical Leave

14. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE -
DRAKE FIELD & FACILITIES -
NEGOTIATIONS -
FOSS FAMILY SCHOLARSHIP -

15. PLAN AGENDA FOR NEXT MEETING

16. PUBLIC INPUT

17. ADJOURNMENT

DRAFT MINUTES BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
February 16, 2023
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Molly Goggin
Sarah Duval (Entered non-public session at 6:15 p.m.)

Others Present: Bryan Lane, Superintendent
Charlene Vary, Directory of Student Services
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Assistant 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:

- Non-Public (Mr. Lane)
- 2023-24 School District Calendar (Mr. Lane)
- Drake Field Facility Request (Mr. Hamilton)

IV. ACTION ON AMENDED AGENDA

On a motion made by Ms. Adams and seconded by Ms. Goggin, Mr. Gauthier, yes, Ms. Adams, yes, 3-0, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The public minutes of the February 2, 2023 meeting were considered.

Changes include: on page 2, VII, correct spelling of Annelissa; page 3, correct renumeration, B, change to "New Learning Studios"; page 6, XV, correct Mr. Gauthier, update meeting end time to 8:47 p.m.; document wide correction of Ms. Goggin's name.

On a motion made by Ms. Adams and seconded by Ms. Goggin, Mr. Gauthier, 3-0, the Board unanimously approved the amended minutes.

The non-public minutes of the February 2, 2023 meeting were considered.

Changes include: Update members present of Sandra Adams double entry to Sarah Duval; correct spelling of Ms. Goggin's name; correct end time to 8:46 p.m..

On a motion made by Ms. Adams and seconded by Ms. Goggin, Mr. Gauthier, 3-0, the Board unanimously approved the amended minutes.

VI. PUBLIC INPUT

No public input at this time.

VII. STUDENT REPRESENTATIVE

Mr. Hamilton presented for the Student Representative. Mr. Hamilton informed the Board that the Site Council subcommittee has been working on the dress code.

VIII. DIRECTOR OF STUDENT SERVICES

A. MEDICAID

Ms. Vary provided the Board with an overview of the Medicaid program and reimbursements as they relate to the different types of services provided.

IX. SUPERINTENDENT

- A. Mr. Lane provided the Board with a staffing and hiring update. Mr. Lane has reached out to the various colleges within the NH College System to make appointments to visit their campuses and meet with the students that are set to graduate with education degrees.

Ms. Adams inquired as to what the deadline was to have contracts issued to our teachers.

Mr. Lane informed Ms. Adams that April 1 is the requirement.

- B. Environmental Impact Committee - Mr. Lane informed the Board that he is looking to form an environmental committee at the middle high school.

- C. Enrollment - Mr. Lane presented the enrollment numbers for the month of February.
- D. Medicaid Reimbursement - Mr. Lane explained the details of the Medicaid reimbursement practices and how they relate back to Ms. Vary's board report.
- E. School Calendar – Mr. Lane requested the Board review the draft district calendar for the 2023-24 school year. Mr. Lane asked the Board to make a determination on Veteran's Day.

X. SCHOOL BOARD

A. Policies – First Reading

- i. EBCB, Fire Drills
- ii. DI, Fiscal Accounting and Reporting
- iii. JFABB, Foreign Exchange Students
- iv. DIH, Fraud Prevention and Fiscal Management

B. Policies – Second Reading

- i. KED, Facilities or Services – Grievance Procedure (Section 504), changes include: dean of operations to administration, on a motion made by Ms. Goggin, and seconded by Mr. Gauthier, the changes were approved, 5-0.
- ii. KB, Family and Community Engagement, accepted as written.
- iii. GCCBC, Family and Medical Leave, table review until next meeting for further clarification on verbiage relating to spouses and domestic partners.
- iv. IJOA, Field Trips and Excursions, changes include dean of operations to principal, on a motion made by Mr. Gauthier, and seconded by Ms. Goggin, the changes were approved, 5-0.

C. Teacher Nomination – Kylie DeVarney

Mr. Lane nominated Kylie DeVarney for the position of fifth grade classroom teacher, at BA - Step 2, beginning on Monday, February 20, 2023.

Mr. Adams motioned and seconded by Ms. Goggin. 3-0.

D. Mr. Hamilton addressed the Board with a Drake Field Facility Request from the Suncook Valley Rotary Club to hold the annual Balloon Rally.

Mr. Gauthier made a motion approve the Drake Field Facility Usage Request for August 2-9th, 2023, seconded by Ms. Goggin, the request was approved 3-0.

XI. COMMITTEE ASSIGNMENTS

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

XIII. NEXT MEETING

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

XIV. PUBLIC INPUT

Dan Schroth addressed the Board regarding the Environmental Committee that Mr. Lane would like to see formed. Mr. Schroth would like to see the committee include students as well.

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

At 6:08 p.m. a motion was made by Mr. Lane, seconded by Mr. Cote to enter into a non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to enter into a non-public session. (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Mr. Cote, yes).

Non-public to discuss personnel matters.

At 8:20 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Adams to exit the non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to exit into a non-public session. (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Mr. Cote, yes).

XVI. 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 8:22 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

Pittsfield School District

To Pittsfield School Board
From PES Administration, Michael Wiley
Subject: Board Report
Date: March 16th, 2023

INFORMATION:

PES Statistics

| Enrollment | | | | |
|--------------|------------|-------------|-------------|------------|
| September 22 | October 22 | November 22 | December 22 | January 23 |
| 220 | 218 | 218 | 216 | 217 |
| February 23 | March 23 | April 23 | May 23 | June 23 |
| 221 | | | | |

- In the Spirit of Reading:** PES celebrated Read Across America week with spirit from Monday, February 20th - Friday, February 24th. We held a mystery reader day where any staff member could read during a designated class time. Jerrica Smith, the Kindergarten Special Ed teacher, read to first graders. Mr. Wiley read to two of the Fourth-grade classrooms. Third Grade teacher Ms. Lavoy invited her father to visit and read to her students. We ended the week with a whole school read-in during pajama day. All students and staff came to the main hallway to read together. Fifth-grade students and Kindergarten students read together. Every student received a Kohl's Cares Snoopy(Stuffed Animal), donated to PES by the Principal's mom. PES and PMHS coordinated buddy groups with the ninth-grade advisories.
- Building Project:** During February break the Ventilation System upgrades began. Contractors were in the building adding insulation to ductwork that will remain in place. The building's HVAC system is original to the school and difficult to service. The proposed improvement will include new HVAC rooftop units and interior units that include: required ceiling tiles, demolition, electrical, controls, and ductwork. Included is a schedule of work that will be conducted and completed before the new school year.
- Kindergarten Registration:** We have scheduled Kindergarten Registration for Wednesday, April 5th from 2:00-6:00 PM. We will be sending out emails and fliers to parents. We will also put an ad in the Pittsfield post. Pam is contacting the town hall to check the registry.

4. Incidents

| Monthly Incidents | | | | |
|-------------------|------------|-------------|-------------|------------|
| September 22 | October 22 | November 22 | December 22 | January 23 |
| 111 | 85 | 66 | 29 | 38 |
| February 23 | March 23 | April 23 | May 23 | June 23 |
| 53 | | | | |

| Grade Level | # of Incidents | Location | # of Incidents |
|--------------|----------------|------------|----------------|
| Kindergarten | 6 | Bus | 17 |
| 1st Grade | 8 | Classroom | 18 |
| 2nd Grade | 10 | Gym | 2 |
| 3rd Grade | 5 | Hallway | 2 |
| 4th Grade | 16 | Library | 2 |
| 5th Grade | 8 | Music | 2 |
| Total | 53 | Playground | 10 |
| | | Total | 53 |

| Infractions | # of | Outcomes | # of I |
|---------------------------------------|------|-------------------------------------|--------|
| Abusive and/or Inappropriate Language | 3 | Administrative Conference w/student | 2 |
| Defiance/Non-Compliance | 6 | Bus Suspension | 5 |
| Disrespectful Behavior | 2 | In School Suspension | 3 |
| Disruptive Behavior | 3 | Loss of Privilege | 1 |
| Inappropriate Displays of Affection | 1 | Other | 7 |
| Other | 12 | Out of School Suspension | 1 |
| Physical Aggression | 26 | Parent Contact | 19 |
| Total | 53 | Teacher Conference w/student | 15 |
| | | Total | 53 |

In The Spirit of Reading February 20th - February 24th



Ventilation Project during February Break.
BEFORE



AFTER







200381 Pittsfield Elementary School Project Schedule

Start Date 12/5/2022

October 2021

February 2022

May 2022

October 2022

December 2022

February 2023

Assigned to:

29

10

23

18

5

20

26

20

Friday, 10/29/21 - 8:30 AM - HVAC site walk through mechanical /structural engineers

Thursday, Friday, 2/10/22 - 1 2/18/22 - PM - HVAC 9:30 AM Conceptual - Bidders Eligibility for HVAC- Approval of ESSER Electric Bills

Monday, 5/23/22 - 11:00 AM - Ventilation Survey Mtg.

Tuesday, 2/18/22 - 10:00 AM - Pittsfield Boiler Project update - propane tank replacement (Project Mgr. Tucker)

Bid Process, vendor interviews - STATUS - IN PROGRESS

December 26- February 20 - Subcontract completions and spec. sheet- STATUS - IN PROGRESS

Assigned to:

27

3

24

28

May 2023

June 2023

July 2023

August 2023

February 27-March 3 - Insulate AHU1 and AHU2, main supply and return - STATUS - IN PROGRESS

Demo boilers and domestic hot water heater. Remove Oil Tank (install (4) 1000 gallon propane tanks?) - STATUS - NOT STARTED

New Boiler install, electrical - STATUS - NOT STARTED

Demo - AHU1, AHU2, Relocate exhaust fans 9 & 10, Ceiling TBD. Relocate sewer vents - STATUS - NOT STARTED

July - Cut & Patch roof. New curb for AHU1, AHU2. New curb for toilet exhaust fans 9 & 10. New patch cap for sewer vents. New patch caps for gas boilers. Demo ceiling areas for new duct work. Loam and Seed around tank farm. Install new AHU1, AHU2. Relocate controls for AHU1, AHU2. Exhaust Fan 9 & 10. STATUS - NOT STARTED

August 7-14 - HVAC start up. Boiler start up - Punchlist items complete STATUS - NOT STARTED

8/21-8/25 - Teacher in-service days

8/28-8/31 - First week of school with students

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton & Melissa Brown, PMHS Administration
Subject: Board Meeting – March 16, 2023
Date: March 7, 2023

INFORMATION

1. **Behavior Report.** The following is a summary of student referral data from the start of the second quarter (November 7) to date (March 7) to give you a sense of the common behavior incidents, the frequency of these incidents, and the actions taken:
 - The most common referrals are for unexcused absences (50%), disruption, disrespect, or defiance (28%), and non-compliance (10%). The total number of referrals and percentage of most common referrals is comparable to the first quarter of the school year.
 - The majority of referrals continue to result in an administrative conference or detention. There have been a total of 27 in-school suspensions (most commonly for skipping detention) and 10 out-of-school suspensions. The number of out-of-school suspensions have dropped by 37.5% in comparison to the first quarter.
 - Out-of-school suspensions have been issued for vaping or possession of a vape (3), unwanted physical contact (1), possession of a weapon (1), physical assault (1), verbal aggression (1), fighting (1), and non-compliance and inappropriate language (1).
2. **Class of 2023.** The guidance team is working closely with advisers, teachers, and school administration to monitor the graduation status of our seniors. The following is a breakdown of the status of the Class of 2023:
 - 29 total students
 - 1 student is preparing to take the HiSET
 - 3 students are planning to return for a fifth year
 - 6 students are being actively monitored due to credits or course standing; each student has a plan in place to graduate in June
 - 19 students are on track to graduate in June
 - 86.2% graduation rate (25/29 students in the cohort are expected to graduate)
3. **NEASC Accreditation Visit.** We are in the final stages of preparing for our decennial accreditation visit with the New England Association of Schools and Colleges (NEASC). I have enclosed a copy of my annual report to provide context for the visit. I recently met the chairperson of the visiting team to prepare for the March 26-29 visit. The primary purposes of the visiting team are to observe teaching and learning, to meet with school community members (students, teachers, and school and district level administration), to validate the findings of our self-reflection, and to review our progress since the Collaborative Conference. A full report of the accreditation visit will be made available to the Pittsfield community in the late spring.

4. New Hampshire State Assessments. All New Hampshire public and charter schools are required by state law (RSA 193-C) and federal accountability laws to assess students using a standardized assessment each year. New Hampshire utilizes the New Hampshire Statewide Assessment System (NH SAS) to annually assess students in grades 3-8 in English Language Arts (ELA) and mathematics; eighth and eleventh graders also participate in the NH SAS science assessment. The SAT is administered to assess eleventh graders in ELA and mathematics. The SAT will be administered during the school day on March 22 and our NH SAS testing window is May 9-18. More information regarding the state assessments is included in the enclosed letter to families.
5. Program of Studies. Each year the Guidance Department publishes a Program of Studies to assist students and families with high school course planning and selection. The 2023-2024 Program of Studies will be available for your review prior to the Board meeting. Below is a brief summary of what the Program of Studies includes:
 - Graduation requirements and diploma types
 - Course sequences for those planning to attend the Concord Regional Technical Center, two-year colleges, and four-year colleges and universities
 - Course descriptions and competencies for all PMHS courses
 - Concord Regional Technical Center course descriptions
 - Online learning course information

There are no major changes to report to the Program of Studies. We are offering two new science electives next year – Electricity and Introduction to Engineering. We are also proud to announce we are offering five Running Start (dual enrollment courses) next year. Students will have the opportunity to take College Algebra, Calculus, English 12 Composition, English 12 Introduction to Literature, and Psychology for high school and college credit.

REPORT OF THE PMHS PRINCIPAL

To the Citizens of the Pittsfield School District,

Pittsfield Middle High School (PMHS) is preparing for its Decennial Accreditation visit through the New England Association of Schools and Colleges (NEASC) in March 2023. PMHS has been continually accredited by NEASC since 1955, and is committed to maintaining its accreditation. Accreditation is not a single event, but rather an ongoing, voluntary cycle of comprehensive internal and external assessments, short and long term strategic planning, and periodic reporting sustained by professional partnership and support. Member schools must periodically demonstrate continued alignment with NEASC standards in order to maintain their accreditation and membership with NEASC. The key components of the process are:

- A comprehensive self-reflection (completed in 2019)
- A Collaborative Conference with a small team of external educators (completed in the Spring of 2021)
- The development and implementation of a school growth plan to address identified priority areas (completed in the Spring of 2021)
- A reflective summary report completed by the school (completed in February 2023)
- A Decennial Accreditation visit (scheduled for March 26-29, 2023)

The visiting team of external educators at our Collaborative Conference made nine commendations, two recommendations, and supported our four priority areas. The identified priority areas were: 1) the development of a school logic model and work plan; 2) the development and implementation of a Vision of the Learner; 3) the completion of our curriculum articulation; and 4) the development of a short and long term Capital Improvement Plan.

Over the 2021-2022 and 2022-2023 school years, PMHS has made progress in each of the identified priority areas. We expect to have created our logic model and work plan by June of 2023. We developed a district-wide Vision of the Learner and we are in the pilot stages of implementation. More than 95% of courses have the necessary curriculum documentation in place and our Superintendent of Schools presented short and long term capital improvement goals to the Pittsfield School Board and Budget Committee in November of 2022.

The March 2023 Decennial Accreditation visit will be an opportunity for a visiting team to observe teaching and learning, meet with members of the community (students, parents, staff, and School Board members), and to validate the findings of our self-reflection. A full report of the accreditation visit will be made available to the Pittsfield community in the late spring.

Respectfully submitted,

Derek Hamilton
PMHS Principal
Pittsfield School District



Pittsfield Middle High School
23 Oneida Street
Pittsfield, N.H. 03263
Tel. (603) 435-6701 Fax: (603) 435-7087

March 6, 2023

Dear PMHS Families,

All New Hampshire public and charter schools are required by state law (RSA 193-C) and federal accountability laws to assess students using a standardized assessment each year. New Hampshire utilizes several assessments to comply with these requirements. Statewide assessments are an important part of a student's core educational program. Statewide assessments provide:

- An evaluation of student mastery of content and skills in core academic areas
- Serve as one tool for measuring the degree to which students are on track to graduate high school and be college and career ready
- Help inform future instruction in the classroom

Along with student work on classroom assignments, projects, essays, and local formative and summative assessments, statewide summative assessment results provide teachers and parents with important information about where students are on their path toward academic success. They also provide information on how to best support learning recovery. Below are the required assessments that PMHS students will be participating in this spring:

| Assessment | Grades | Content | Assessment Date(s) |
|------------------------------------|--------|---------------------------------------|--------------------|
| New Hampshire Statewide Assessment | 6-8 | English Language Arts and Mathematics | May 8-19, 2023 |
| New Hampshire Statewide Assessment | 8, 11 | Science | May 8-19, 2023 |
| Digital SAT with Essay | 11 | English Language Arts and Mathematics | March 22, 2023 |

Parents are allowed to exempt their child from participation in the statewide assessments (permitted in RSA 193-C:6). Parents must complete and submit an opt-out at least one week in advance of the assessment. To obtain an opt out form, please contact Casey Donini at cdonini@pittsfieldnhschools.org or by calling 435-6701. Please understand that if you choose to exempt your student from the assessment, no scores or summary of individual student performance, based on the statewide assessment, will be provided for your student. This non-participation will result in a zero for participation in federal accountability for the school/district.

Student results for the NH SAS are generally available immediately upon the student completing the test. Parents will now be able to view NH SAS student results through the Family Portal. Parents can access the Family Portal by visiting [New Hampshire's Assessment Portal](#). Parents can also reach out

to Casey Donini at PMHS to receive a paper copy of your student's Individual Score Report (ISR). SAT results will be available in May and June. Students can access their scores with a [College Board student account](#).

If you have any questions regarding the NH SAS or SAT assessments, please feel free to contact me at dhamilton@pittsfieldnhschools.org or by calling 435-6701 x1104.

Sincerely,

Derek Hamilton
Principal
Pittsfield Middle High School

Pittsfield School District

To: Pittsfield School Board

From: Charlene Vary, Director of Student Services

Subject: Board Meeting – March 16, 2023

Date: March 9, 2023

INFORMATION

MTSS

MTSS, Multi-Tiered System of Supports, is a school-wide framework that anticipates barriers to learning. It encourages the creative and systematic leveraging of resources to meet the individual needs of the whole child. And it aims to ensure equitable access and success for all students.

A group of regular and special education teachers along with administrators went to a two-day workshop to gain knowledge on how to understand and implement the framework to support all students. We understand the importance of using our teams more effectively, schedule our learning time with students more efficiently, and identify ways to analyze, collect, and use data. Understanding there is a direct correlation between social/emotional functioning, behaviors, and academic performance.

MTSS framework is

- considerate of the whole-child (academic, social-emotional, and behavioral perspectives)
- positive and proactive.
- supportive of educators as well as students.
- a research-based, school-wide system to improve learning.

Using this multi-tiered system of support, we will improve social-emotional learning, behaviors, and academics through skill building, explicit instruction, instructional & environmental modifications, and progress monitoring.

I would like to give a thank you to Jerrica Smith, Nicole Davis, Maryann McNeil, MaryBeth Burgess, and Mike Wiley for participating in the two-day workshop. I'm excited to bring our knowledge back to Pittsfield to strengthen our current teams, tighten our learning schedule, and dive deeper into our data collection.



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

March 16, 2023

The District has begun the hiring process for the Principal position at Pittsfield Elementary School. As of the writing of this report, we have eight applicants. Resumes will be reviewed to determine the qualifications of the candidates to be brought forward to be interviewed. I have been forming committees to interview candidates. There will be a parent committee, a staff committee and a student committee. Candidates will rotate through a series of committees over the time they are with us. I have also asked both staff and parents to give feedback on the skill set they feel the successful candidate should possess. By gathering this information, we can formulate questions to meet the needs of the community. A scoring rubric will be created and candidates will be chosen to move forward in the process in accordance with their evaluation of those who interview them. Interviews will be scheduled for Monday, March 20. The candidates who score the highest will be interviewed by the administration and finalist candidate will be brought to the school board April 6.

The Administration will be forming a nomination list for the School Board to consider for the April 6th meeting. This list will comprise the staff that we will be recommending to return in the fall. Those staff people who have made their intentions known not to return will not be on the list and we will have a better idea of the open positions for next year at that time. The positions we know to be open include:

- PES Principal
- MS Science
- HS Math
- Sixth Grade Teacher
- HS Biology/Life Science Teacher
- PMHS Library Media Specialist
- Elementary Special Education Teacher

There has been some important legislation being proposed in Concord over the past week. This includes a parent bill of rights, a student bill of rights, as well as a proposal to allow the DOE to have subpoena power when doing investigations of teacher misconduct. These are serious issues, if the Board wants additional information, I will look into any issue you are interested in.

The Public Hearing to be held on March 16 was posted throughout facilities in the Town on in the Concord Monitor on March 9 to meet the requirements of posting seven days in advance in a newspaper. A copy of the online posting is included in this report.

Copies of the Annual report were distributed with some of the print being faint and hard to read. This was due to the use of scanned documents. Documents were reprinted and distributed to replace the ones that were difficult to read. The website has been updated as well.

Public or Legal, these notices are presented in an easy to find and read manner. In case you hadn't noticed.

PUBLIC NOTICE NOTICE OF PUBLI...

PUBLIC NOTICE NOTICE OF PUBLIC HEARING The Pittsfield School District will hold a public meeting to accept unanticipated funds on Thursday, March 16 at 5:30 p.m. in the Pittsfield Middle High School. March 9, 2023

PUBLIC NOTICE Town of Bow Zon...

PUBLIC NOTICE Town of Bow Zoning Board of Adjustment March 21, 2023 7:00 PM Meeting Room C, 10 Grandview Road, Bow, NH PUBLIC HEARING: Case #105-23V: Justin Stephens - Request for a Variance to minimum lot frontage set in Article 6.02 and related Article 6.07 of the Bow Zoning Ordinance to allow development of a lot in the Residential (R) Zone with 50' of

PUBLIC NOTICE Granite VNA wil...

PUBLIC NOTICE Granite VNA will hold its Annual Meeting on Tuesday, April 11, 2023 at 4:30 p.m. at the Concord Country Club in Concord March 9, 2023

PUBLIC NOTICE Town of Webster...

PUBLIC NOTICE Town of Webster Public Hearing The Webster Planning Board will hold a Public Hearing pursuant to RSA 231:158 Effect of Designation as Scenic Roads, at 6:30pm on Thursday Mach 16, 2023 at 945 Battle Street, Webster, NH 03303 in the Grange Hall. The hearing is being held to hear any public comments relative to a proposal by Unitol to trim and remove trees and brush

Pittsfield School District

FREE AND REDUCED-PRICE LUNCH

In accordance with federal regulations, the District shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced-priced lunches through the School Lunch Program in each school.

The dean of operations is responsible for making information about free and reduced-price lunches and application forms available to parents and guardians.

Parents who believe their children are eligible may contact the dean of operations and a determination will be made relative to their eligibility. Parents may appeal a negative determination to the superintendent and the School Board.

Reading: February 18, 2010
Adopted: April 22, 2010
Amended: April 10, 2014
Reviewed: April 19, 2018

DD

Pittsfield School District

FUNDING PROPOSALS AND APPLICATIONS

The Superintendent will inform the Board of all possible sources of state, federal, and other funds for the support of the schools and/or for the enhancement of educational opportunities. The Superintendent is to apprise the Board of its eligibility for general or program funds and to make recommendations for Board action.

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

Pittsfield School District

GRADUATION REQUIREMENTS

Pittsfield High School Diploma. A Pittsfield High School Diploma will be awarded to a student who has met all conditions of the Pittsfield School District, including the achievement of 21.25 credits as specified below and has been fully enrolled in accordance to the New Hampshire Department of Education standards as specified in Ed 306.27, High School Curriculum, Credits, Graduation Requirements, and C-Curricular Program or its successor.

| <u>Credit Requirement</u> | <u>Credits</u> |
|--|----------------|
| Arts Education | 0.5 |
| Community Service | 0.25 |
| English Language Arts | 4.0 |
| Health Education | 0.5 |
| Information and Communication Technologies | 0.5 |
| Mathematics | 3.0 |
| Open Electives | 5.5 |
| Physical Education | 1.0 |
| Science | 3.0 |
| Social Studies | 3.0 |

Pittsfield School District Diploma. A Pittsfield School District Diploma will be awarded to a student who has met all the conditions of the New Hampshire Department of Education standards as specified in Ed 306.27, High School Curriculum, Credits, Graduation Requirements, and Co-Curricular Program or its successor. This option is available through review and consideration by the dean of instruction or his / her designee, in collaboration with the student and the student's parent or guardian, if it is evident that the student is not likely to attain criteria established for a Pittsfield High School Diploma and may be at risk of not completing his / her high school education.

| <u>Credit Requirement</u> | <u>Credits</u> |
|--|----------------|
| Arts Education | 0.5 |
| English | 4.0 |
| Health Education | 0.5 |
| Information and Communication Technologies | 0.5 |
| Mathematics | 3.0 |
| Open Electives | 6.0 |
| Physical Education | 1.0 |
| Science | 2.0 |
| Social Studies | 2.5 |

IKF

Pittsfield Middle High School Certificate of Attendance. A Pittsfield High School Certificate of Attendance will be awarded to a student who has an Individual Education Plan that does not meet the requirements of either a Pittsfield High School Diploma or a Pittsfield School District Diploma. This option is only available through review and consideration of the dean of instruction or his / her designee and the student services director or his / her designee, in collaboration with the student and /or his / her parent or guardian and the student's Individual Education Plan Team.

Repeating Courses. Credit will be awarded for high school courses based on the demonstration of mastery of all course competencies. Credit recovery will be based on demonstrating mastery of those competencies not demonstrated by the end of the course.

Alternative Credit Options. Credit may be earned through alternative methods outside of regular classroom-based instruction in accordance with Board policies. Such alternative methods of instruction may include extended learning opportunities, distance learning, alternative learning plans, or others approved by the superintendent or his / her designee. Awarding of credits to be applied toward high school graduation requirements will be determined by the dean of instruction on a case-by-case basis.

Graduation Ceremony. Only those students who qualify for a Pittsfield High School Diploma, the Pittsfield School District Diploma, or Pittsfield High School Certificate of Attendance will participate in the annual graduation ceremony.

Exceptions. The Board reserves the right to grant exceptions to this policy upon recommendation of the superintendent of schools.

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| Adopted: | March 1, 1980 |
| Amended: | April 16, 1992 |
| Amended: | January 21, 1993 |
| Reviewed: | March 16, 2006 |
| Amended: | April 6, 2006 |
| Amended: | June 15, 2006 |
| Reading: | January 13, 2011 |
| Amended: | January 27, 2011 |
| Amended: | November 20, 2014 |
| Reviewed: | October 18, 2018 |
| Amended: | March 21, 2019 |

JICFA

Pittsfield School District

HAZING

It is the policy of the district that no student or employee of the district shall participate in or be members of any secret organization, either formal or informal, that is in any degree related to the school or to a school activity. No student organization or any person associated with any organization sanctioned by the Board shall engage or participate in hazing. The district does not permit or condone student hazing.

For the purposes of this policy, hazing is defined as any act directed toward a student, or any coercion or intimidation of a student to act or to participate in or submit to any act, when: (1) such act is likely or would be perceived by a reasonable person as likely to cause physical or psychological injury to any person, and (2) such act is a condition of initiation into, admission into, continued membership in, or association with any organization. Hazing includes but is not limited to an activity which recklessly or intentionally endangers the mental or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization that is sanctioned or authorized by the Board.

“Endanger the physical health” shall include, but is not limited to, any brutality of a physical nature, such as whipping; beating; branding; forced calisthenics; exposure to the elements; forced consumption of any food, alcoholic beverage, drug, or controlled dangerous substance; or any forced physical activity which could adversely affect the physical health or safety of the individual.

“Endanger the mental health” shall include but is not limited to any activity, except those activities authorized by law, which would subject the individual to extreme mental stress, such as prolonged sleep deprivation, forced prolonged exclusion from social contact which could result in extreme embarrassment, or any other forced activity which could adversely affect the mental health or dignity of the individual.

Any hazing activity upon which the initiation or admission into or affiliation with an organization sanctioned or authorized by the Board is conditioned, directly or indirectly, shall be presumed to be a forced activity, even if the student willingly participated in such activity.

This policy is not intended to deprive district authorities from taking necessary and appropriate disciplinary action toward any student or employee. Students or employees who violate this policy will be subject to disciplinary action which may include expulsion for students and employment termination for employees.

The superintendent shall take reasonable measures within the scope of the district’s authority to prevent student hazing. All hazing reported to the district or which any

JICFA

district staff member has knowledge of shall be promptly reported to law enforcement as required by RSA 631:7, Student Hazing.

A copy of this policy will be furnished to each student and teacher in the district, including being printed in the student handbook.

Reading: October 2, 2008
Adoption: October 16, 2008
Reviewed: January 15, 2015
Amended: December 6, 2018

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.

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| 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

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