



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, June 1, 2023
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

Google Meet joining info

Video call link: <https://meet.google.com/ozc-sstw-mto>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM May 18, 2023
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. PES PRINCIPAL
 - a. PES Calendar
 - b. Exhibition
 - c. Building Project
 - d. Staffing Update
 - e. THANK YOU!
8. PMHS PRINCIPAL
 - a. End-of-Year School Events
 - b. Exhibition of Learning
 - c. Senior Awards Night & Commencement
 - d. Summer Programs
9. SUPERINTENDENT OF SCHOOLS
 - a. Staffing and Hiring Update
 - b. Contracts
 - c. Paid Memberships
 - d. Grant Opportunities
 - e. Student Withdrawl
10. SCHOOL BOARD

Information & Discussion

- NH Fair Funding Update
- Policy Review – First Reading:
 - GBEBD, Employee Electronic Communication Policy
 - EFAA, Meal Charging

- JICD-R, Memorandum of Understanding
- AC, Non-Discrimination, Equal Opportunity Employment, and District

Action Items

- Teacher Nomination
- Drake Field Facility Request
- Policy Review – Second Reading:
 - DFA, Investment
 - IJL, Library Materials Selection and Adoption
 - CCB, Line and Staff Relations
 - EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers

11. COMMITTEE ASSIGNMENTS

- a. BUDGET COMMITTEE – Mrs. Adams
- b. DRAKE FIELD & FACILITIES – Mr. Gauthier
- c. NEGOTIATIONS -
- d. FOSS FAMILY SCHOLARSHIP - Mrs. Adams
- e. PUBLIC RELATIONS – Mrs. Goggin

12. PLAN AGENDA FOR NEXT MEETING

13. PUBLIC INPUT

14. ADJOURNMENT

DRAFT MINUTES BY THE PITTSFIELD SCHOOL BOARD

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

PITTSFIELD SCHOOL BOARD

MINUTES

Pittsfield School Board Meeting
May 18, 2023
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Sandra Adams, Vice Chairperson
Molly Goggin
Adam Cote
Helen Schiff

Others Present: Bryan Lane, Superintendent
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Assistant Principal
Members of the Public

Vice Chairperson Adams opened the meeting at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mrs. Adams.

III. AGENDA REVIEW

The following items were added to the agenda:

- Teacher Celebration at 6:30 p.m. (Mrs. Adams)
- Exhibition Schedule of Events (Mr. Hamilton)

IV. ACTION ON AMENDED AGENDA

On a motion made by Mrs. Goggin and seconded by Mr. Cote, yes, Mrs. Schiff, yes, Mrs. Adams, yes, 4-0, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous meeting were considered and changes include: page 2, VIII, B, correct “the event *that is*”, D. correct *conferences*; page 4, C & D, correct Bachelors; XII, correct next meeting date to *May 18, 2023*.

Mrs. Schiff made a motion to accept the changes, Mr. Cote seconded, with Mrs. Goggin abstaining, 3-1.

VI. PUBLIC INPUT

NO PUBLIC INPUT

VII. SITE COUNCIL

Annelissa Marcotte spoke on the status of voting for site council leaders.

VIII. SUPERINTENDENT

- A. Open Positions – Mr. Lane spoke to the Board with updated information on hiring and staffing for the 2023-24 school year.
- B. Cost Differential – Mr. Lane provided the Board with data for the cost differential for budgeted salaries versus the contracted salaries for the new hires.
- C. PES Class Sizes – Mr. Lane explained the fluctuation in class sizes from the current year to the projected next year. Mr. Lane explains the shift resulting in the reduction in classrooms that would free up money in the budget to possibly hire a behavioral specialist in addition to the existing staff.
- D. Enrollment – Mr. Lane provided the Board with an updated enrollment report.

IX. PMHS PRINCIPAL

- A. Exhibition Schedule of Events – Mr. Hamilton provided the Board with a schedule of events for Thursday’s Exhibition Event.

X. SCHOOL BOARD

- A. NH Fair Funding Presentation – Mrs. Goggin spoke on the NH Fair Funding guidance and benefits of hosting them to visit the District. Mrs. Goggin informed the Board of her thoughts on reaching out and gathering more information from them and providing the Board with an update at the next meeting.
- B. Policies – First Reading
 - i. DFA, Investment
 - ii. IJL, Library Materials Selection and Adoption
 - iii. CCB, Line and Staff Relations
 - iv. EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers
- B. Policies – Second Reading

- i. IFA, Instructional Needs of Each Individual Student, accepted as written.
- ii. IF, Instructional Program, accepted as written.
- iii. IKAA, Interdisciplinary Credit, change Dean of Operations to Administration, on a motion made by Mrs. Adams and seconded by Mrs. Goggin, the changes were accepted.
- iv. IIC, Instructional Time, change Dean of Operations to Administration, on a motion made by Mrs. Goggin and seconded by Mr. Cote, the changes were accepted.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams
- B. Drake Field and Facilities – Mr. Gauthier
- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams stated there were 17 applications for the scholarship. Mrs. Adams advised that she has reviewed the applicants and the final meeting is scheduled for May 25 at 7:00 p.m. at Town Hall.
- E. Public Relations – Mrs. Goggin spoke on the Chaos and Kindness event as well as the Lego and Girls on the Run programs that the District held. Mrs. Goggin praised the District staff for all of their hard work and efforts. Mrs. Adams additionally stated her appreciation for the District staff.

XII. NEXT MEETING

Mrs. Goggin will provide an update from the NH Fair Funding Program.

Mr. Lane will provide information on paid memberships.

The next meeting of the Board is scheduled for June 1, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIII. PUBLIC INPUT

Chris Smith expressed his concern regarding the Google Meet link on the agenda that is posted on the district website that does not work for him.

Mr. Lane stated he would look into this matter.

Dan Schroth spoke to the Board regarding alternative power options for the District and possible funding sources for this.

XIV. ADJOURNMENT

A motion was made by Mrs. Goggin and seconded by Mrs. Schiff to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:18 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

Pittsfield School District

To Pittsfield School Board
From PES Administration, Michael Wiley
Subject: Board Report
Date: June 1st, 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	223	220	220	

- PES Calendar:** June is upon us and PES is a busy place. We had our final days with Mike Anderson and Kathy Collins. Their presence will be missed throughout PES. The Readers Workshop Professional Development and implementation has been very successful. Coming up we have our Kindergarten and 5th grade celebrations. Field days are planned. K-2 is scheduled for Wednesday, June 7th, and Grades 3-5 Field day is scheduled for Wednesday, June 14th. See below for an updated list of events.
- Exhibition:** On Thursday, May 25th PES held Exhibition Night. The turnout for the night was great. Many families embraced seeing their child in action presenting their research topic. It was great to have a wax museum exhibit, students wore costumes and had a great time. PTO sold refreshments and held a Raffle Basket Contest. Below you will find the 2022-2023 Exhibition Booklet.
- Building Project:** The HVAC Project is making steady progress. There is an updated schedule of work included in this packet. The plumbers are continuing to add new pipes for the boilers. The new hot water storage tank arrived and is in place. Electricians worked a few nights to install the conduit that runs to the new air handling unit on the roof.
- Staffing Update:** Charlene Vary, Jacklyn Rohr, and Mike Wiley worked on placing paraeducators for their 23-24 roles. Many paraeducators wanted a different role. It is a challenging process but in the end worked out well.
- THANK YOU!** I would Like to extend my gratitude and appreciation to the Pittsfield School District and the School board for our opportunity to work together during the 2021-2022 and the 2022-2023 school year. I am proud to say that Pittsfield Elementary School was my first administrative job. Thank you!

Calendar:

June

2	Grade 3 Field Trip(Seacoast Science Center)	4:00-6:00
3	Daddy Daughter Dance(PTO)	4:00-6:00
6	UA Whole School Morning Meeting	8:10-8:40
7	K-2 Field Day	9:00-1100
8	5th Grade Celebration - PES Gym	5:00-6:00
12	Kindergarten Celebration	5:30-6:15
13	Grade 5 Step Up Day	1:15/1:30 - 2:30
14	3-5 Field Day	9:00-1100
15	Donuts With Dad(PTO)	7:15-7:50
15	Grade 5 Field Trip	
16	5th grade Drake Celebration	School Day
16	4th Quarter Ends	

PES HVAC Updated Schedule

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors
1	✓		Cut, cap, disconnect piping and electrical at boilers to be removed	1 day	Mon 4/24/23	Mon 4/24/23	
2	✓		Remove Oil tank and fill hole	1 day	Mon 4/24/23	Mon 4/24/23	
3	✓		Install underground propane tanks	4 days	Tue 4/25/23	Fri 4/28/23	
4	✓		Demo boilers and pumps	3 days	Mon 4/24/23	Wed 4/26/23	
5			Install new boilers with piping and electrical	7 days	Mon 5/15/23	Tue 5/23/23	
6			install new pipe insulation for all piping in boiler	3 days	Wed 5/24/23	Fri 5/26/23	
7			Pave parking area as needed	1 day	Mon 6/19/23	Mon 6/19/23	
8			North Ridge-demo ceilings in required locations 1st and 2nd	1 day	Tue 6/20/23	Tue 6/20/23	
9			North Ridge-demo AH-1 and 2 and all associated duct work	10 days	Tue 6/20/23	Mon 7/3/23	
10			Eastern Vent-Install new duct work in class rooms, relocate exhaust fans, stink pipes	20 days	Mon 6/26/23	Fri 7/21/23	

ID		Task Mode	Task Name	Duration	Start	Finish	Predecessors
11	✓		Carrier-Run power to rooftop location from boiler room	3 days	Tue 6/27/23	Thu 6/29/23	
12			SL chase-install steel to bar joists for reinforcement at curb	4 days	Thu 7/6/23	Tue 7/11/23	
13			Eastern Vent-insulate new duct work in 1st and 2nd floor classrooms	10 days	Mon 7/10/23	Fri 7/21/23	
14			Skyline-Install curbs for AH-1 and 2. exhaust fans 9-10	4 days	Tue 6/27/23	Fri 6/30/23	
15			All Temp-set AH-1,2 on curbs	1 day	Wed 7/12/23	Wed 7/12/23	
16			All Temp-connect duct work and piping to AH-1,2	2 days	Thu 7/13/23	Fri 7/14/23	
17			Carrier/CTI-Install power and controls to Ah-1,2 as needed	2 days	Thu 7/13/23	Fri 7/14/23	
18			Bevins-relocate duct detectors	1 day	Mon 7/17/23	Mon 7/17/23	
19			Install new ceilings where needed	3 days	Mon 7/24/23	Wed 7/26/23	
20			AH-1,2, boiler start up	2 days	Mon 8/7/23	Tue 8/8/23	

2023 Exhibition Night at PES



Pittsfield Elementary School
May 25th, 2023

A celebration of students' learning and showcase of their work

Welcome to Pittsfield Elementary School's annual Exhibition Night. Tonight, students will have a chance to share a project they have worked on this year, demonstrate the inquiry and research skills they have been developing, and exhibit their growing abilities as independent thinkers and learners. The PES faculty see Exhibition Night as an important opportunity for students to merge their interests, passions, and curiosities with their academic lives at school.

Tonight's Exhibition Night is a celebration of student learning. Students will have a product to share and will discuss the process they followed to create the final product. Teachers have been working on developing authentic assessments by using projects and inquiry. This change means that doing the project is a learning activity.

Tonight is a Celebration of Learning! We thank you for attending and allowing our students to share what they have accomplished this year. We look forward to hearing your feedback as we work together to engage students in meaningful and effective educational experiences.

**Sincerely,
PES faculty and staff**

We are asking that visitors go to as many classrooms as possible, because our students are excited for an authentic audience! Even if you pop in and just ask one student in each classroom a question, that would be appreciated!

A note regarding dismissal: We will announce the transition to clean up time at 6:00pm. At that time, families will be able to collect their child and their project(if applicable) in their classroom. Please be sure to check in with the teacher to let them know you have your child and that you are ready to leave.

Mrs. Perry's Pre-K

(Room 104)



Boy...we have been busy here in Pre-K. We have been learning all about Community Workers and what they do! We have practiced our cutting and pasting skills, along with our coloring skills. We have created crafts all about Community Workers and read books about the types of jobs they do. Preschool students used their newly crafted headbands and worker vest to have imaginary play while doing their favorite Community Worker's job. Stop by on Exhibition night and view what the students have been working so hard on.

Good Questions to ask:

- What did you learn about Community Workers?
- Which activity did you like making the most?
- When you grow up will you be a community worker...if so, which one?

Mrs. Medeiros' Kindergarten

Mrs. Medeiros' class has completed learning everything they can about the ocean. Throughout the classroom, you can see all the hard work that the class put into making the decor. In addition, they each made and researched an ocean animal of their choice. These clay figures are on display along with 3 facts that each student learned.

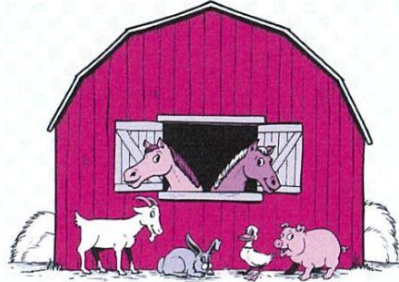
Here are a couple of photos of the class working hard on all things ocean:



Good questions to ask:

- What did you learn about your ocean animal?
- Which ocean project did you like making the most?
- Would you like to be a scuba diver? Why?

Mrs. Coronati's Kindergarten



Mrs. Coronati's class has completed learning about farm animals. Throughout the classroom you can see all of the hard work that the class put into making the decor. In addition, they each made and wrote about a farm animal of their choice. You will find their animals in a big red barn along with 3 facts that each student learned.

Good questions to ask:

- What did you learn about your farm animal?
- Which farm project did you like making the most?
- Would you like to be a farmer? Why?



The Epic Space Adventure in First Grade (Rooms 107, 108)



This year, first graders studied the different ways that scientists can explore space. Students learned about telescopes, satellites, rovers, astronauts and spaceships. We traveled to the McAuliffe-Shepard Discovery Center to learn more about space discovery. As a celebration of our learning, we had a Space Day where we made astronaut food and learned other space related facts.

Questions to ask:

What is your favorite method of space exploration?

What is astronaut food and how is it different?

If you could travel to space, would you? Why or why not?

Tell me a fun fact that you learned about space or space exploration.

Transportation with Grade 2 (Rooms 109, 110 & 111)



All aboard the exhibition train!

This year in second grade students studied various forms of transportation, how they work and how they are used in society. They then chose a specific means of transportation to study for their project. Students built realistic models of their mode of transportation from recycled materials. We hope you will join us on our journey during exhibition night!

Questions to ask our passengers about their projects:

- What was the most interesting thing you learned?
- What was the most difficult part when making your project?
- How is your form of transportation used today?
- What powers your form of transportation/makes it go?
- Why did you choose this topic?

Dive Deep with Third Grade (Rooms 206 & 207)



Ms. Hildreth and Ms. Lavoy's Class **Oceans**

Our students have been learning about the ocean. Our students looked at many different aspects of the ocean; animals, plants, non-living features, and human interaction. Then they chose a topic that interested them the most and became an expert in that area. Students had the opportunity to be creative and display the information they learned in their own way. We hope you enjoy taking a plunge into the ocean with us during exhibition night!

Questions to Ask:

What is your favorite thing that you learned about your topic?

What is the strangest thing that you learned about your topic?

How does your topic impact the ocean?

Grade 4
(Rooms 203, 204 & 205)



Miss Critchett, Ms. Galley, and Mrs. McNeil
Wax Museum & Biographies

This quarter, student learners used biographies to learn about a famous person in history or modern day. They used multiple sources to take notes with the goal of pulling out the most important information from the text. Students used the information they gathered to write a script about their famous person highlighting their accomplishments and contributions to the world. Students have chosen and gathered costumes and will be participating in a wax museum. Students will be statues and come to life when an adult stands in front of them. Students will recite their script sharing their newly gleaned knowledge. Students also decorated a trifold board showing important facts and pictures of their famous person for display on Exhibition Night. We are excited to show you the students' hard work and passion for these famous people!

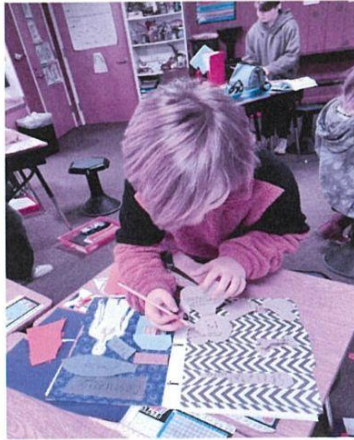
Questions to ask-

What was your favorite thing you learned about your person?

How did your person contribute to helping people or animals in the world?

Why did you choose to research this person?

5th Grade (Rooms 101 & 102)



5th grade students will be presenting two different projects exhibiting work from **Miss Bickford's science class** and **Ms. Devarney's social studies class**.

Science: Human Body Lapbooks

Earlier this year, students studied 7 systems of the human body through readings, discussions, videos, and hands-on exploration. Through their studies, students learned about the organs and function of each system. Students then created a lapbook—an interactive way to display information.

Questions to ask about the science project:

- What was the most interesting thing you learned?
- What was the most challenging part of this project?
- Which body system was your favorite to learn about and why?

Social Studies: Students studied many historical figures this year. Every student got to choose who they wanted to represent for Exhibition night. They learned about why they were important, what this did for this country, and who they really were as people. The students will explain who their figure was while others embody who they chose and act as if they are that person.

Questions to ask about students' historical figures:

- Who is your historical figure and why are they important?
- What did they do for this country that made them famous?
- Where did they live?
- What are some fun facts about them that most people may not know?

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton & Melissa Brown, PMHS Administration
Subject: Board Meeting – June 1, 2023
Date: May 25, 2023

INFORMATION

1. End-of-Year School Events. Below is an overview of upcoming end-of-year school events. A copy of our full end-of-year calendar is enclosed.
 - Fifth to Sixth Grade Family Information Night, May 30, 6:00 p.m.
 - Senior Awards Night, June 9, 7:00 p.m.
 - Commencement Ceremony, June 10, 10:00 a.m.
 - Eighth Grade Achievement Night, June 13, 6:00 p.m.
 - Underclassman Awards Presentations, June 16, 9:00 a.m.
2. Exhibition of Learning. This year's Exhibition included a wide variety of student presentations and performances. The performances included a Learning Studio production of *Cinderella Without Crocs*, the PMHS Film Festival (which included four other participating schools), and a performance by our PMHS Band and Chorus. At the Board meeting we will be prepared to share a deeper reflection on the May 25 presentations and performances.
3. Senior Awards Night & Commencement. At the Board meeting, we will provide an overview of the program events for Senior Awards Night and the Commencement with a focus on School Board member roles and responsibilities in the programs.
4. Summer Programs. We are in the planning stages for our summer programs. The following is an overview of summer program offerings:
 - Summer Academies, July 10-14
 - Extended School Year Program, July 10-27 (M-Th.)
 - Competency & Credit Recovery Support, July 10-August 18

The Summer Academy options this year are Create Your Own Summer Adventure with Mr. Anthony and Mr. LaRoche (open to students in grades 9-12). We are also offering a new science based program with Ms. Tyrell called CSI Pittsfield (open to incoming eighth grades and high school students). Registration for both programs is open through June 9.



Pittsfield Middle High School
Calendar of Events
May-June 2023

MAY

- 4-6 Senior Class Trip
- 8-19 NHSAS Testing Window
- 20 Junior/Senior Prom, Kimball Jenkins, 7:00 p.m.
- 23 DARE Graduation, PMHS, 8:30 a.m.
- 24 CRTC Comp Night, Concord High School, 6:00 p.m.
- 25 Exhibition of Learning
- 26 Field Day
- 29 No School: Memorial Day
- 30 Fifth to Sixth Grade Family Information Night, PMHS, 6:00 p.m.

JUNE

- 9 Senior Awards Night, PMHS Gym, 7:00 p.m.
- 10 Commencement Ceremony, PMHS Gym, 10:00 a.m.
- 13 Eighth Grade Achievement Night, PMHS Gym, 6:00 p.m.
- 16 Underclassmen Awards Presentation, PMHS Gym, 9:00 a.m.
- 19 Last Day of School, PMHS Dismissal at 12:45 p.m.

The above calendar of events includes dates and events as of April 24, 2023. Other events, dates, and times will be announced in the coming weeks.



SCHOOL ADMINISTRATIVE UNIT #51
 23 Oneida Street, Unit 1
 Pittsfield, New
 Hampshire 03263
 Phone: (603) 435-5526
 Fax (603) 435-5331

SUPERINTENDENT'S REPORT
 May 18, 2023

The Administration continues to work toward filling open positions. The following are the current open positions:

2- 6 th Grade Teacher	High School Math Teacher
Middle School Special Education Case Manager	PES Special Education Case Manager
PES School Nurse	

We continue to review applications as they come in and interview to determine the best candidate to bring to the Board.

Cost Differential to date:

Position	Budgeted Salary/Benefits	Contracted Salary/Benefits	Variance
PES Principal	\$ 124,759	\$123,408	\$ 1,351
PES SPED Teacher	\$ 48,309	\$ 59,776	(\$11,736)
PMHS Library/Media	\$ 68,413	\$ 56,581	\$ 11,732
PES Music	\$ 68,722	\$ 47,402	\$ 21,370
PES 5 th Grade	\$ 58,332	\$ 47,856	\$ 10,476
MS Science**	\$ 87,074	\$56,032	\$ 31,042
HS Science	\$ 58,953	\$84,306	(\$25,353)
6 th Grade	\$ 67,972		
6 th Grade	\$ 61,457		
PES SPED Teacher	\$ 61,552		
HS Math	\$ 87,074		
MS SPED	\$ 76,716		
PES School Nurse	\$ 68,492		
		Total	\$ 38,882

We are struggling to find candidates for the remaining open positions.

Contracts for hourly staff will go out the week of June 1. There are paraeducator positions that were funded through the ESSER Grant. These funds will no longer be available to us in the coming school year. I have asked the administrative staff to review our current staff and determine our needs as well as an evaluation of those who serving at this time. Once it is determined how many positions we will be able to fund with the funds available, I will have conversations with those who we are not asking back. Positions that come open with staff who leave, will be offered to qualified people who currently work with us to have the right of first refusal.

A request was made by a Board member to detail the memberships that the District pays annually from the General Fund. The costs are as follows:

New England Association of Schools and Colleges	\$ 3,410
New Hampshire Business Administrators Association	\$ 100
New Hampshire School Principals Association- 2 memberships	\$ 1,120
New Hampshire Interscholastic Athletic Association	\$ 600
Lakes Region Superintendent's Association	\$ 75
New Hampshire School Counselors Association	\$ 600
New Hampshire School Nurses Association- 2 memberships	\$ 600
New Hampshire School Librarians' Association- 2 memberships	\$ 800
New Hampshire Technology Administrators	\$ 376
New Hampshire School Boards Association	\$ 2,600
Total expenditure	\$ 10,281

Annually, the Superintendent is required to inform the Board on the purposed of the Federal Grants we make application to. This notification to the Board is required to be in approved minutes annually. A review of the Grants is part of the Board packet.

A citizen at a School Board meeting earlier this year brought up the concern about losing students to the new Charter School that is opening up in our area. It is my understanding that four students from Pittsfield have enrolled in the Charter School. Three of those students are currently home schooled students and one would be enrolled in our middle school.

SAU 51 Grant Resources

TITLE I

Title I, Part A (Title I) of the Elementary and Secondary Education Act, as amended by “Every Student Succeeds Act” (ESEA) provides financial assistance to local educational agencies (LEAs) and schools with high numbers or high percentages of children from low-income families to help ensure that all children meet challenging state academic standards. Federal funds are currently allocated through four statutory formulas that are based primarily on census poverty estimates and the cost of education in each state

TITLE II

The purpose of Title II is to provide supplemental activities that strengthen the quality and effectiveness of teachers, principals, and other school leaders which includes:

- Increase student achievement consistent with the challenging state academic standards;
- Improve the quality and effectiveness of teachers, principals, and other school leaders;
- Increase the number of teachers, principals, and other school leaders who are effective in improving student academic achievement in schools; and
- Provide low-income and minority students greater access to effective teachers, principals, and other school leaders.

Title II, Part A can be used to improve teacher and principal quality which include induction programs, professional development and support professional growth, equitable access to quality educators and recruitment for hard-to-find educator positions. Title II, Part A equitable services must be offered to eligible nonprofit private schools located within the local educational agency (LEA) boundaries. LEAs must consult with participating private schools.

Title IV

The purpose of the Title IV-A Program is to improve students' academic achievement by increasing the capacity of the LEA schools, and local communities to:

- Provide all students with access to a well-rounded education;
- Improve school conditions for student learning; and
- Improve the use of technology in order to improve the academic achievement and digital literacy of all students.

Title V

The purpose of the Rural and Low-Income School (RLIS) program is to provide rural districts with financial assistance for initiatives aimed at improving student achievement. The grant is non-competitive, and eligibility is determined by statute. In order to be eligible school districts must have at least 20% of the children they serve come from families with incomes below the poverty line and be located in a rural area. RLIS funds pay for activities authorized under Titles I-IV of the ESEA, as well as parental involvement activities.

IDEA

The Individuals with Disabilities Education Act (IDEA) Federal Special Education Entitlement Grant provides funds to ensure that eligible students with disabilities receive a free and appropriate public education that includes special education and related services designed to meet their individual needs in the least restrictive environment. The priorities of IDEA are to:

1. Ensure that all children with disabilities have available to them a free and appropriate public education that emphasizes special education and related services designed to meet their unique needs and prepare them for further education, employment, and independent living;
2. Ensure that the rights of children with disabilities and their parents are protected;
3. Assist states, localities, educational service agencies, and Federal agencies to provide for the education of all children with disabilities;
4. Assess and ensure the effectiveness of efforts to education children with disabilities.

CSI Grant

The CSI Grant is available to the District to find strategies to increase our graduation rate and to meet state minimum requirements for completion of a four-year cohort.

Pittsfield School District

EMPLOYEE ELECTRONIC COMMUNICATION POLICY

All School District employees are professionals who serve as role models for students and should therefore refrain from any communication, electronic or otherwise, which undermines their effectiveness as employees of an education enterprise. School District employees must maintain appropriate boundaries between students and themselves even when they are off duty. School District employees who violate this policy may face discipline and/or dismissal, in accordance with other district policies and/or collective bargaining agreements.

All School District employees, faculty, and staff who use social networking websites, chatrooms, blogs, email, instant message, text message or other electronic means are prohibited from the following:

- Engaging in any electronic communication that violates the law, collective bargaining agreements, school board policies, or other standards of professional conduct
- Posting, using, or sharing any school district data, documents, photographs, student information, or other district owned or created material on any website or in any electronic document.
- Posting or communication of any private or confidential School District material by any electronic means.
- Engaging in sexually explicit or suggestive messages, sexual banter, jokes or innuendos with students.

The School District prohibits its employees from engaging in the following problematic conduct as such conduct may demonstrate lack of appropriate boundaries:

- Inviting students to be “friends” through an Internet site or accepting such invitations from students.
- Socializing with students outside of school on social networking websites, chatrooms, blogs gaming and other websites.
- Communicating with students via email, instant message, text message, or other electronic means in an overly casual, unprofessional, inappropriate, or offensive manner.
- Creating, possessing, managing, or having a website that contains obscene or pornographic or other immoral pictures, video, or text, or other information or links to such information.
- Using the internet, email, instant message, text message or other electronic means to criticize, disparage or ridicule students, staff, or the School District in a manner that is disruptive to the operation of the school or is defamatory.

The District recognizes that there may be long time familial and community relationships that may exist among some employees with members of the Pittsfield community. Those relationships and communications should remain between adults and not with students in the school district.

All School District employees are reminded that personal information posted on the internet is not truly private as it creates a permanent record that may be retrieved and retained, and thus any expectation of privacy may be unwarranted. Information posted on the internet is routinely reviewed by potential employers and may impact future employment opportunities.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites or blogs if such sites are used solely for educational purposes.

EFAA

Pittsfield School District

MEAL CHARGING

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check, or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The district's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to Café Services should be presented to the cashier at the cafeteria or school office. A check may also be mailed to the school. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the food service contractor and district staff.

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.

The district's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the district will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, both breakfast and lunch.

The district works proactively with parents to maintain a positive balance in their student's meal account. The dean of operations shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's (USDA) guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers, will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

The district recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The district's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

The district participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The district ensures that parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the food service contractor and district staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency (LEP) will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The district will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The district will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The district will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the district will apply the earliest effective date permitted by federal and state law.

The district will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the district with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be discarded because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the district's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it

is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the dean of operations or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student's meal account balance debt grows to \$15.00 or more, a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the dean of operations may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$30.00 or more, the parents will be requested to meet with the dean of operations. When appropriate, the dean of operations should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the district will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

If the dean of operations determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the dean of operations shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by food service contractor and district staff to

address the overdue debt, and the parent is believed to have the ability to pay, the superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the district.

The superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other district funds, the parents' debt for unpaid meal charges shall be owed to the district.

Applying the policy set forth above, the superintendent shall determine if further collection efforts are in the best interest of the district. Any payments collected on debt that has been offset with district funds, shall be credited to the district. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive, or Unreasonable Collection Practices Act.

A copy of this policy and refresher training shall be provided annually to all food service contractor and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the dean of operations.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture; Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This district is an equal opportunity provider.

It is the district's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability, 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the dean of operations will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

If a student's meal account has a negative balance of \$30.00 or more, the student will be allowed to charge only an alternative meal. In accordance with state law, the alternative meal will be one of the meal choices generally available to all students, but which has the lowest cost to the lunch program to produce. The purpose of limiting students with negative balance meal accounts to the alternative meal is to mitigate the losses to the district from providing uncompensated meals, while ensuring that the student has access to a healthy meal. These students will also not be allowed to charge a la carte or extra items. It is the parents' responsibility to explain to the student that only alternative meals may be charged.

A notice which directs the parent to have their student select only the alternative meal and not to charge a la carte or extra items, until the student's meal account is brought into positive balance, will be included with the communication demanding payment of the negative balance. The notice will include the information necessary for the parent to explain to the student how to select the alternative meal. For students in grade seven and above, if the student continues to select other meal choices, the student may be spoken with privately and advised that in accordance with the notice provided to the parents, the student may only select the alternative meal and may not charge a la carte or extra items until the meal account is brought into a positive balance.

Adopted: April 19, 2018

Pittsfield School District

MEMORANDUM OF UNDERSTANDING

For administering the Provisions of RSA 193-D, Safe School Zones

1. General Principles

The Pittsfield School Board and the Pittsfield Police Department agree to work in a cooperative effort to provide a safe and healthy environment for students, staffs, and visitors. In furtherance of that effort, this Memorandum of Understanding is intended to comply with the provisions of RSA 193-D, Safe School Zones. The Board and the Police Department further agree to respond effectively to incidents on school delinquency or criminal behavior in school, on school grounds, and at school sponsored events.

This Memorandum deals with the law enforcement response to any incident involving the possession, use, sale, or distribution of alcohol and other drugs in a school setting or during any school sponsored activity. This Memorandum also addresses the efforts by the school and police to respond to incidents of violence; weapons possession; or acts of theft, violence, or destruction, on school property and at school functions, under the provisions of and in concert with the implementation of the Safe Schools Act, RSA 193-D. This Memorandum applies to reportable behavior of adults as well as children.

The Pittsfield School Board and the Pittsfield Police Department agree to coordinate these efforts with the local prosecuting attorney's office and the New Hampshire Department of Education.

The School Board recognizes that in cases of an emergency situation or imminent danger to students, staff, or the community, the Police Department and the School District may act without regard to this Memorandum. Nothing contained in this Memorandum is intended to limit the events that may be reported to the Police Department or limit school employees when requesting police assistance on matters not referred to in this Memorandum.

In the event either the Pittsfield School Board or the Pittsfield Police Department desires to amend this Memorandum, the agency seeking changes will arrange for meeting with the other.

2. Definitions

The following terms, as defined in RSA 193:D-1 apply to this Memorandum:

- "Safe School Zone" means an area inclusive of any school property or school buses.

JICD-R

- “School” means any public or private elementary, secondary, or secondary vocational-technical school in New Hampshire. It shall not include home schools.
- “School Employee” means any school administrator, teacher, or other employee of any public or private school, school district, school department, or school administrative unit, or any person providing or performing continuing contract services for any public or private school, school district, school department, or school administrative unit.
- “School Property” means all real property, physical plant, and equipment used for school purposes, including but not limited to school playgrounds and buses, whether public or private.
- “School Purposes” means school-sponsored programs, including but not limited to educational or extracurricular activities.

3. School / Police Liaisons

In order to facilitate prompt and clear communication of incidents, the School Board and Police Department will designate individuals to serve as primary contact liaisons. The superintendent of schools shall designate the dean of operations as the school district’s reporting official. He/she shall be responsible for handling all reportable incidents of: (1) drug/alcohol use, possession, sale, and/or distribution; (2) assault or violence; (3) possession of weapons; and/or (4) theft or destruction of property. The school district liaison will communicate information on such incidents to the Police Department.

The chief of police shall designate a police officer(s) who shall be responsible for handling all reportable incidents brought to the attention of the Police Department by the school’s reporting officials. In addition to communication between the reporting official and the police officer on specific incidents mentioned above, it is recommended that official and officer meet regularly to discuss the scope of these problems and to identify strategies aimed at reducing them.

4. Reportable Acts

A. School Reports to the Police Department

1. Mandatory: Notwithstanding the provisions of RSA 193-D, the Safe School Zone Act, the following incidents must be reported to the Police Department by the designated school employee:
 - a. Possession of alcohol by a minor or if it appears that a student is under the influence of alcohol or drugs on school property or at school functions;

JICD-R

- b. Possession, selling, or distribution of any controlled substance (including drug paraphernalia) as defined in RSA 318-B by an individual on school property or at school functions;
- c. Any incident in which any individual who is responsible for, suspected of, or determined to be selling or distributing drugs or alcohol on school property or at school functions;
- d. Unlawful possession, sale, or use of firearms or other dangerous or prohibited weapons, fireworks, or explosives, as defined in RSA's 208, 644, and 159, on school property or at school functions;
- e. Arson under RSA 634:1: any person who knowingly starts any fire or causes any explosion which results in injury, damage to property of another, or is done with intentional disregard for the safety of others;
- f. Burglary under RSA 635: any person who enters a building or separately secured section of a building with a purpose to commit a crime;
- g. Robbery under RSA 636: including theft that is accomplished by physical force or the threat of imminent use of force;
- h. Thefts of property where the value is more than \$50 or repeated occurrences of theft by one student (thefts by students who are in the third grade or lower are generally not reported to the Policy);
- i. Homicides under RSA 630: any death shall immediately be reported to the Police Department regardless of suspected cause;
- j. First or second degree assault under RSA 631: whereby an injury occurs to a person, requiring medical treatment beyond basic first aid or requiring outside medical follow up, caused by another person. Investigation may reveal that not all of these incidents constitute an actual crime. Reporting will allow an investigation to be conducted.
- k. Sexual assault under RSA 632-A: any sexual contact with a person who is under thirteen years of age will be reported;
- l. Criminal Mischief under RSA 634:2: purposely or recklessly damaging the property of another, resulting in a value of \$50 or more of damage. This includes vandalism to school property.

JICD-R

- m. Threatening Behavior under RSA 631:4: which purposely places or attempts to place another in fear of imminent bodily injury or physical contact.
2. Discretionary reporting events that are up to the discretion of the building Principal:
- a. Refusal or neglect to conform to reasonable rules of the school or to clear non-injurious directions given by a staff member;
 - b. Simple assault incidents (which don't meet the criteria as stated in j above), depending on the nature of the incident, as determined by the school administration;
 - c. Theft under RSA 637: of property valued at under \$49;
 - d. Criminal mischief under RSA 634:2: purposely or recklessly damaging the property of another resulting in a value of \$49 or less of damage; this includes vandalism to school property.

B. Police Department Reports to the School

- 1. The following information shall be reported by the Police Department to the dean of operations:
 - a. An arrest made by the Police Department of a student, when such information is relevant to the safety of that student or of others students in the school, where the law allows.
- 2. The following information shall be shared with the school administration by the Police Department, subject to applicable statues and regulations governing confidentiality:
 - a. The arrest and filing of a delinquency complaint against any student under the age of seventeen years;
 - b. Other non-criminal activity that the Police Department deems pertinent to one or more students' well-being, including but not limited to threatening to attempt suicide or victimization of a student by a parent, caretaker, or other individual.

5. Procedures for Reporting

JICD-R

- A. It is agreed that every school employee who has witnessed or has information from the victim of an act of theft, destruction, or violence in a safe school zone shall report such act immediately to a supervisor. A supervisor receiving such report shall immediately forward such information to the dean of operations. The dean of operations shall then contact the Police Department by telephone and report the incident. The Principal shall also provide the Police Department with a written report within forty-eight hours of the incident.

- B. The report required shall include:
 - 1. Identification of the act of theft, destruction, or violence that was alleged;
 - 2. The name and address of witnesses to the alleged act;
 - 3. The name and home address of any person suspected of committing the act.

- C. The written report required above shall be waived when there is a law enforcement response at the time of the incident which results in a written police report.

- D. School response:
 - 1. A teacher or other school employee who has reasonable grounds to believe that a student has committed a reportable act shall:
 - a. Confront the student with the nature of the offense;
 - b. Take the student to the dean of operations office or other designated location;
 - c. Retrieve and turn over any physical evidence to the dean of operations or designated employee.
 - 2. For mandatory reportable acts, the dean of operations shall:
 - a. Notify the police and the student's parent/guardian, and inform them of the nature of the incident;
 - b. Turn over any physical evidence seized and a written fact summary to the Police Department;
 - c. Initiate disciplinary action in accordance with Board policies.
 - 3. For discretionary reportable acts, the dean of operations shall:

JICD-R

- a. Determine if the police and parent/guardian should be notified and, if so, make the calls as soon as reasonably possible; any incident reported to the Police shall also be reported to the student's parent/guardian;
- b. Initiate disciplinary action in accordance with Board policies.

E. Police response:

- 1. The police officer will make contact with the school as soon as possible after receiving a report from the dean of operations to investigate the incident or take any other appropriate action;
 - 2. During the investigation, the police officer may meet with the dean of operations, the student, the student's parent/guardian, and appropriate persons with knowledge of pertinent facts, if required;
 - 3. If at the conclusion of the investigation, the student is found to have committed the alleged offense, the police officer may initiate a formal complaint process;
 - 4. When the police officer is called to the school in response to offenses involving the sale and/or distribution of drugs or alcohol, violent behavior, or the possession of a weapon, and where probable cause exists for arrest, the officer shall take the appropriate action to initiate the formal complaint process.
6. To the extent possible, precautions will be taken by both police and school officials at all times to ensure that the educational process is not disrupted.

Chief of Police

Date

School Board Chair

Date

Superintendent of Schools

Date

Reading: May 7, 2009

Adopted: May 21, 2009
Reviewed: December 6, 2018

Pittsfield School District

NON-DISCRIMINATION

It is the policy of the School Board that there will be no discrimination on the basis of age, gender, race, creed, religion, marital status, sexual orientation, national ethnic origin, economic status, or disability for employment in, participation in, admission/access to, or operation and administration of any educational program or activity in the School District. The district will not discriminate against any employee who is a victim of domestic violence, sexual assault, or stalking.

The Superintendent or his/her designee will receive all inquiries, complaints, and other communications relative to this policy and the applicable laws and regulations concerned with non-discrimination.

The policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of the policy, law, or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section of The Rehabilitation act of 1973, Title II of The American with Disabilities Act, Title VI or VII of The Civil Rights Act of 1964, Title IX of The Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Inquiries or complaints regarding compliance with Title IX may be directed to the office of the Superintendent of Schools. Grievances will be processed as follows:

1. Any complaint from or on behalf of any person employed or served by the schools shall be submitted in writing to the office of the Superintendent of Schools. The Superintendent shall, without delay, forward it to the person immediately responsible (i.e., department head, coach, supervisor, etc.).
2. The immediately responsible person will investigate the complaint and report his/her findings and recommend remediation in writing to the grievant within five (5) school days. A copy of the report shall be sent to the Superintendent who will maintain a file on all grievances.
3. If the grievance has not been remedied to the satisfaction of the grievant, he/she may then submit the complaint, with all previous communications attached, to the following parties, in the order given. Each party will have the time indicated in which to investigate and report its findings and recommended remediation:
 - a) Responsible Building Principal (5 school days);
 - b) Superintendent of Schools (10 school days);

c) School Board (20 school days).

4. If all else fails, the grievant may appeal to the Federal Office for Civil Rights, Department of Education, Washington, D.C. 20201.

All reports submitted throughout the grievance procedure must be made out in duplicate, with all previous correspondence attached, one copy going to the grievant and one to the designated employee who shall maintain a file on all grievances.

Adopted: June 1, 1995
Reviewed: June 17, 1996
January 8, 2009
Amended: January 22, 2009
Reading: May 7, 2009
Amended: May 21, 2009
October 19, 2017



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: 5/25/23
RE: Nomination for High School Science Teacher

Please accept this as the nomination for Daniel Mlcuch to fill the open position of Science Teacher for High School Science. Mrs. Mlcuch has a Bachelor of Science degree plus 30 credits from the University of Vermont with a concentration in Wildlife and Fisheries. He holds a current teaching certificate Life Science Education from the State of New Hampshire. Mr. Mlcuch has many years of teaching experience at both the high school and middle school level with the last 17 years being at Epping Middle High School.

With his many years of experience, Dan Mlcuch has a wealth of knowledge that he will bring to our school district. He has been involved in multiple committees for instruction and curriculum in his time at Epping. His references indicate that he has a strong working relationship with colleagues and that he builds appropriate relationships with students as well as parent. His background in environmental science will give our students options as they choose elective courses at PMHS.

Mr. Mlcuch was offered a contract at Epping but has chosen not to sign it so he does not need to be released. We have had difficulty in finding candidates especially with the background and positive experiences that Mr. Mlcuch has. The budgeted salary for this position is \$44,565. I am recommending a motion to approve the nomination of Daniel Mlcuch on the longevity track Bachelors Step 20 at a salary of \$57,688.

Daniel B. Mlcuch

26H Piscassic Street, Newmarket, NH 03857

dmlcuch@yahoo.com

Mobile: 603-988-6506

Education

BS, Biology, Emphasis in Wildlife and Fisheries Biology, 08/1999

Teaching Certification / Master's Program, Curriculum & Instruction, 08/2003

University of Vermont, Overall GPA: 3.5

Work Experience

High School Science Teacher, *Epping Middle High School*, 2006 - Present

- Developed curriculum for physical science, anatomy & physiology, and green technology courses
- Aligned curriculum with competencies based on the Next Generation Science Standards
- Maintained up-to-date competency grades through Powerschool Platform
- Differentiated instruction to meet the needs of all students
- Maintained a consistent, safe classroom environment to maximize student learning in a lab setting
- Provided timely feedback to students to guide learning through formative assessment
- Pioneered first student-led conferences at the school during the spring of this year
- Advised Epping Chapter of National Honor Society

Middle School Science Teacher, *Richford Middle High School*, 2004 - 2006

- Cooperated with grade-level team to support students behaviorally and academically
- Coached junior varsity basketball

High School Science Teacher, *Genesis Academy Private School, Phoenix, AZ*, 2000-2002

Skills and Certification

- Certified for New Hampshire Biology Education
- Experienced with Google Classroom, Apps, and Drive platforms

Additional Training

- Framework for Effective Instruction Training, reDesign
- Universal Design for Learning



APPLICATION FOR USE OF SCHOOL FACILITIES

Facility requested:

- Pittsfield Middle High School
23 Oneida Street
Pittsfield, NH 03263
Tel. 603-435-6701
Fax 603-435-7087
- Pittsfield Elementary School
34 Bow Street
Pittsfield, NH 03263
Tel. 603-435-8432
Fax 603-435-7358
- Drake Field
7 Barnstead Road
Pittsfield, NH 03263
Tel. 603-435-6701
Fax 603-435-7087

Please select (V) one:

- Cafeteria
- Gymnasium
- Lecture Hall (PMHS)
- Library/Media Center
- Other _____

Sponsoring Organization: Joy Church

Organization Representative: Darlene Batza or Kathy Mavity

Daytime Telephone: 603-340-7329 (c) Email Address: Darlene@joychurchnh.com

Requested Date(s): May 24, ~~Aug 17th 2023~~ Start/End time of Event: Aug 12, 2023
Start/End Time of Facility Use: 8am - 5pm Aug 19th (Rain Date)

Describe Function: Block Party - General Public Welcome
Free cookout music, message and games

It is required that there be a trained Event Manager for up to 250 persons in attendance and every 250 persons thereafter.

Event Manager Name: _____ Date of Event Manager Training: _____

Will there be more than 250 people in attendance? Yes or No (circle one)

If yes, provide the name of an additional Event Manager: _____ Date of Event Manager Training: _____

CPR/First Aid Certified _____ Date of Expiration _____

Certification on file at SAU? Yes or No (circle one)

Special equipment requests (PA system, tables, etc.): _____

Events scheduled during the school year should start and end during non-school hours when custodians are on duty. Priority use will be given to school sponsored organizations. The athletic facilities cannot be scheduled for use during school sponsored athletic contests or team practices. As the representative of the above organization, I agree that all persons in attendance at the above proposed function will abide by the rules, policies and laws governing the use of public school facilities. State law and Pittsfield School Board Policy prohibit the use or possession of controlled substances (alcohol, tobacco products, and illegal drugs) within the school building or on school grounds.

Signature/Organization Representative _____ Address _____ Date _____

All applications should be forwarded to the main office at least 14 days in advance of the scheduled event.

OFFICE USE ONLY

Administrative Assistant: Approved Denied Signature _____

Athletic Director (Gym or Drake Field): Approved Denied Signature _____

Space charges \$ _____ Service charges \$ _____ Total charges \$ _____

Special considerations: _____

Dean of Operations: Approved Denied Reason: _____

Signature: _____ Date: _____

Notification: AD Custodian Media Spec. Cafeteria Other: _____



APPLICATION FOR USE OF SCHOOL FACILITIES

COMMUNITY USE OF SCHOOL FACILITIES – REGULATIONS

1. In the event of a conflict, non-profit organizations of Pittsfield will be given first priority.
2. The program must be either educational in nature and/or beneficial to the general public.
3. If police service is required, the sponsoring organization must furnish police detail at its own expense.
4. If required, the sponsoring organization will provide a trained event manager for every 250 persons in attendance. Event manager must complete training on an annual basis and provide the date of training completion.
5. If custodial service is required, the sponsoring organization will reimburse the District the cost thereof.
6. The sponsoring organization must apply for use at least fourteen (14) days in advance.
7. The sponsoring organization must make all arrangements with the school administration, acting as the representative of the School Board, and the sponsoring organization must sign a contractual agreement.
8. The sponsoring organization agrees to pay for the use of equipment.
9. The sponsoring organization agrees to pay the cost of damage to the facilities and equipment other than damage caused by normal wear.
10. An adult designated by school administration, shall be present during the event contracted for and shall be in complete charge.
11. The School Board reserves the right to take exception to any of these rules when, in its opinion, it is in the best interest of the District.
12. Schedule of Fees
 - A. Basic charge for gym or cafeteria \$25.00
 - B. Custodial/Kitchen staff charge per hour \$25.00 (2 hour minimum charge = \$50)
13. The kitchen facility of the cafeteria is not available for use by outside groups except by special permission of the school administration and food service manager; use must include at least one district food service employee.
14. Requests for the use of Drake Field must be submitted in writing to the School Board through the Business Administrator of SAU #51. To be considered and approved, a request must provide the board with reasonable assurance that the field will not be damaged, adequate liability insurance is provided, clean-up measures are assured, and that the event will not conflict with previously scheduled events.
15. No person or group using Pittsfield School District Facilities will allow the presence or use of alcohol, tobacco or any illegal substance on school property.

DFA

Pittsfield School District

INVESTMENT

The School Board authorizes the school district treasurer, working in conjunction with the superintendent and his/her designee and pursuant to RSA 197:23-a, to invest the funds of the district subject to the following objectives and standards of care.

Objectives. The three objectives of investment activities shall be safety, liquidity, and yield:

1. **Safety.** Safety of principal is the foremost objective in this policy. Investments shall be undertaken in a manner that seeks to ensure the preservation of capital by mitigating credit and interest rate risk. This will be accomplished by limiting the type of the investments and institutions to those stipulated by statute and fully covered by FDIC insurance or collateral approved pursuant to applicable law.
2. **Liquidity.** Liquidity of the investment portfolio shall remain sufficient to meet all operating requirements that may be reasonably anticipated.
3. **Yield.** The investment portfolio shall be designed with the objective of attaining a market rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and liquidity needs. Return on investment is of secondary importance compared to the safety and liquidity objectives described above.

Standards of Care. The three standards of care shall be prudence, ethics and conflicts of interest, and internal controls.

1. **Prudence.** The standard of prudence to be used by the district treasurer and superintendent, or his/her designee involved in the investment process, shall be the “prudent person” standard and shall be applied in the context of managing an overall portfolio. They are directed to use the Government Finance Officers’ Association Recommended Practices and Policy Statements Related to Cash Management as a guide to the prudent investment of public funds.
2. **Ethics and Conflicts of Interest.** The school district treasurer and superintendent, or his/her designee involved in the investment process, shall refrain from personal business activity that could conflict with the proper execution and management of the investment program or that could impair their ability to make impartial decision. Employees and investment officials shall disclose any material interests in financial institutions with which they conduct business. They shall further disclose any personal financial institutions with which they conduct business. They shall also disclose any personal financial/investment

positions that could be related to the performance of the investment portfolio. Employees and officials shall subordinate their personal investment transactions to those of the school district, particularly with regard to the timing of purchases and sales.

3. Internal Controls. The district treasurer and superintendent, or his/her designee, shall establish a system of internal controls which shall be documented in writing. The internal controls shall be reviewed periodically by the School Board and an independent auditor.

Adopted: December 17, 2015

Reviewed: January 18, 2018

IJL

Pittsfield School District

LIBRARY MATERIALS SELECTION AND ADOPTION

Materials for school classrooms and school libraries shall be recommended by the appropriate professional personnel. The final decision on purchases shall rest with the school administration.

Adopted: November 2, 1983

Amended: November 6, 2014

Reviewed: October 4, 2018

Pittsfield School District

LINE AND STAFF RELATIONS

General Operations

The following principles shall govern the administrative operation of the school system:

1. Each school shall be encouraged to develop its educational program most appropriate for the students attending that school, consistent with local school board policy, state law, and state board regulation.
2. The superintendent shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from pre-kindergarten through grade twelve.
3. Responsibility shall flow simply and clearly from the students through teachers, principals, and the superintendent to the School Board.
4. Each member of the staff shall be told to whom he/she is responsible and for what functions.
5. Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
6. Each staff member shall be told to whom he/she can go for help in working out his/her own functions in the school program.

Line of Responsibility

Each employee in the district, except the clerk, treasurer, auditor, and counsel shall be responsible to the Board through the superintendent and school principal.

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

The superintendent in administering this policy shall be guided by the knowledge that the Board values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the school or the district. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Adopted: November 10, 1982
Reviewed: September 24, 1992
Reviewed: September 3, 1996
Reviewed: May 21, 2009
November 16, 2017

Pittsfield School District

MANDATORY DRUG AND ALCOHOL TESTING – SCHOOL BUS DRIVERS

1. Statement of Policy

The School Board believes that the safety of students while being transported to and from school or school activities is of utmost importance and is the primary responsibility of the driver of the vehicle. To fulfill such a responsibility, each driver, as well as others who perform safety-sensitive functions with commercial vehicles that transport students, must be mentally and physically alert at all times while on duty. To that end, the Board has established this policy related to the fitness for duty of transportation personnel.

2. Medical Examination of School Bus Operators

In accordance with RSA 200:37, before employing any person as a school bus operator, directly or through a vendor, the School District shall require that such persons submit a certificate signed by a licensed physician setting forth the physician's findings as a result of the examination to determine the physical condition of drivers in accordance with the requirements of 49 C.F.R. Part 391.41-391.49. Such a certificate shall be submitted to the School District prior to the commencement of such employment and the District shall retain a copy of such certification. Every two years thereafter, either prior to the commencement of the school year or prior to the reemployment of such persons as a school bus operator, the School District shall require submission of a like certificate, except that school bus operators attaining the age of 70 shall be required to undergo an annual examination and to submit a certificate annually.

3. School Bus Driver's Certificate

No person shall be employed as a school bus operator, directly or through a vendor, unless the person has received a School Bus Driver's Certificate from the New Hampshire Department of Motor Vehicles as required by RSA 263:29.

4. Criminal Background Investigation

Before employing any person as a school bus operator, directly or through a vendor, the School District shall require a criminal background investigation as set forth in RSA 189:13-a and School District Policy GBCD. If the school bus operators are employed directly by the District, then the employee will pay half (50%) of the costs associated with the fingerprinting process and/or the submission or processing of requests for the Criminal Records Check. If the District contracts with a vendor to

provide student transportation services, either the vendor or the bus operator will pay for the investigation at the discretion of the vendor.

5. Mandatory Drug and Alcohol Testing

In compliance with the United States Department of Transportation’s Title 49 Code of Federal Regulations, Part 391, all CDL holders and personnel performing safety-sensitive functions related to the transportation of students of the Pittsfield School District will be required to submit to drug and alcohol testing. Testing procedures and facilities used for the tests shall conform to the requirements of the 49 C.F.R. Part 40. The term “CDL holder” means someone who is required as part of their job duties to hold a Commercial Driver’s License. The term “safety-sensitive function” refers to all tasks associated with the operation and maintenance of commercial vehicles. A “commercial vehicle” is any vehicle capable of carrying sixteen or more passengers, including the driver.

If the School District employs the transportation personnel directly, the District will be responsible for ensuring compliance with the Mandatory Drug and Alcohol Testing requirements. If the School District contracts with a vendor to provide student transportation services, the vendor shall be the employer and provide assurance to the District on an annual basis that they are in compliance with the Mandatory Drug and Alcohol Testing requirements.

The Drug and Alcohol Testing will include pre-employment, random, reasonable suspicion, and post-accident testing as defined by Department of Labor regulations. The School District supports a zero tolerance policy related to substance abuse. Therefore, any personnel who have a confirmed positive test for drugs or a confirmed alcohol concentration of 0.02 or greater will be terminated from employment.

Reading: September 17, 2009
Adopted: October 1, 2009
Reviewed: March 27, 2014
Reviewed: April 19, 2018