



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1
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Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 PM Thursday, May 18, 2023
PMHS Media Center
Pittsfield Middle High School

<https://meet.google.com/ekb-odkn-dej>

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM May 4, 2023
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES
8. SUPERINTENDENT OF SCHOOLS
 - a. Staffing Update
 - b. Enrollment
9. SCHOOL BOARD

Information & Discussion

- NH Fair Funding Presentation <https://fairfundingnh.org/>
- Policy Review – First Reading:
 - DFA, Investment
 - IJL, Library Materials Selection and Adoption
 - CCB, Line and Staff Relations
 - EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers

Action Items

- Policy Review – Second Reading:
 - IFA, Instructional Needs of Each Individual Student
 - IF, Instructional Program
 - IKA, Interdisciplinary Credit
 - IIC, Instructional Time

10. 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

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 Meeting
May 4, 2023
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: Bryan Lane, Superintendent
Charlene Vary, Director of Student Services
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Assistant Principal
Members of the Public

Chairperson Gauthier opened the meeting at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Gauthier.

III. AGENDA REVIEW

The following items were added to the agenda:

- Teacher Nominations (Mr. Lane)
- Paving Update (Mr. Lane)
- Non-Public (Mr. Lane)

IV. ACTION ON AMENDED AGENDA

On a motion made by Mrs. Adams and seconded by Mr. Cote, Mr. Gauthier, yes, Mrs. Schiff, 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 1, correct Ms. Vary's title to Director, IV, correct to reflect Mr. Cote's presence and vote; page 2, VII, add the before technology, IX, C, change has to have; page 3, E., correct "Mrs. Adams would like the Teacher Appreciation Week Notice posted", page 4, correct numbering, remove double 2023 from date, correct spelling of Mr. Murdough's name and add commas with his title.

Mr. Gauthier made a motion to accept the changes, Mrs. Schiff seconded, 4-0.

VI. PUBLIC INPUT

Clayton Wood addressed the Board in regard to his recent work with the education committee. Mr. Wood stated that they are working to resolve the response time of which the NHDOE assists districts with their School Improvement Plans and his desire to see this time shortened.

VII. PES PRINCIPAL - Mr. Lane gave a brief overview of Mr. Wiley's board report in his absence.

VIII. PMHS PRINCIPAL

- A. End-of-Year School Events - Mr. Hamilton provided the Board with a summary of the end-of-year events that are scheduled.
- B. Exhibition of Learning - Mr. Hamilton spoke on the event is scheduled for May 25. Mr. Hamilton informed the Board that this event is held annually at PMHS to showcase students' artifacts of learning, and additionally made the Board aware of the expectations for involvement and participation that were conveyed to the students.

Mrs. Adams spoke on her experience and enjoyment at last year's event, and thanked Mr. Hamilton for hosting this.

- C. School Improvement Planning – Mr. Hamilton provided the Board with an update as to the status of the school improvement planning, the priorities and estimated timeline to have the plan put into place by June.

Mr. Cote inquired as to what areas that school has to improve upon.

Mr. Hamilton provided data that identified various areas in need of improvement such as continue to support our struggling students with various interventions, such as hiring an ELA and math specialist for grades 6-8. Mr. Hamilton explained that the improvement plan was issued due to the district's graduation rate, but that the issue is systemic and needs to be corrected through earlier interventions.

- D. Spring Conferences – Mr. Hamilton surveyed the staff for completed conference as well as those still needing to be held. Mr. Hamilton stated that he would have this ready for the next meeting.
- E. Student Progress Monitoring: Class of 2027 – Mr. Hamilton informed the Board of the current student progress for the eighth grade class. Currently 43/50 students are on track

for promotion to ninth grade. Mr. Hamilton adds that there have been plans created for the other 7 students and additional supports have been offered to those students during class and study times.

- F. Student Progress & Credit Monitoring: Class of 2023: – Mr. Hamilton shared that 25/29 students are on track to graduate in June. Additional support was offered by Mr. Laroche during February break, as well as during April break by Mrs. Caron to provide additional assistance to the junior and senior classes. Mr. Hamilton continued to explain that these extra supports will be available during content blocks on Wednesday afternoons as well as after school for the months of May and June.
- G. Transition Planning – Mr. Hamilton explains the transition planning that he and Mr. Wiley have been collaborating on for the fifth graders moving from PES to PMHS. Mr. Hamilton provided the Board with an outline of the steps to make the transition successful which include family information nights as well as a step-up day.

IX. SUPERINTENDENT

- A. Contracts & Staffing – Mr. Lane notified the Board that all teacher contracts have been issued as of April 14, and are expected to be returned by May 3. Mr. Lane listed the eight open positions within the District as well as the efforts being made to recruit for them.
- B. PES Staff Training – The staff at PES have conveyed their desire for further training on student management techniques. Mr. Lane stated that this would cost approximately \$26,500, and that he has submitted a proposal for the two-day workshop through the Title I grant.
- C. Comprehensive Support and Improvement Schools – Mr. Lane stated that he was sent an inquiry from citizen Clayton Wood with a series of questions that he was looking to have clarified in regard to the Comprehensive Support and Improvement School ruling.
- D. Additional Student Supports – Mr. Lane thanked Mr. Laroche and Mrs. Carson for their time working with the students on their competency recovery and academic skill building.

XI. SCHOOL BOARD

- A. Policies – First Reading
 - i. IFA, Instructional Needs of Each Student
 - ii. IK, Instructional Program
 - iii. IKAA, Interdisciplinary Credit
 - iv. IIC, Instructional Time
- B. Policies – Second Reading
 - i. IHBG, Home Education Instruction, add policy indicator across all pages, page 1, change the ed law to 315.05 in the third and fifth paragraphs, change ed code to 315.06 in last paragraph; page 2, first paragraph, correct “educational disability progress at a level commensurate with the child’s age and/or disability”, update ed code to 315.08, paragraph three add ED. 315.04e at the end of the sentence, B, add

home educated before programs were established; page 3, paragraph four, correct RSA 193/a:11;page four, 2, d., change director to administration. On a motion made by Mr. Gauthier and seconded by Mr. Cote, the motion passed 4-0.

- ii. IKB, Homework, accepted as written.
- iii. EBBD, Indoor Air Quality, change Dean of Operations to Principal, on a motion made by Mr. Gauthier and seconded by Mrs. Adams, the motion passed 4-0.
- iv. IJ, Instructional Material, accepted as written, with formatting corrections.

C. Teacher Nominations - Mr. Lane nominated Lilianna Osgood for the Grade 5 Classroom Teacher position, at bachelors step 2, for a salary of \$36,475. On a motion made by Mr. Gauthier and seconded by Mrs. Schiff, the motion passed 4-0.

D. Mr. Lane nominated Kathryn Ingerson for the PES Music Teacher position, at bachelors step 0, for a salary of \$35,668. On a motion made by Mr. Cote and seconded by Mr. Gauthier, the motion passed 4-0.

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
- E. Public Relations – Mrs. Goggin

XII. NEXT MEETING

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

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

At 6:38 p.m. a motion was made by Mr. Gauthier, seconded by Mr. Cote to enter into a non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to enter into a non-public session. (Mrs. Adams, yes; Mrs. Goggin, Mrs. Schiff, yes; Mr. Gauthier, yes; Mr. Cote, yes).

Non-public to discuss personnel matters.

At 6:44 p.m. a motion was made by Mr. Gauthier and seconded by Mr. Cote to exit the non-public session under the authority of RSA 91-A:3 to discuss personnel. The Board polled and voted unanimously to exit into a non-public session. (Mrs. Adams, yes; Mrs. Goggin; Mrs. Schiff, yes; Mr. Gauthier, yes; Mr. Cote, yes).

XV. ADJOURNMENT

A motion was made by Mr. Gauthier and seconded by Mrs. Adams to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:47 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary



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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	Middle School Science Teacher
High School Math Teacher	High School Special Education Case Manager
High School Life Science Teacher	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
6 th Grade	\$ 67,972		
6 th Grade	\$ 61,457		
PES SPED Teacher	\$ 61,552		
MS Science	\$ 87,074		
HS Math	\$ 87,074		
HS Science	\$ 58,953		
HS SPED	\$ 76,716		
PES School Nurse	\$ 68,492		
		Total	\$ 33,193

The PES administration has looked at the enrollment for the coming year and has determined that we should a shift in the number of classes per grade. Each grade level would have two classes per grade level. The would create anticipated class sizes as follows:

Grade 1	2 classes of 15
Grade 2	2 classes of 15
Grade 3	2 classes of 22
Grade 4	2 classes of 16
Grade 5	2 classes of 23

With the staff that has chosen to resign and are moving to areas outside of our region, all staff that have been offered contracts will remain and there will be no need to do a reduction in force. This leaves two open positions. The PES administration along with the Director of Student Support Services have decided the best use of personnel would be to hire a student support specialist. This person will be working with students who have behavior issues that do not currently receive services due to their behavioral issues. Some are special needs students and some are not.

The funding for the other position could go toward funding a Foreign Language teacher at PMHS or to support the para-educators for grade 1 that have previously been funded through the ESSER grant.

September October November December January February March April May June

Pres School	9	10	11	11	11	11	11	10	10
Kindergarten	32	32	30	30	30	30	30	30	30
First Grade	27	28	28	29	29	29	29	29	29
Second Grade	41	40	39	39	40	41	41	41	41
Third Grade	33	32	31	32	33	33	32	32	32
Fourth Grade	45	45	46	46	46	45	45	45	45
Fifth Grade	33	32	32	32	32	32	32	33	33
Sixth grade	45	41	42	42	41	41	42	41	41
Seventh Grade	47	43	42	42	42	41	42	42	42
Eighth Grade	61	55	54	53	52	52	50	51	50
Ninth Grade	60	53	52	50	50	48	43	43	43
Tenth Grade	43	53	49	49	48	47	47	47	47
Eleventh Grade	42	37	38	36	34	35	35	35	34
Twelfth Grade	24	20	20	20	20	20	24	24	24
Total	542	521	518	514	511	507	504	504	501
PES	220	219	220	217	219	221	220	220	220
MS	153	139	139	138	137	134	135	135	133
HS	169	163	159	159	155	152	149	149	148
Total	542	521	518	514	511	507	504	504	501

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

IFA

Pittsfield School District

INSTRUCTIONAL NEEDS OF EACH INDIVIDUAL STUDENT

The Board recognizes that each student has unique and distinctive learning styles, and that not all students will excel in traditional classroom settings. To that end, the administration will design the district's instruction and curricular program to meet the instructional needs of students with different talents, interests, and development.

Administrators and teachers should collaborate to consider and address students' different talents, interests, and academic development when planning the district's educational programs and curriculum.

To meet the instructional needs of students with different talents, administrators and staff should explore alternative learning programs such as extended learning opportunities, alternative learning plans, online learning, vocational/technical education, and others.

Reading: October 2, 2008
Adopted: October 16, 2008
Amended: October 2, 2014
Reviewed: September 20, 2018

Pittsfield School District

INSTRUCTIONAL PROGRAM

It is the policy of the Board that instruction will be aligned with the goals, mission, and policies of the district. Additionally, the district's instructional program will comply with the rules of the New Hampshire Department of Education and all applicable state statutes and federal law.

Instruction will be focused on meeting the instructional needs of students with different talents, interests, and development.

The instructional program will include:

1. Procedures for diagnosing learner needs;
2. Methods and strategies for teaching that incorporate learner needs;
3. Resource-based learning opportunities;
4. Techniques for evaluating student outcomes;
5. The provision of remedial instruction as needed.

Instruction will also include, where possible, consideration of all available community resources, including but not limited to organizations, businesses, talented individuals, natural resources, and technology to engage each student in achieving the necessary skill and knowledge.

Adopted: October 2, 2014
Reviewed: September 20, 2018

IKAA

Pittsfield School District

INTERDISCIPLINARY CREDIT

High school students may earn course credit in one content area required for graduation and apply said credit in a different content area through the awarding of interdisciplinary credit. Interdisciplinary credit may be counted only once in meeting graduation requirements.

The dean of instruction is charged with approving courses for interdisciplinary credit if the course addresses the competencies for the subject area in which the credit is to be counted.

Reading: July 16, 2009
Adopted: August 20, 2009
Amended: November 6, 2014
Reviewed: October 4, 2018

Pittsfield School District

INSTRUCTIONAL TIME

The Board directs the dean of instruction to develop and implement a time schedule that specifies the distribution of instructional time for each of the core content areas listed in the New Hampshire Code of Administrative Rules, Section Ed 306.26(b). The Board will review and adopt the schedule annually.

Adopted: October 4, 2018