



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, April 20, 2023
PMHS Media Center
Pittsfield Middle High School

meet.google.com/ekb-odkn-dej

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM April 6, 2023
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES
 - a. Paraprofessional Trainings/Certifications
 - b. Classroom Paraprofessionals
8. SUPERINTENDENT OF SCHOOLS
 - a. 2023-24 Teacher Contracts & Staffing
 - b. Staff Recertification
 - c. Plymouth State University Job Fair
 - d. Social Studies Class Visit
 - e. Last Day of School
 - f. PES Heating System Repair
 - g. Enrollment

9. SCHOOL BOARD

Information & Discussion

- Policy Review – First Reading:
 - IHBG, Home Education Instruction
 - IKB, Homework
 - EBBD, Indoor Air Quality
 - IJ, Instructional Materials

Action Items

- 2023-24 School Calendar
- Policy Review – Second Reading:
 - IHAM, Health Education Exemption from Instruction
 - IMBD, High School Credit for Seventh and Eighth Grade Coursework

- ILBAA, High School Competencies
- JLCCA, HIV / AIDS

10. COMMITTEE ASSIGNMENTS

- a. BUDGET COMMITTEE
- b. DRAKE FIELD & FACILITIES
- c. NEGOTIATIONS
- d. FOSS FAMILY SCHOLARSHIP

11. PLAN AGENDA FOR NEXT MEETING

12. PUBLIC INPUT

13. ADJOURNMENT

DRAFT MINUTES BY THE PITTSFIELD SCHOOL BOARD

STATE OF NEW HAMPSHIRE

SCHOOL ADMINISTRATIVE UNIT # 51

PITTSFIELD SCHOOL BOARD

MINUTES

Pittsfield School Board

April 6, 2023

Pittsfield Middle High School Media Center

- I. Superintendent Lane calls the meeting to order at 5:30.
Present, Mr. Gauthier- Chair, Ms. Adams, Vice-Chair, Ms. Goggin, Ms. Schiff, Mr. Cote
- II. Mr. Lane leads the Pledge of Allegiance.
- III. The Superintendent calls for nominations for Board Chair.
Motion by Mrs. Adams to elect Mr. Gauthier as Chair. Second by Mr. Cote.
Motion carries 5-0
- IV. Mr. Gauthier calls for nominations for Board Vice Chair
Motion by Ms. Schiff to elect Ms. Adams as Vice Chair, second by Ms. Goggin.
Motion carries 5-0
- V. Board interview two candidates for Principal of Pittsfield Elementary School, Kristen White and Jaclyn Rohr.
- VI. Adjustments to the Agenda
 - i. Ms. Adams- finalization of School Calendar for 2023-24, celebration for retiring staff, RBT Training (Mr. Lane indicates that is a non-public conversation).
 - ii. Mr. Gauthier- Wi-Fi access for guests at PMHS.
 - iii. Ms. Goggin- Introduction to Literacy Grant, dates for student led conferences, ALICE training.
 - iv. Mr. Hamilton addition of April newsletter.

Motion to accept adjustments to the agenda made by Ms. Adams, second by Ms. Goggin.
Motion carries 5-0.

- VII. Approval of Minutes from March 16, 2023.
Make adjustments to roman numerals.
Make consistent changes to Ms. Goggin from Ms. Goggin as salutation.
Page 1- Mr. Hamilton not present.
Page 2- Adjust date of previous meeting minutes to February not March.

Page 3- Add last name to Student Representative "Nagle".
Mike Cabral- training for ALMA, add ALMA.
Question asked to what the loss of funding would be. Complete the sentence.

Page 4- Director of Student Services report, remove T from TRBT.
Mr. Cote inquires to "students".
Monday March 27 visit change time to 12:30.
Amend sentence to the number of students to get off the DOE...
Add thanks to PMHS.
Running Start class will be "running".

Page 6 Take out notations as C and B.

Page 5-Superintendent's Report, Change date in first bullet to March 15, Remove I from IIEP.

Page 7- Change next meeting date to April 4, 2023, add, Public input "Deadline for submission of American Legion scholarship of May 1.

Adjournment time should be 8:27.

Change reporting person to Mr. Lane

Motion to accept minutes as amended by Ms. Goggin, second by Mr. Cote.

Motion carries 4-0-1, Mrs. Schiff abstains.

VIII. Public Input-Dan Schroth describes a plan he wants to bring forward regarding climate change efforts to include a wind turbine and solar panels.

IX. Student representative- the student representative is not present. Mr. Hamilton reports on including the Student Technology Usage form in the Parent/Student Handbook in the 2023-2024 school year. Site council will be accepting nomination for officers in June.

X. PES Report given by Ms. Rohr.

- Statistics on student enrollment presented
- Calendar of events
- Description of the ventilation project and boiler replacement.
- 30 students registered for Kindergarten at registration night.
- Fourth grade after school academic interventions going well.
- Statistics on student management incidents covered, there is a reduction particularly on the bus.

Mr. Gauthier inquires as to the placement of the propane tanks and to ensure that the placement is appropriate to the distance from the road. Superintendent Lane will confirm.

Ms. Goggin inquires as to the possibility of academic interventions in other grades. Mrs. Rohr responds that there have been some in first grade and other grades are considering this as well.

Mr. Gauthier inquires as to the seating arrangement on the bus, are elementary students in the front? Mrs. Rohr responds that this is now the current practice.

XI. PMHS Report given by Mr. Hamilton.

- Requests a board vote for the use of Drake Field for Old Home Days. Motion made by Ms. Adams to allow the use of the field for three days, second by Ms. Goggin. Motion carries 4-0-1, Mr. Gauthier abstains.
- Requests the Board approve the Senior Class Trip to Hershey, Pennsylvania. Motion by Ms. Goggin to approve the trip, second by Mr. Gauthier. Motion carries 5-0.
- Mr. Hamilton describes the positive report brought forward by the New England Association of Schools and Colleges (NEASC) visiting team. Thanks the staff and the school community for their efforts in making this a positive visit. Reports that the school will continue with its' accredited status and that all six areas of the NEASC evaluation were met by PMHS.

Mr. Cote inquires as to the importance of this status. Mr. Hamilton and Mrs. Goggin both describe that it is an important status for the school.

Mr. Cote inquires as to the academic issues that may occur for students going on the Senior Trip and completion of work required for graduation status. Mr. Hamilton responds that those students who do not have senior status who are still possible graduates are not eligible to go on the trip. Efforts are consistently being made to have students on target with current academic requirements.

Mr. Hamilton distributes the current newsletter to the Board.

Congratulations to the Drama club on being chosen as one of three programs to go onto the finals of the state competition for one act plays. The Board commends the students and staff.

XII. Superintendent report given by Mr. Lane

- Communication with the Police Department regarding ALICE training that should make implementation in the fall possible.
- Literacy Grant application is already under way.
- Reports on process for PES Principal search. A thank you to all who participated.
- Report on enrollment. Numbers declining since January, students who turned 18 and withdrew are not included in the current school year cohort for graduation.
- The nomination list is in the Board packet for the 2023-24 school year. Certified staff contracts will go out by April 15 and all others will go out by June 1.
- The 2023-24 calendar documents are not in the Board packet; it will be added to the next agenda.
- NEASC visit reviewed as a great accomplishment The visiting team, in speaking to Mr. Lane, was complimentary of the staff for their true implementation of student centered learning. Mr. Lane commends Mr. Hamilton and Ms. Brown in particular for their efforts as well as staff and students.

Ms. Schiff inquires as to the large decrease from September to October. Mr. Lane responds that the DOE uses the October number. Also that the decrease is due to those students who have withdrawn without informing the District in the first weeks of the school year.

Ms. Goggin inquires as to the budget process including staff. Mr. Lane responds that the reason to begin now allows for direct input from teachers. She asks the administration to include a Reading Specialist for Middle School and a Foreign Language teacher.

XIII. Board information

First reading for policies:

- IHAM Health Education Exemption from Instruction
- IMDB High School Credit for Seventh and Eighth Grade Course Work
- ILBAA High School Competencies
- JLCCA- HIV/AIDS

Board action

- Nomination list for 2023-24 for certified staff. Mr. Cote inquires as to Ms. Rohr being on the list as Assistant Principal when she is applying for the Principals position. Mr. Lane indicates that any subsequent motion by the Board would supersede the approval of the nomination list as written.

Ms. Adams makes a motion to accept the 25 teachers who are listed for PES, the 23 PMHS staff who are listed as teachers and the six SAU professional staff and box out at this point the counselor, library media specialist, school nurse and assistant principal out of the elementary and out of the PMHS the counselor, school nurse, assistant principal and principal so that we could have an opportunity to look at roles and responsibilities, and personnel files and performance evaluations on file; realizing we still need to meet the April 15th deadline.

Mr. Gauthier seconds the motion for discussion.

Mr. Cote inquires as to the reasoning for the motion

Ms. Adams responds that these are all important positions and we need to look at roles and responsibilities for these positions and not just blanket an approval. The Board would not be doing due diligence if we do not look at the roles and responsibilities and look at the personnel evaluations for those staff who are at an administrative level.

Ms. Goggin responds that nurses, library media specialist and counselors are not administrative

Ms. Adams did not want to appear to be singling out two or three individuals. I can list the individual positions.

Discussion continues as to the roles of counselors, library media specialists and nurses are in the CBA with teachers.

Ms. Adams emphasizes that there is a need to look at roles and responsibilities for positions and to see performance evaluations before voting. Clarifies that this does not mean that she would not vote to approve but feels a need to look at records to do due diligence.

Ms. Goggin disagrees with the motion. Those covered under a teacher contract would create a legal issue. If it is about must the administrative structure or the administrators, then you are talking about principals and assistant principals.

Mr. Gauthier inquires as to amending the motion.

Mrs. Adams that the board would only look at the assistant principal and principal positions.

Ms. Goggin still disagrees with the motion.

Mr. Gauthier states that Ms. Adams is not saying that she does not want to hire those three individuals but that she wants to look at the performance evaluations and the role structure of those positions before voting on those positions.

Ms. Adams indicates that there have been discussions in non-public concerning these positions.

Mrs. Goggin clarifies that the board would vote to accept the nomination list and the Board would create a process to review the performance of administrators.

Mr. Gauthier inquires as to the length of time for administrative contracts being one year, Mr. Lane indicates that the Board has given permission for one position to be a multiyear contract.

The Superintendent requests that the Board go into non-public session.

Mr. Gauthier makes a motion to go into non-public session under RSA 91A :3 b. The motion is seconded by Mr. Cote. Motion carries 5-0 at 7:47.

The Board discusses the issues motion.

Motion to exit non-public made by Mr. Gauthier, second by Ms. Goggin at 8:03.

Ms. Adams withdraws her motion, Mr. Gauthier his second. Mrs. Adams apologizes for bringing a motion forward that was not well worded or defined.

Ms. Goggin makes a motion to accept the nomination list as presented, second by Mr. Cote. Motion carries 5-0.

- Nomination of Special Education teacher- Cindy Harmon.
Motion by Mr. Gauthier to accept the nomination at a salary of Master’s Step 7, a salary of \$45,389, second by Ms. Goggin.
Motion carries 5-0.

- Nomination of Library Media Assistant- Aubrey Carr
Mr. Lane states that Ms. Carr has been the long-term substitute for this position since January and that she would be working toward certification. The Library Media Specialist at PES will serve as the District’s’ Library Media Specialist to meet DOE regulation and will act as a mentor to Ms. Carr.

Mr. Cote makes a motion to accept the nomination of Aubrey Carr as Library Media Assistant at a salary of \$36,025, second by Ms. Goggin.
Motion carries 5-0.

- Bids for propane tank installation and service

Mr. Lane states that there are three bids:

Rymes Propane-\$33,000 to provide tanks, install and excavate. Includes a 2-year lock in on propane at \$1 .73 per gallon

Dead River Company- \$43,626 for tank installation, does not include excavation \$2.65 per gallon monthly plus \$.75 of the landed price

Eastern Propane-\$46,605 to provide tanks, installation and excavation \$.45 above the landed price.

The recommendation from EEI Services tis to accept the bid from Rymes Propane They are the lowest price and will give a locked in price for fuel.

Mr. Cote inquires as to the price being locked in for two- years. Mr. Lane confirms that.

Motion by Mr. Gauthier to accept the bid from Rymes Propane, second by Mr. Cote. Motion carries 5-0

- Policy Review- Second reading

Policy EFC- Free and Reduced Lunch

Change Dean of Operations to Administration

Motion made by Mr. Gauthier to accept as amended, second by Ms. Goggin.

Motion carries 5-0.

Policy DD- Funding Proposals and Applications

No action taken.

Policy IKF- Graduation Requirements

Mr. Cote inquires as to whether or not the statements in the policy reflect current requirements from the DOE. Mrs. Brown indicates that they do.

First paragraph page 1- C- Curricular should be changes to Co-Curricular Change Dean of Instruction to school administration

Motion made by Mr. Gauthier to accept as amended, second by Ms. Goggin.

Motion carries 5-0.

Policy JICGA- Hazing

No action taken.

XIV. Amended Agenda

- Ms. Adams suggests that the Board continue to the practice of recognizing retirees. Board agrees to celebrate on May 18 providing food and dessert.
- Ms. Goggin suggests that the schedule for student led conferences be looked into. The date is described as a day without school because teachers provide time outside of school hours to meet with families in the previous two weeks. A concern is raised in that the day off from school creates an issue for parents to provide supervisions for their children. Having all conferences on one day limits families to be able to attend but it does create a problem for families. The date listed do not have availability for parents to schedule student led conferences.

Mr. Lane indicates that as a matter of past practice we would need to look into how this could be adjusted for the coming school year. School calendar with DOE can be adjusted.

- Mr. Gauthier Wi-Fi for guests Mr. Lane indicates that this is a problem and he will work with the Technology Director to resolve the issue
- Mr. Gauthier describes events that occurred over the previous weakened with the events raising over \$3,000 and the PTO will be providing t-shirts for all participants. In Lego Night.

XV. Committee assignments- put off to the next meeting.

- Mr. Lane suggests Board members to send their interest to the Chair.

- Ms. Goggin inquires as to the ability to add committees such as liaison for public relations. Mr. Lane indicates that the Board has the prerogative to do this.
- Mr. Gauthier inquires as to the progress of the pavilion at Drake Field. Mr. Hamilton has no new information.

XVI. Planning for next meeting

- School Calendar
- Committee Assignments

XVII. Public Input
None

XVIII. Motion to go into non-public session under RSA 91A: 3 b made by Mr. Gauthier at 8:33. Second by Ms. Goggin Motion carries 5-0

Motion to offer the position of Principal at PES to Kristen White at a salary of \$95,000 made by Mr. Gauthier, second by Ms. Goggin. Motion carries 5-0.

Motion to exit non-public by Ms. Goggin, second by Mr. Cote at 8:58
Motion carries 5-0.

XIX. Motion to adjourn by Mr. Cote, second by Ms. Goggin. Motion carries 5-0.

Respectfully submitted,

Bryan Lane

Pittsfield School District

To: Pittsfield School Board
From: Charlene Vary
Subject: Board Meeting – April 20, 2023
Date: April 16, 2023

Paraprofessional Trainings/Certifications

RBT's

There are currently five paraprofessionals who work with our BCBA (Board Certified Behavior Analyst) to become a fully certified RBT (Registered Behavior Technician).

- Two are fully certified as a RBT.
- Three have completed the 40-hour training, working on competency assessment, and will take the exam by next school year.

To become certified as a RBT you must obtain 40 hours of qualified training (modules and assessments). After you complete the required 40-hour training, you must demonstrate that you can competently perform the tasks outlined on the RBT Initial Competency Assessment. Finally, successfully passing the certification examination. The training also includes a RBT Ethics Code and ongoing supervision. This process typically will take up to a year to complete. You must have ongoing supervision from an RBT Supervisor to practice as an RBT after you pass the certification examination.

The district has a BCBA to supervise the RBT's. She also writes lesson plans for the six students who use ABA (Applied Behavior Analysis) format as part of their curriculum. The BCBA also completes Functional Behavior Plans, and behavior plans for students throughout the district.

Classroom Paraprofessionals

The district has thirty-nine paraprofessionals who work with our students as classroom assistants, small groups, or one-to-one with special education students. The following is a breakdown of education and certifications.

Elementary

- 1 - Para I certification
- 6 - Para II certification
- 13 in the process of taking the Para II exam
- 3 paraprofessionals have an associates or bachelor's degree and need to apply to the state to automatically become Para II certified.

Middle School

- 3 - Para II certification
- 4 in the process
- 3 paraprofessionals have an associates or bachelor's degree

High School

- 1 - Para II certification
- 4 - in the process of taking the Para II exam

The paraprofessionals who work with high school students do not need to become certified but most are studying to take the exam.

During professional development times the paras have the opportunity to work on a number of online websites, including Master Teacher and parapro practice test.com.



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1
Pittsfield, New
Hampshire 03263
Phone: (603) 435-5526
Fax (603) 435-5331

SUPERINTENDENT'S REPORT

April 20, 2023

Teacher contracts were distributed to staff on April 14, 2023, they are required to be returned by Wednesday, May 3. I have asked that all staff who do not intend to return inform me as soon as possible. We are looking to fill the following positions for the 2023-24 school year at this time:

Middle School Science
6th Grade English/Social Studies
High School Math
High School Science Teacher
Elementary Music Teacher
Elementary Grade Level Teacher
Special Education Case Manager at PES

All positions have been posted and the administration will be working toward filling all open positions. It will always be the goal of the administration to have all positions filled by the first Board meeting in June.

I have met with all teachers who will be returning in the fall who are at the end of the three-year certification cycle. Each teacher I met with has successfully completed all of their professional development requirements to be eligible for recertification. I have made recommendations for all those who are affected to the DOE for their update in their status. In our meetings we discuss the effectiveness of our professional development time and what can be done to modify or improve what we are doing.

Due to a family obligation, I have asked Derek Hamilton to represent the District at the Plymouth State University job fair on Wednesday, April 19.

I was invited to Mr. LaRoche's Social Studies class to discuss how school funding works in the State of New Hampshire. The goal of the class is to gather accurate information and to come up with an action plan to make changes that they feel are relevant for the Pittsfield School District. This is a rewarding experience for me and I think the students have done an excellent job.

With the five snow days that we have had, the last day of school is going to be Monday, June 19. I am not anticipating days for inclement weather.

As a reminder, with the renovation to the heating system at PES, there will be no heat in the building for the rest of the school year when we return from break on May 1.



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: 4/14/23
RE: 2023-24 School Calendar

The proposed school calendar is presented for your consideration.

After discussion, November 10 has been added as a day without school to recognize Veterans Day which is celebrated on November 11.

The first day of school is proposed to be Monday August 28 and the last, with five snow days, is proposed to be June 18.

The following dates will be days without school:

September 1 and September 4	Labor Day
October 6	Teacher Workshop
October 9	Indigenous Peoples Day/Columbus Day
November 10	Veterans Day Observance
November 17	Student Led Conferences
November 22-23	Thanksgiving Holiday
December 25- January 1	Holiday Break
February 26-March 1	Midwinter Break
April 19	Student Led Conferences
April 22-26	Spring Break
May 27	Memorial Day

2023-2024 CALENDAR VERSION 3

4 School Days

8/22- 8/23 New teachers
 8/24,8/25 Teacher workshop
 8/25 District Open House
8/28 First day of School
 ER Day 8/30

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	NT	NT	TW	TW	26
27	28	29	ER	31		

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	ER	8	9	10
11	12	13	ER	15	16	17
18	19	20	21	22	23	24
25	X	X	X	X		

Days 17

February 26 - March 1 Mid Winter break
 ER days 2/7, 2/14, 2/21

19 School Days

9/1 No School
 9/4 Labor Day
 ER Days 9/6, 9/13,9/20,9/27

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					X	2
3	X	5	ER	7	8	9
10	11	12	ER	14	15	16
17	18	19	ER	21	22	23
24	25	26	ER	28	29	30

MARCH 2024						
S	M	T	W	Th	F	S
					X	2
3	4	5	ER	7	8	9
10	11	12	ER	14	15	16
17	18	19	ER	21	22	23
24	25	26	ER	28	29	30
31						

Days 20

March 1 Mid Winter Break
 March 12- Election Day, School in Session
 3/29 End of Quarter 3
 ER Days 3/6, 3/13, 3/20, 3/27

20 School Days

10/6 Teacher workshop- no school
 October 9 Indigenous Peoples Day/Columbus Day
 ER Days 10/4, 10/11, 10/18, 10/25

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	ER	5	TW	7
8	X	10	ER	12	13	14
15	16	17	ER	19	20	21
22	23	24	ER	26	27	28
29	30	31				

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	ER	4	5	6
7	8	9	ER	11	12	13
14	15	16	ER	18	SLC	20
21	X	X	X	X	X	27
28	29	30				

Days 17

Student Led Conf. 4/8 to 4/19
 No school 4/19
 April 22 -26 Spring Break
 ER Days 4/3, 4/10, 4/17

17 School Days

11/3 End of Quarter 1
 11/6-11/17 Student Led Conf.
 11/7 Election day- school in session
 11/10- Veterans Day Obs.- no school
 No School 11/17
 11 22-24 Thanksgiving Break
 ER Days- 11/1, 11/8, 11/15, 11/29

NOVEMBER 2023						
S	M	T	W	Th	F	S
			ER	2	3	4
5	6	7	ER	9	X	11
12	13	14	ER	16	SLC	18
19	20	21	X	X	X	25
26	27	28	ER	30		

MAY 2024						
S	M	T	W	Th	F	S
			ER	2	3	4
5	6	7	ER	9	10	11
12	13	14	ER	16	17	18
19	20	21	ER	23	24	25
26	X	28	ER	30	31	

22 School Days

5/27 Memorial Day
 ER Days 5/1, 5 /8, 5/15, 5/22, 5/29

16 School Days

12 25- 1/ 1 Holiday Break
 ER Days 12/6/12/13/12/20

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	ER	7	8	9
10	11	12	ER	14	15	16
17	18	19	ER	21	22	23
24	X	X	X	X	X	30
31						

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	ER	6	7	8
9	10	11	ER	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

12 School Days

6/18 TENTATIVE LAST DAY OF SCHOOL WITH FIVE SNOW DAYS
 ER Days 6/5, 6/12

21 School Days

1/1 New Year's Day
 1/15 MLK Jr. Day/ Civil Rights Day
 1/19 End of Quarter 2

 ER Days 1 /3, 1/10, 1/17, 1/24, 1/31

JANUARY 2024						
S	M	T	W	Th	F	S
	X	2	ER	4	5	6
7	8	9	ER	11	12	13
14	X	16	ER	18	19	20
21	22	23	ER	25	26	27
28	29	30	ER			

	September	October	November	December	January	February	March	April	May	June
Pres School	9	10	11	11	11	11	11	11	10	
Kindergarten	32	32	32	30	30	30	30	30	30	
First Grade	27	28	28	28	29	29	29	29	29	
Second Grade	41	40	40	39	39	40	41	41	41	
Third Grade	33	32	32	31	32	33	33	32	32	
Fourth Grade	45	45	45	46	46	46	45	45	45	
Fifth Grade	33	32	32	32	32	32	32	32	33	
Sixth grade	45	41	42	42	42	41	41	41	42	
Seventh Grade	47	43	42	42	42	41	41	41	42	
Eighth Grade	61	55	55	54	53	52	50	51	51	
Ninth Grade	60	53	52	52	50	50	48	43	43	
Tenth Grade	43	53	49	49	49	48	47	47	47	
Eleventh Grade	42	37	38	38	36	34	35	35	35	
Twelfth Grade	24	20	20	20	20	20	20	24	24	
Total	542	521	518	514	511	507	503	504		
PES	220	219	220	217	219	221	221	220		
MS	153	139	139	138	137	134	132	135		
HS	169	163	159	159	155	152	150	149		
Total	542	521	518	514	511	507	503	504		

Pittsfield School District

HOME EDUCATION INSTRUCTION

Home Education is an alternative to compulsory attendance at a public or private school and is an individualized form of instruction in accordance with New Hampshire RSA 193-A and Department of Education Rule Part 315 ("Ed. 315"). A parent or guardian may establish a home education program for any child between the ages six and eighteen years of age including one who is an "educationally disabled child" as defined under RSA 186-C:2, I, whether or not such child is previously enrolled in a school of the District.

A. Notices Required for Commencement of Home Education Program.

1. Notice for Students Withdrawing from District. State school attendance laws apply to each student until a parent/guardian commences a home education program. Similarly, the district's attendance policies apply to all students enrolled in schools of the district.

Accordingly, when a parent/guardian of a child who is enrolled in a school of the district wishes to begin a home education program for the child, Ed. Rule 315.04 (e) requires that on or before the date the home education program begins, the parent/guardian must advise the superintendent of the child's withdrawal from the district. The notice of withdrawal may be made in person, via telephone, or in writing, at the parent/guardian's election.

2. Written Notice of Program Required. In addition to the less formal notice required for a child being withdrawn from the district, RSA 193-A and Ed. 315 both require that the parent/guardian provide written notice of the commencement of a home education program either (at the parent/guardian's election) to the New Hampshire Department of Education, the superintendent of the resident district, or to any non-public school principal.

The requirements of the notice are set forth in RSA 193-A:5 and Ed. 315.04, both of which can be accessed through the New Hampshire Department of Education's website.

Upon request, the superintendent shall assist the parent/guardian to assure that the notification complies with the statutory requirements.

3. No Annual Notice Required. Once established, the home education program remains in effect unless terminated pursuant Ed. 315.04 (k). The parent/guardian is not required to provide annual notification of continuation of a home education program.

B. Evaluation and Assessment.

Under RSA 193-A:6, II, parents/guardians are required to provide for an annual educational evaluation for home educated children that documents "educational progress at a level commensurate with the child's age and ability." Both the statute and Ed. 315.07 provide several options for parents/guardians to meet the statutory evaluation requirements. Some of the evaluation options available to parents/guardians under that statute and rules can involve district/superintendent assistance, including, for instance, any state student assessment used by the district or any other valid measurement tool mutually agreed upon by the parent/guardian and the superintendent. Other options are available to parents/guardians as provided under RSA 193-A:6 and/or Ed. 315.07.

Parents/guardians seeking to utilize evaluation services through the superintendent, should contact the superintendent's office as soon as practicable to assure adequate time to prepare any necessary materials and accommodations.

No fee will be required by the district when a parent uses evaluation services provided by the district.

B. Records.

The district shall maintain documents concerning home education programs in a manner consistent with other educational records. Additionally, the superintendent shall maintain a list of all home education programs for which the superintendent, as participating agency, has received notice. On October 1 of each year, the superintendent shall notify the commissioner of the number of children for whom programs were established.

RSA 193-A:6, I requires the parent/guardian to maintain a portfolio of records and materials relative to the home education program. The portfolio shall consist of a log which designates by title the reading materials used and also samples of writings, worksheets, workbooks, or creative materials used or developed by the child. The parent/guardian is required to preserve the portfolio for two years from the date of the ending of the instruction.

For evaluations which are not provided by the district, parents/guardians need only provide copies to the District to the extent necessary to demonstrate proficiency in order to participate in school programs, and co/extra-curricular activities as provided under RSA 193-A:6, III (see below).

C. Re-Enrollment into the School District.

Parents/guardians deciding to re-enroll their children into the district following a period of home education will make arrangements with the director of college and career readiness for an evaluation to determine appropriate placement in the district's

program. Placements will be consistent with the School Board policy governing student placements and are subject to the same appeal process.

Parents/guardians should be attentive that when re-enrolling a student, there may be discrepancies between the home schooling level of achievement and the scope and sequence of the District's curriculum.

E. Graduation/Diplomas.

The School Board will not award certificates or diplomas to home educated students. Students must enter the regular school program and complete all necessary graduation requirements of the district and the state to be eligible for a certificate or diploma.

F. Participation in School Curricular and Co/Extra-Curricular Activities.

Regulations regarding the participation of home education students (as well as students of non-public or of public charter schools) in district curricular and co/extra-curricular programs are established below. The superintendent is charged with establishing such regulations. Consistent with RSA 193:1-c, any regulations shall not be more restrictive for non-public or home educated pupils than they are for students enrolled in the district.

1. Participation in Curricular Courses. Requests by home educated, public chartered school, or nonpublic school pupils for participation in curricular courses shall be made in writing by the parent/guardian to the director of college and career readiness. The following criteria and conditions are established:

- a. The curricular course is developmentally and academically appropriate for the student.
- b. All course prerequisite requirements are met.
- c. Transportation to and from school generally shall not be provided. The director of college and career readiness may make an exception to this condition based on his/her review of all pertinent circumstances.
- d. The director's decision shall be final.
- e. Students participating in curricular courses are expected to maintain punctual attendance and complete all required coursework, homework, assessments, etc. as established by the teacher or instructor.
- f. The parent/guardian may be required to provide proof of prior coursework to establish the academic appropriateness and/or to establish that all academic prerequisites have been met.
- g. If the student is taking the course for credit or grade, such credit or grade will be granted only after the completion of the course.
- h. Requests for participation that are received after course schedules have been made will be granted only if space is available.
- i. Requests for the related services including, but not limited to, physical therapy, occupational therapy, speech therapy, counseling, psychological guidance, and/or special education services shall generally be denied. If a dispute arises between

the parent/guardian and the district as to the student's right to these services, the director of college and career readiness shall inform the superintendent who shall consult with the district's attorney for a legal opinion.

2. Participation in Co/Extra-Curricular Activities. Requests by home educated, public chartered school, or nonpublic school pupils for participation in co/extra-curricular activities shall be made in writing by the parent/guardian to the director of college and career readiness. Co/extra-curricular activities include, but are not limited to field trips, excursions, athletics, band, chorus, clubs, other school organizations, school dances, and others.

The following criteria and conditions are hereby established:

- a. The parent/guardian must provide prior written permission for participation.
- b. The participating student agrees to abide by all Board policies relative to student code of conduct and eligibility.
- c. Participation in the activity is developmentally appropriate for the pupil.
- d. The director of college and career readiness may ask the parent/guardian to chaperone an event.
- e. Coaches, teachers and group/club supervisors may establish their own rules relative to participation, attendance, and expectations, provided such rules are not contrary to this policy. Participating home educated, public charter school, and nonpublic school students are expected to abide by those rules.
6. Home educated, public chartered school, or nonpublic school students may be required to provide proof of a recent physical examination from their physician for participation in athletic activities, consistent with other Board policies relative to athletic participation.

3. Use of School Texts and Library Materials. Home educated, public chartered school, and nonpublic school students will be permitted to use the school library, borrow school texts, and borrow library materials under the same conditions and rules as pupil enrolled in the District.

Reading: November 5, 1992
Adopted: February 18, 1993
Reviewed: January 8, 2009
Amended: January 22, 2009
Amended: February 23, 2012
Amended: October 16, 2014
Amended: September 20, 2018

IKB

Pittsfield School District

HOMEWORK

Homework is a constructive tool in the teaching / learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement, but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized, must be viewed as purposeful to the students, and should be evaluated and returned to the students in a timely manner.

Teachers may give homework to students to aid in the student's educational development. Teachers may assign homework as part of their curriculum. If homework is to be used by teachers as part of a student's grade, the teacher will explain to students how such homework assignments relate to the teacher's grading system. Homework should be an application of a classroom experience and is not to be assigned for disciplinary purposes.

Reading: July 15, 1993 (as Policy KKB-PES)
Adopted: August 19, 1993 (as Policy KKB-PES)
Reading: October 5, 1995 (as Policy IKB-PMHS)
Adopted: October 19, 1995 (as Policy IKB-PMHS)
Reading: September 17, 2009
Amended: October 1, 2009
Reviewed: November 20, 2014
Reviewed: October 4, 2018

EBBD

Pittsfield School District

INDOOR AIR QUALITY

In order to ensure that all school buildings have adequate indoor air quality, the Board directs the superintendent to address methods of minimizing or eliminating emissions from buses, cars, delivery vehicles, and other motorized vehicles. The Superintendent may delegate the implementation of these methods to the dean of operations. The Board encourages the superintendent to utilize methods and recommendations established by various state agencies.

In addition to addressing methods of eliminating emissions, the dean of operations is directed to annually investigate air quality in all school buildings using a checklist provided by the New Hampshire Department of Education.

In support of this policy, the superintendent is authorized to establish regulations and/or administrative rules necessary to implement anti-idling and clean air measures aimed at improving indoor air quality.

Reading: September 9, 2010
Adopted: September 22, 2010
Amended: February 13, 2014
Reviewed: March 15, 2018

Pittsfield School District

INSTRUCTIONAL MATERIALS

The Board is responsible for all instructional materials used in the district. All instructional materials will be selected based on their ability to provide quality learning experiences for students in which they:

1. Enrich and support the curriculum;
2. Stimulate growth in knowledge, literary appreciation, aesthetic value, and ethical standards;
3. Provide background information to enable students to make intelligent judgments;
4. Present opposing sides of controversial issues;
5. Represent the many religious, ethnic, and cultural groups that contribute to our American heritage;
6. Depict in an accurate and unbiased way the cultural diversity and pluralistic nature of the American Society; and
7. Match the appropriate skill and developmental levels of students.

Administrators and teachers may select instructional materials from a variety of media including but not limited to books, online/internet materials, equipment, newspapers, other media, and instructional technologies. Selection of such materials should be made only after a determination that such materials are age appropriate, provide quality learning experiences, and fit within the district's educational goals and philosophies.

Each school shall provide instructional resources, including those available online or through interlibrary loan, which provide instruction in:

1. Accessing information efficiently and effectively;
2. Evaluating information and sources critically and competently;
3. Citing sources and not plagiarizing;
4. Using information accurately and creatively;
5. Pursuing information related to personal interests;

6. Appreciating literature and other creative expressions of information;
7. Striving for excellence in information-seeking and knowledge generation;
8. Recognizing the importance of information to a democratic society;
9. Practicing ethical behavior in regard to information and information technology;
and
10. Participating effectively in groups to pursue and generate information.

Basic instructional course material in the fundamental skill areas of language arts, mathematics, science, and social studies shall be reviewed at intervals not exceeding five years. All instructional materials must be sequential and must be compatible with previous and future offerings.

Instructional resources maintained by the district shall be catalogued and classified in accordance with applicable Department of Education rules and should be managed under policies and procedures designed to maximize their use.

Instructional Resources Plan. The superintendent is directed to prepare, maintain, and implement a written plan for the ongoing development, organization, acquisition, maintenance, replacement, and updating of instructional resources necessary to support the needs of the user population and the approved curriculum. The plan shall conform to applicable Department of Education requirements (Ed 306.08 (a) (4) and (b)) and should be presented to the School Board every three years for periodic review.

Reading: December 10, 2009
Adopted: January 7, 2010
Reviewed: October 16, 2014
Amended: October 4, 2018

IHAM

Pittsfield School District

HEALTH EDUCATION AND EXEMPTION FROM INSTRUCTION

Consistent with Department of Education requirements, health and physical education, including instruction about parts of the body, reproduction, and related topics will be included in the instructional program.

Instruction must be appropriate to the grade level, course of study, and development of students and must occur in a systematic manner. The superintendent will require that faculty members who present this instruction receive continuing in-service training, which includes appropriate teaching strategies and techniques.

Parents/guardians will have the right to inspect and review health and physical instruction materials which will be made reasonably accessible to parents/guardians and others to the extent practicable.

Parents and legal guardians shall be notified by e-mail, other written means, website / social media postings or phone call, not less than two weeks in advance of the use of curriculum course material to be used for instruction of human sexuality or human sexual education, that the material is available for inspection at the school. The notice will identify and provide contact information for the staff member or faculty that the parents or guardians should contact to arrange for an opportunity to inspect the curriculum course material.

Parents/guardians who wish to review or inspect health and physical education materials may arrange a meeting with the dean of instruction to review the materials.

Parents/guardians, or students over eighteen years of age, who do not want their child to participate in a particular unit of health or sex education instruction for religious reasons or religious objections are allowed to have their child opt-out of such instruction.

Parents/guardians who wish to have their child opt-out of such instruction are required to make their request in writing to the dean of instruction and state the particular unit of curriculum or lesson of instruction in which the student is not to participate. Any student who is exempted by request of the parent/guardian under this policy may be given an alternative assignment sufficient to meet state requirements for health education. The alternative assignment will be provided by the health or physical education teacher in consultation with the dean of instruction.

Opt-out requests must be submitted annually and are valid only for the school year in which they are submitted.

In accordance with the federal Protection of Pupil Rights statute, as a school district that receives federal Department of Education funds, the district makes available for inspection any instructional material used as part of the educational curriculum for the student. The procedures established by the district provide reasonable access to instructional materials within a reasonable period of time after such a request is received.

Reading: September 17, 2009
Adopted: October 1, 2009
Amended: October 16, 2014
Amended: October 5, 2017
Reviewed: September 20, 2018

IMBD

Pittsfield School District

HIGH SCHOOL CREDIT FOR SEVENTH AND EIGHTH GRADE COURSEWORK

Students in seventh and eighth grade may take advanced courses and apply the credit of those courses toward high school graduation, provided the courses demonstrate content requirements consistent with related high school courses and the student achieves satisfactory standards of performance. School Board policies relative to assessment, mastery, and competency shall apply.

The director of college and career readiness shall approve such courses and credit prior to the student enrolling in the class in order for such credit to be applied toward high school graduation.

Adopted: December 4, 2014
Amended: December 17, 2015
Reviewed: October 18, 2018

ILBAA

Pittsfield School District

HIGH SCHOOL GRADUATION COMPETENCIES

For the purposes of assessment of high school course work through the demonstration of student mastery of course competencies, the following definitions are established:

- **Competencies:** student learning targets that represent key content-specific concepts, skills, and knowledge applied within or across content domains. Specific and required types of competencies include district competencies and graduation competencies.
- **District Competencies:** specific types of competencies that are common across the district and organized in developmental progressions that led to achievement of graduation competencies.
- **Graduation Competencies:** specific types of competencies that are common across the district and define learning expectations for each student for graduation from high school.
- **Mastery:** a high level of demonstrated proficiency with regard to a competency.

Course credit will be awarded through the demonstration of a student's mastery of the competencies of the course. Course credit granted through demonstration of mastery will be counted through traditional methods. Grades and credit granted through demonstration of mastery will be included in the student's grade point average. Students must be enrolled in the particular course in order to receive course credit.

Students who are involved in an approved extended learning opportunity to satisfy course requirements in whole or in part shall demonstrate mastery through a method or methods as approved by the course instructor, as specified in Policy IHBH.

Credit may be used to fulfill prerequisites for other courses and/or subject area credit requirements for graduation. Credit will not be granted, however, for a course in a subject area lower in course sequence than one for which the student has already earned credit.

The superintendent shall establish rules for implementing this policy in cooperation with the dean of instruction, and shall be responsible for ensuring that all high school courses include appropriate competency assessments. Competency assessments will be selected, conducted, and reviewed in conjunction with the provisions of Policy ILBA.

Assessments shall be aligned with clearly defined educational standards that specify what students should know and be able to do. The assessment items and tasks shall be valid

ILBAA

and appropriate representations of the standards students are expected to achieve. Assessment standards, tasks, procedures, and uses shall be fair to all students.

Reading: July 16, 2009
Adopted: August 20, 2009
Amended: December 4, 2014
Reviewed: October 18, 2018

Pittsfield School District

HIV / AIDS

Human Immunodeficiency Virus (HIV) progressively destroys the body's ability to fight infections and certain cancers. The term acquired immunodeficiency syndrome (AIDS) is used to mean the later stages of an HIV infection. To assist the District and infected persons, the District adopts the following policy.

General Principles:

- A. HIV is not spread by casual, everyday contact. Therefore, absent a serious secondary infection that may be transmitted to others or a significant health problem that restricts the infected person's ability to attend school, a student who is infected with HIV or AIDS shall attend the school and classroom to which he/she would be assigned, and shall receive the rights, privileges, and services to which he/she would be entitled if not infected, free of physical and verbal harassment.
- B. There shall be no discrimination in employment against a person infected with HIV or AIDS based solely upon said infection. No district employee shall be terminated, non-renewed, demoted, suspended, transferred, or subjected to adverse action based solely upon his/her infection with HIV or AIDS, or the perception that he or she is so infected. However, the district may take whatever action is appropriate as to an employee who, despite reasonable accommodation, is unable to perform his/her duties due to an illness, including an illness related to HIV or AIDS.
- C. The district shall provide a sanitary environment and shall establish procedures for handling bodily fluids.
- D. The district shall administer a program of education about HIV and AIDS for students, their families, and district employees to ensure that they are informed about the following:
 - a. The nature and effects of HIV, including current information about how it is transmitted and prevented in ways that are scientifically, legally, and educationally sound;
 - b. District policies and procedures relating to employees and students with diseases such as HIV or AIDS;
 - c. Resources within the district and elsewhere for obtaining additional information or assistance; and

- d. Procedures to prevent the spread of communicable diseases at school.

Evaluation of Infected Students and Staff:

- A. HIV is not transmitted casually. Accordingly, infection with HIV or AIDS is not, by itself, sufficient reason to remove a student or staff members from the school. When the superintendent has been notified that a student or staff member is infected with HIV or AIDS, the superintendent shall act appropriately to ensure the safety of persons in the school setting and to plan to support the infected person.
- B. When the district learns that a student is infected with HIV or AIDS, the appropriate procedures under state and federal law with regard to evaluation and educational programming shall be followed if the student is or may be educationally handicapped.
- C. When notified that an employee is infected with HIV or AIDS, the superintendent shall determine whether the infected person has a significant health problem that will restrict his/her ability to work and shall determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of the disease. The superintendent shall make this determination by consulting with the infected person and his/her physician.

The superintendent may also consult with public health officials and other persons, subject to the confidentiality provisions in this policy. The superintendent shall consider methods in which the district may anticipate and meet the needs of persons infected with HIV or AIDS.

Absent a secondary infection which creates a medically recognized risk of transmission of disease or a significant health problem that restricts the infected person's ability to work, the superintendent shall not alter the job assignment of the infected person. However, the superintendent shall periodically review the case with the persons identified above.

If the superintendent determines that a secondary infection poses a medically recognized risk of transmission of disease in the school setting or that a significant health problem restricts the infected person's ability to work, the superintendent shall consult with the persons identified above. After said consultation, the superintendent shall, if necessary, develop an individually tailored plan to accommodate the staff member, if possible. Additional persons may be consulted if necessary for gaining additional information, but the infected person must approve of the notification of any additional persons who are informed of the infected person's identity. The superintendent may consult with legal counsel to ensure that any official action is consistent with state and federal

JLCCA

law. If an individually tailored plan is necessary, said plan should be medically, legally, educationally, and ethically sound.

- D. Infected students who are aggrieved by the education plan determinations may appeal said determinations pursuant to state and federal special education law if the infected student is eligible for or claims that he/she is eligible for special education or special education and related services. Infected persons who do not claim that they are eligible for special education or special education and related services, but who are aggrieved by the superintendent's determination, may appeal said determinations to the Board.
- E. Confidentiality shall be observed throughout the foregoing process.

Confidentiality:

- A. The identify of a student or staff member who is infected with HIV or AIDS may be disclosed to those persons who determine whether the infected person has a secondary infection that poses a medically recognized risk of transmission of disease in the school setting or whether a significant health problem will restrict the infected person's ability to work or attend class. These persons include:
 - a. The superintendent or a person designated by the superintendent to be responsible for the determination, or, in the case of a student who is identified as educationally handicapped or who is claimed or believed to be educationally handicapped, the special services team.
 - b. The physician of the infected person.
 - c. Public health officials, to the extent that their knowledge of the infected person's identify is necessary.
- B. The persons listed above and the infected person, or his/her parents/guardians, shall determine whether additional persons may know the identity of an infected person. The identity of an infected person shall not be disclosed to persons who are not listed above without the consent of the infected person or the infected person's parents/guardians. The persons to whom the infected person's identity may be disclosed with the aforementioned consent include the school nurse, the dean of operations, or other persons necessary to protect the health of the infected person or to evaluate and monitor the case.
- C. All staff members who know the identity of persons infected with HIV or AIDS shall treat said information as confidential. No information will be divulged directly or indirectly to any individuals or groups, except as noted above. All medical information and written documentation of discussions, telephone

JLCCA

conversations, proceedings, and meetings concerning the HIV or AIDS infection shall be maintained in a locked file. Access to said file shall be granted only to those persons who have the written consent of the infected person or his/her parents/guardians. The names of infected persons shall not be used in documents, except when essential. No document containing the name or other information that reveals the identity of an infected person may be shared with any person for any purposes without the consent of the infected person or his/her parents/guardians. Any school staff member who violates the confidentiality provisions of this policy shall be subject to discipline. Test results and medical records shall be disclosed only with the consent of the infected person or his/her parents/guardians, pursuant to a subpoena or order of a court of administrative agency or otherwise in accordance with law.

Testing:

Mandatory testing for communicable diseases that are not spread by casual, everyday contact shall not be a condition for school entry or attendance, or for employment or continued employment.

Control of Infections:

- A. HIV cannot penetrate unbroken skin, and there is no evidence that HIV has been transmitted through contact with vomit, nasal discharge, saliva, urine, or feces. However, said body fluids commonly transmit infections such as hepatitis, colds, and flu. Accordingly, direct skin contact with body fluids should be avoided whenever possible.
- B. Staff members shall follow the universal precautions in handling body fluids in the schools.
- C. The district shall cooperate with local, state, and federal health agencies in controlling infections.
- D. If a person in a school setting has been exposed to blood-to-blood contact, the district should counsel the person to seek medical testing and attention.

Health Education:

The Board recognizes that HIV/AIDS education should be integrated into the health and family life curriculum, but may also be applied to other curriculum areas.

The district's HIV/AIDS education program must address, at a minimum, the nature, transmission, prevention, and effects of the disease. The program shall be provided in a

JLCCA

sequential manner, taking into consideration the age and maturity of the students and subject matter of the course.

Development of the program should take into account the instructional needs of all students in the district and be scientifically, legally, and educationally sound.

The superintendent shall ensure that the information presented as a part of the HIV/AIDS program is articulated in such a way that transition from grade to grade in the elementary school and from elementary to middle high school approaches to the material will be appropriate for all students.

The superintendent shall ensure that all staff involved in teaching the HIV/AIDS education program are properly certified and adequately prepared to teach the material. As necessary, appropriate staff training shall be provided. All employees shall have training in universal precautions.

Proposed: December 17, 1992

Adopted: February 18, 1993

Amended: May 7, 2015

Reviewed: December 20, 2018