



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, July 20, 2023
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

Google Meet joining info

Video call link: meet.google.com/ekb-odkn-dej

1. PES ASSISTANT PRINCIPAL INTERVIEWS 5:30 p.m. & 6:00 p.m.
2. CALL TO ORDER
3. PLEDGE OF ALLEGIANCE
4. ACTION ON AMENDED AGENDA
5. APPROVAL OF MINUTES FROM June 1, 2023 & June 15, 2023
6. PUBLIC INPUT
7. STUDENT REPRESENTATIVE
8. DIRECTOR OF STUDENT SERVICES
 - a. Summer Programming
 - b. Alternative Assessment
 - c. New Hires
9. SUPERINTENDENT OF SCHOOLS
 - a. Staffing Update
 - b. PES Assistant Principal Interviews
 - c. General Assurances
 - d. Adequacy Grants
10. SCHOOL BOARD

Information & Discussion

- a. EBCF, Pandemic / Epidemic Emergencies
- b. IGE, Parental Objections to Specific Course Materials Payment Procedures
- c. DK, Payment Procedures
- d. DKA, Personnel Records

Action Items

- a. Teacher Resignations
- b. Policy Review
 - i. IJL, Library Materials Selection and Adoption
 - ii. ILD, Non-Educational / Non-Academic Questionnaires, Surveys, and Research
 - iii. GCQ, Non-Renewal, Termination, and Dismissal of Certified Staff
 - iv. GCQR, Non-School Employment of Professional Staff

v. DBJ, Over-Expending Funds

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

Barbara M. Kelly

Dean of Student Support Services
603-817-1826 bmkl1117518@yahoo.com

As an educational leader, I work to support the commitment to the whole child, encapsulating mind, body and spirit. Working with the school community, I engage with students, parents, faculty/staff and other key stakeholders to develop the next generation to excellence. By working in concert, we open young minds to new ways of learning and thinking to experience greater lifelong success and balance.

Certifications

*Education Leadership *Principal 1<-12 *Elementary Education 1<-8 *Special Education Teacher (SOE) *Special Education Administrator (state pending)

Professional Experience

Raymond School District — Raymond, NH 03077

Dean of Student Services at Iber Holmes Gove Middle School (July 22 -- Present)

Building level administrator overseeing all functions of special education to ensure compliance with district, local, state and federal policies and laws.

- Assist the Executive Director of Student Support Services in the areas of building level administration, budget development, and the effective management of special education resources.
- Ensuring compliance of special education policies, procedures, laws and regulations.
- Out of District Case Manager
- Understanding and disseminating information on instructional needs.
- Monitoring of data to make informed decisions.
- Support the administrative functions of the special education department.

Raymond School District — Raymond, NH 03077

Assistant Director of Student Services (July 21 —June 22)

Provide direct support to the Director of Student Services in the overseeing of all functions of special education to ensure compliance with district, local, state and federal policies and laws.

- Assist with budget, Out of District Coordination, ESY development, program development, professional development, new teacher orientation
- Oversee daily special education coordination at Iber Holmes Gove Middle School
- Support and teacher the High School Connections Program ● Title IX Deputy Coordinator

Rochester School District — Rochester, NH 03867

Assistant Principal McClelland Elementary School July 14 to June 21

Provide direct support to the Principal in the oversight of all functions of the K-5 elementary school.

- LEA for special education and 504 students
- Supervision, evaluation, and hiring of staff
- Curriculum development at both the district and school level
- School Budget development
- Collect and present student data to the district committees
- Monitored PBIS/MTSS behavior programs and enforced discipline policies and procedures
- Collaborated with families, community and staff to ensure effective communication
- Built life-long learning skills and strong work habits in students and staff to help prepare for future learning and discovery.

Rochester School District — Rochester, NH 03867

Elementary Teacher and Interventionist

Taught grades 2, 4 and reading and math interventions for 1<-5. Teaching all students through competency based and personalized learning to ensure student growth and achievement.

- Helped students succeed through coaching, mentoring and positive reinforcement
- Monitored data to adjust teaching methods to improve the understanding of concepts
- Built relationships with students, families and the greater community
- Established learning targets with individual students
- Implemented IEP and 504 needs into daily teaching
- Collaborate with related services and special education to ensure compliance

Education

Plymouth State University — Plymouth, NH 03264 License
— Special Education Administrator (State Pending)

Plymouth State University — Plymouth, NH 03264
Master of Education — Leadership and Principal Certification

Franklin Pierce College — Portsmouth, NH 03801
Masters of Arts — Education Leadership and NH Teaching Certificate K-8

Plymouth State University — Plymouth, NH 03264
Bachelors of Science — Outdoor Recreation and Business Management

Professional Affiliations

New Hampshire Association of Special Education Administrators
Council for Exceptional Children

ASCD Educational Leadership

Nonviolent Crisis Prevention Intervention (CPI) Trainer

National Association of Elementary School Principals (former member)

Patricia Packard
621 Main Street
Lancaster NH 03584
603-616-9255
ptpacka@gmail.com

Objective

- To obtain a teaching position in Kindergarten through Grade 3
- Obtain School Leadership Position

Education

- Bachelors of Science in Early Childhood Education, Keene State College
GPA- 3.30 Class of 2001
- SNHU- Educational Leadership Cohort- Conferral Sept. 2022
GPA- 4.0

Career History

First Grade Teacher, Groveton NH Aug 2021-Present

- Plan and implement curriculum
- Communicate with parents
- Work as a member of a grade level team
- Use data to drive instruction
- Supervise and maintain student safety and well being
- Facilitator of Teacher Mentor Program

Title One Math, Groveton NH August 2020-2021

- Plan math based lesson for students who are in need of intervention
- Coordinate instruction with classroom teachers
- Model lessons for teacher who need more experience teaching math
- Participate in data teams school wide
- Purchase materials for student interventions

Kindergarten Teacher, Brown School Berlin NH Aug 2015-Present

- Planned daily lessons using the Common Core Standards for Kindergarten.
- Assessed student growth and improvement through standardized testing and teacher observation.
- Implemented all aspects of student IEP's as they applied to the classroom environment.
- Worked collaboratively with staff and administration on individual student needs.
- Communicated with families daily via email, phone, or in person.
- Assessed students using AIMS Web and Fountas and Pinnell Reading Assessments

Second Grade Teacher, Brown School Berlin NH Aug 2014-Jun 2015

- Planned daily lessons using the Common Core Standards for Grade Two.
- Assessed student growth and improvement through standardize testing and teacher observation.
- Implemented all aspects of student IEP's as they applied to the classroom environment.
- Worked collaboratively with staff and administration on individual student needs.
- Communicated with families daily via email, phone, or in person.
- Assessed students using AIMS Web and Fountas and Pinnell Reading Assessments

Multi-Age 1/2 Teacher, Brown School Berlin NH Aug 2012-2014

- Planned daily lessons using the Common Core Standards for Grades One and Two.
- Assessed student growth and improvement through standardize testing and teacher observation.
- Implemented all aspects of student IEP's as they applied to the classroom environment.
- Worked collaboratively with staff and administration on individual student needs.
- Communicated with families daily via email, phone, or in person.
- Supervise student teachers from PSU within the classroom.
- Used the Everyday Math Core program to teach math as a whole group and for differentiated instruction.
- Assessed students using AIMS Web and Fountas and Pinnell Reading Assessments

Second Grade Teacher, Jefferson Elementary School SAU 36 Sept 2011- June 2012

- Planned daily lessons using the New Hampshire Grade Level Expectations and Common Core Standards for Grade Two.
- Assessed student growth and improvement through standardize testing and teacher observation.
- Implemented all aspects of student IEP's as they applied to the classroom environment.
- Worked collaboratively with staff and administration on individual student needs.
- Communicated with families daily via email, phone, or in person.
- Participated in school wide Positive Behavior Implementation Structure (PBIS)
- Attended monthly staff meetings

Kindergarten Teacher, Jefferson Elementary School SAU 36 Sept 2005- 2010

- Planned daily lessons using the New Hampshire Grade Level Expectations for Kindergarten.
- Assessed student growth and improvement through standardize testing and teacher observation.
- Implemented all aspects of student IEP's as they applied to the classroom environment.
- Worked collaboratively with staff and administration on individual student needs.
- Communicated with families daily via email, phone, or in person.
- Participated in school wide Positive Behavior Implementation Structure (PBIS)
- Attended monthly staff meetings
- Supervised support staff and assigned tasks to support staff within the classroom environment

First Grade Teacher, Warren Village School SAU 23

Sept 2002- June 2005

- Planned daily lessons using the New Hampshire State Frameworks for First Grade.
- Assessed student growth and improvement through standardize testing and teacher observation.
- Implemented all aspects of student IEP's as they applied to the classroom environment.
- Frequently communicated with families regarding student growth and development.
- Attend all weekly staff meetings
- Supervised a student teacher from PSU in my classroom for one semester(Spring 2005)

Special Skills and Trainings

- Responsive Classroom I and II
- DIBELS- Dynamic Indicator of Basic Early Literacy Skills
- Everyday Math
- Harcourt Brace Trophies Reading Program
- Handwriting Without Tears
- Experience with sensory and auditory processing issues in children
- Critical Skills Training
- AIMS Web Assessment online
- Fountas and Pinnell Reading Assessment

APPROVED MINUTES BY THE PITTSFIELD SCHOOL BOARD

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

**PITTSFIELD SCHOOL BOARD
MINUTES**

Pittsfield School Board Meeting
June 1, 2023
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Adam Cote
Helen Schiff

Others Present: Bryan Lane, Superintendent
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Assistant Principal
Michael Wiley, PES 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. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous meeting were tabled until the next meeting on June 15, 2023.

IV. AMMENDED AGENDA

No action taken.

V. PUBLIC INPUT

Kendall Kunelius expressed her desire to attend the meeting to gather more information about the district as a new resident of town and a current enrollee of the Masters of Education program at SNHU herself.

VI. PES PRINCIPAL

A. PES Calendar - Mr. Wiley provided the Board with an end of the year schedule of events happening at PES.

- B. PES Exhibition – The event was a success. Mr. Wiley shared stories of his experience and the students work with the Board.
- C. Building Project – Mr. Wiley summarized the various building projects at PES and their current statuses.
- D. Staffing Update – Paraeducators were given their assignments for the 2023-24 school year.

Mr. Cote inquired as to how the climate is within PES with the paraeducators as well as the retention of this year’s paraeducators staff.

Mr. Wiley explained that contracts were handed out to the support staff today. Mr. Wiley further went into the process paraeducator assignments.

- E. THANK YOU! Mr. Wiley thanked the Board for his time with the District.

VII. PMHS PRINCIPAL

- A. End-of-Year School Events – Mr. Hamilton provided the Board with a calendar full of the end of the year events happening at PMHS.
- B. Exhibition of Learning – Mr. Hamilton gave a presentation of the different works of art from the exhibition night, as well as classroom activities and learning studios.
- C. Senior Awards Night & Commencement – Mr. Hamilton provided an overview of the awards to be distributed and asked the Board for participation at the event.
- D. Summer Programs – Mr. Hamilton outlined the Summer Programs being offered by PMHS.

VIII. SUPERINTENDENT

- A. Staffing and Cost Differential - Mr. Lane provided the Board with the listing of all open positions within the District and the cost differentials with each position.
- B. Paid Memberships – Mr. Lane summarized all of the paid memberships by the District as Mrs. Schiff requested at the last meeting.
- C. Grants – Mr. Lane gave the Board a list of the various grants as requested by the Board.
- D. Enrollment Concerns – Mr. Lane addressed the Board in regard to a concern brought forth to him by a parent regarding the possible loss of students due to the opening of a new charter school in the area. Mr. Lane explained that there are currently four students enrolled from Pittsfield, with three of them having been previously homeschooled.

IX. SCHOOL BOARD

- A. Policies – First Reading
 - i. GBEBD, Employee Electronic Communication Policy
 - ii. EFAA, Meal Charging

Mrs. Schiff inquired to Mr. Lane as to the definition of “alternative”.

Mr. Lane responded to confirm that the alternative meal is the hot meal of the day being served to the students.

- iii. JICD-R, Memorandum of Understanding

iv. AC, Non-Discrimination, Equal Opportunity Employment, and District

- B. Teacher Nomination – Mr. Lane presented Mr. Daniel Mlcuch for the position of high school science teacher. Mr. Mlcuch holds a Bachelors’ degree as well as 30 credits through the University of Vermont and has 17 years of teaching experience.

On a motion made by Mr. Cote to hire Mr. Mlcuch on the longevity track at a Bachelors Step 20, for a salary of \$57,688, and seconded by Mrs. Schiff, the motion passed 3-0.

- C. Drake Field Facilities Request – Joy Church has made a request to use the Drake Field Facility on August 12 from 8am-5pm, with a rain date of the following Saturday for an open community block party.

On a motion made by Mr. Gauthier and seconded by Mrs. Schiff, the motion passed 3-0.

- D. Policies – Second Reading

- i. DFA, Investment, accepted as written with formatting corrections.
- ii. IJL, Library Materials Selection and Adoption, tabled for next meeting for further details on library offerings.
- iii. CCB, Line and Staff Relations, accepted as written.
- iv. EEAEA, Mandatory Drug and Alcohol Testing – School Bus Drivers, accepted as written with formatting corrections.

XIII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams
- B. Drake Field and Facilities – Mr. Gauthier inquired to see if the brush could be trimmed between the field and the residential area at the field.
- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams
- E. Public Relations – Mrs. Goggin

XI. NEXT MEETING

The next meeting of the Board is scheduled for June 15, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XII. PUBLIC INPUT

Dan Schroth addressed the Board about his environmental impact discussions with the Pittsfield Select Board and possible funding for these projects. Mr. Gauthier expressed his concerns regarding zoning for some of the projects that Mr. Schroth would like to see implemented.

XIII. ADJOURNMENT

A motion was made by Mr. Cote and seconded by Mrs. Schiff to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:27 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

APPROVED MINUTES BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
June 15, 2023
Pittsfield Middle High School

I. CALL TO ORDER

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

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

NH Fair Funding Update (Mrs. Goggin)
Abutter Notice of Intent (Mr. Gauthier)
PES Special Education Teacher Nomination (Mr. Lane)
Paraeducator Salary Adjustment (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, 5-0, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the May 18, 2023 meeting were considered and changes include:

Page 2, X, correct bullet point sequence; page 3, XI, D., correct meeting time to 7:00 a.m., XII, remove double 2023.

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

The minutes from the June 1, 2023 meeting were tabled for review of meeting recording to include Mrs. Schiff's inquiry to Superintendent Lane regarding the definition of "alternative meals".

VI. PUBLIC INPUT

None

VII. STUDENT REPRESENTATIVE

Mr. Hamilton notified the Board that the student council ended the year with their internal nominations for officer positions. Mr. Hamilton does not believe that they have any meetings scheduled for over the summer break.

VIII. DIRECTOR OF STUDENT SERVICES

- A. Extended School Year – Mrs. Vary provided the Board with a schedule for the ESY programs and services being held at the middle high school. There are currently 75 students enrolled to attend, with all services being provided at the middle high school due to the building renovations being done at the elementary school.

Mr. Cote inquired to Mrs. Vary as to the participation requirements for the ESY programs.

Mrs. Vary explained that the ESY programs are for students with IEPs, while there are additional "recovery programs" being held at the high school level.

Mr. Cote asked Mrs. Vary to explain what the recovery programs consist of.

Mrs. Vary discussed how there are different sections of competencies for different programs. If a student passes some of these competencies, but not all, they are able to "recover" that portion of the credit by taking the summer program.

- B. Staffing Update – Mrs. Vary provided the Board with an update on returned contracts and retention for the support staff. Mrs. Vary notified the Board that another staff member has completed their RBT Training and two more are in progress.

- C. Audits – Mrs. Vary explained the two audits that have been conducted in regards to special education. The first audit was for Indicator 13 and the second was for Medicaid. Mrs. Vary provided the Board with the findings of each and guidance provided for improvement.

Mrs. Vary notified the Board that there will be a training held by Boothby services in the Fall for our case managers.

IX. SUPERINTENDENT

- A. Staffing Update – Mr. Lane provided the Board with a staffing update as well as the cost difference for the budgeted position vs. the hired position.

Mr. Lane additionally stated that he believes we will be losing both first grade teachers, but has not yet received resignation letters from either.

Mr. Gauthier expressed his concerns regarding hiring with only one meeting scheduled in July, and the Board needing to approve candidates.

Mr. Cote inquired as to what this would entail and allow of Mr. Lane.

Mr. Lane stated that he would provide the Board with emailed copies of all resumes for candidates to be reviewed before his 48-hour response timeframe allowing for Board feedback.

Mrs. Goggin stated that this is normal protocol in the instance of gaps between meetings during the summer hiring process.

On a motion made by Mr. Gauthier to allow Mr. Lane hiring authority as needed until July 20th, and seconded by Mrs. Goggin, the motion passed 5-0, allowing Mr. Lane hiring authority until the next scheduled school board meeting.

- B. Concord Monitor Right to Know Request Inquiry – Mr. Lane stated that he had received a Right to know Request from the Concord Monitor inquiring as to how many Right to Know Requests have been made to the District since September 2022. Mr. Lane explained that due to the transparency of the Board, we have had no right to know requests during that time period to report.
- C. Class Sizes for 2023-2024 School Year – Mr. Lane audited the incident reports to identify patterns of behaviors with certain students due to classroom size concerns for next year. Mr. Lane continued to explain that there are approximately 9 students identified as needing additional help, support and communication from the District.

Mr. Lane explained that Mrs. White would be looking to reach out to these families to see what supports the District can implement to help these students with the behaviors.

Mrs. Goggin inquired as to the policy about class sizes by grade level, with the concern of incoming students pushing us past the allowed class size policy cap, as well as being able to separate those students between two classrooms. Mrs. Goggin spoke as an educator herself as to the concern of class sizes of that number and the ability to appropriately serve and manage their classrooms with that many different bodies and

personalities.

Mr. Lane provided the response plan for this scenario regarding our current teachers with certifications to teach additional classes as well as the cost savings with the hiring of new staff and the ability to hire another teacher as needed if the Board requests that a third class be added for any grade level.

Mr. Cote provided insight to the Board as given to him by his own child, whom was a fifth grade student at PES this past school year. Mr. Cote stated that his child recognized the difference in both student behavior and classroom management between the different teachers with different levels of teaching experience. Mr. Cote expressed his confidence in both Mrs. White as an experience administrator and the hiring of a seasoned teacher that will replace a first year teacher, to keep the classrooms at two as he believes the staff in place will be sufficient to handle the student body. Mr. Cote did express his concern with overloading the classes should we have incoming students in the 3rd and 5th grades.

Mrs. Adams inquired as to the classification of hourly or salary for the behavioral interventionist to be hired.

Mr. Lane explained that this would be an hourly position, reducing the budgeted amount for this position. Mr. Lane stated the position is \$25.00 per hour with no benefits, bringing the District a reduction of roughly \$15,000 for the position. This position also does not fall within the Bargaining Unit.

Mr. Lane inquires to the Board if it is the consensus of the Board to advertise for an additional fifth grade classroom position. The Board stated it is.

Mrs. Goggin requested an update on the middle school interventionist position.

Mr. Lane stated that there have been changes in assignments of current staff with dual special education and K-8 teaching certifications as well as teaching experience in 6-8 to take the interventionist position.

Mrs. Goggin asked for clarification on the plan to have current staff teach different math sections for the 2023-24 school year.

Mr. Lane confirms that there are two staff members who are certified to teach math that will teach the different course sections as appropriate. Each of these staff members have openings in their schedules for next year that made this possible.

- D. No Safe Experience – Mr. Lane let the Board know that the NH State Police launched a No Safe Experience initiative to educate children on the dangers of taking prescription medications that aren't prescribed to them. This initiative included wrist bands and literature to be dispersed by the Pittsfield Police Department.
- E. Enrollment Reports – Mr. Lane provided the end of the year enrollment report.
- F. Teacher Nomination – Mr. Lane nominated Ken Leonard, who has been employed by the District since last year as a paraeducator, holds a Bachelor's degree and a Special Education endorsement for Special Education Case Manager for the 2023-24 School Year, at a salary of \$36,025, Bachelors Step One.

- G. Paraeducator Salary Adjustment – Mr. Lane presented the Board with a list of six paraeducators who would be facing a pay inequity if new hires were to come in with the same level of education and experience. Mr. Lane requests the Board approve \$18,908 to adjust the pay rates for these specific paraeducators.

On a motion made by Mrs. Goggin and seconded by Mr. Gauthier, yes, Mr. Cote, yes, Mrs. Adams, yes, Mrs. Schiff, yes, 5-0, the Board unanimously approved the amended agenda.

Mr. Gauthier inquired as to if other support staff were audited for the same purpose as we have an administrative assistant who has been with us for over two decades. Mr. Lane confirmed that he would look into this to ensure that no one was missed.

X. SCHOOL BOARD

A. Policies – First Reading

- i. ILD, Non-Educational / Non-Academic Questionnaires, Surveys and Research
- ii. GCQ, Non-Renewal, Termination, and Dismissal of Certified Staff
- iii. GCR, Non-School Employment of Professional Staff
- iv. DBJ, Over-Expending Funds

B. Policies – Second Reading

- i. IJL, Library Materials Selection and Adoption – tabled for further review and comparison to other districts.
- ii. GBEBD, Employee Electronic Communication Policy, on a motion made by Mr. Lane to accept the written policy presented with the following revisions: bullets 3, 4, 5 of the lower section are to be moved to the top section. In the following statement “the school district prohibits”, exchange prohibits to “strongly discourages”, eliminate the last sentence “Those relationships and communications should remain between adults and not with students in the district”, correct all formatting and grammatical errors. On a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the motioned passed 5-0.
- i. EFAA, Meal Charging, changes include page 4, paragraph four, change verbiage to “a letter requesting immediate payment shall be sent”, add page numbers, change Dean of Operations to Principal, correct formatting. On a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the motioned passed 4-0-1, with Mrs. Schiff abstaining.

Mrs. Schiff asked Mr. Lane for further clarification on the term “alternative meal” in regard to students with outstanding balances on their accounts.

Mr. Lane stated this is a term handed down by the Federal Government and is in no means subpar to what other students are being served. The alternative meal being served is still a hot lunch with a milk.

- iii. JICD-R, Memorandum of Understanding, change Dean of Operations to Principal document wide. On a motion made by Mrs. Adams and seconded by Mrs. Goggin, the motioned passed 5-0.
- iv. AC, Non-Discrimination, accepted as written.

C. NH Fair Funding – Mrs. Goggin provided the Board with an update on the NH Fair Funding presentation that she is working on having held for the District. Mrs. Goggin states that she hopes this will help the community better understand the deficient and process of school funding.

On a motion made by Mrs. Goggin to have the NH Fair Funding Project make a presentation on September 21, 2023, and seconded by Mr. Cote, the motion passed 5-0.

D. Abutters Notice of Intent – 16 Bow St. sent the District a Notice of Intent to remove an existing structure and erect a 2/3 bay garage in its place. Mr. Gauthier states that he does not object this request and approved Mr. Lane response to the abutter’s request.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams, no update
- B. Drake Field and Facilities – Mr. Gauthier, no update
- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams stated we had lots of happy campers and provided an update to the Board that all applicants received some amount of funds. Mr. Cote and Mrs. Goggin praised the awards ceremony as well as the graduation ceremony that was held at PMHS.
- E. Public Relations – Mrs. Goggin stated that NH Fair Funding process is still being worked on.

XII. NEXT MEETING

The next meeting of the Board is scheduled for July 20, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIII. PUBLIC INPUT

Dan Schroth spoke to the Board regarding his concerns about the environmental impact made by the district. Mr. Schroth continued to express his concern for water consumption and air quality, as well as how the District could implement programs to improve on these. Mr. Schroth additionally conveyed his thoughts on using bitcoin to reduce pollution.

XIV. NON-PUBLIC RSA 91-A

At 6:48 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. Schiff, yes; Mr. Gauthier, yes; Mr. Cote, yes).

Non-public to discuss personnel matters.

At XXX 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. 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 XXX p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: Charlene Vary
Subject: Board Meeting – July 20, 2023
Date: July 13, 2023

INFORMATION

1. Summer Programming

Summer programming has completed the first week and has gone incredibly well. All students are at the middle/high school because of the installation of the new boiler. We have had many students and families take advantage of this opportunity district-wide. We have invited a total of 79 students going into Kindergarten to 12th grade. Elementary and middle school students are working on reading and math skills. Not necessarily learning new skills but focusing on where they are and preventing the slide backwards that happens during long breaks. The high school students are working on a variety of skills which include competency recovery, enrichment, and/ or work toward IEP goals. Beyond the morning program, Ms. Sarah Carson also offered competency recovery time in the afternoons. The following represent the number of students that have been invited:

| Grade Level | Number of Students Invited |
|--------------------|-----------------------------------|
| K/1 | 9 |
| 2/3 | 11 |
| 4/5 | 10 |
| 6-8 | 16 |
| 9-12 | 14 |
| Title 1 | 14 |
| Life Skills/113 | 5 |
| Overall | 79 |

2. Alternative Assessment

Pittsfield has received individual student scores back from the Dynamic Learning Maps (DLM) assessment. There were five students that took this assessment district-wide. Two of the students scored in the emerging to at target, one student scored approaching target to advanced range and the other two students scored in the at target range to advanced range. Areas that were assessed included: math, reading, writing, and science depending on the grade level of the student. Once the school receives official copies of the student results, a copy will be mailed home to each of the families.

3. New Hires

All professional special education positions have been filled. We have three new case managers starting this school year and a new Out of District Coordinator (ODC) starting the end of August. Debbie Brooks, the ODC will also be working two days a week as our 11/12 case manager.

I am currently working on filling the paraprofessional positions in both buildings. There are 6 positions available at PES and 9 at PMHS. I have been holding interviews and feel confident we will be able to fill all the open positions.



SCHOOL ADMINISTRATIVE UNIT #51
 23 Oneida Street, Unit 1
 Pittsfield, New Hampshire 03263
 Phone: (603) 435-5526 • Fax (603) 435-5331
 Bryan Lane – Superintendent of Schools

SUPERINTENDENT’S REPORT
 July 20, 2023

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

- | | |
|-------------------------------|-------------------------------|
| 6 th Grade Teacher | 3 rd grade teacher |
| 1 st Grade Teacher | Behavior Interventionist |
| Head Custodian at PES | PES Assistant Principal |

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 | \$ 48,039 | \$ 59,776 | (\$11,736) |
| PES SPED Teacher | \$ 64,646 | \$ 86,029 | (\$21,383) |
| PMHS Library/Media | \$ 68,413 | \$ 56,621 | \$ 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) |
| HS Math | \$ 87,074 | \$ 0 | \$ 87,074 |
| MS SPED Teacher | \$ 76,716 | \$ 48,039 | \$ 28,667 |
| PES School Nurse | \$ 88,633 | \$ 85,464 | \$ 3,170 |
| 1 st Grade Teacher | \$ 63,474 | \$102,915 | (\$40,518) |
| 6 th Grade Teacher | \$ 67,972 | \$ 56,621 | \$ 11,351 |
| 6 th Grade Teacher | \$ 61,457 | | |
| 1 st Grade Teacher | \$ 48,039 | | |
| 2 nd Grade Teacher | \$ 58,332 | | |
| Spanish | \$ 62,396 | | |
| Behavior Intervention | \$ 57,508 | | |
| Asst. Principal PES | \$ 138,059 | | |
| | | Total | \$ 139,342 |

The interviews for the Assistant Principal will be held on Monday July 17. We are continuing to look at all positions that we still have open.

The General Assurances are a set of regulations that the District agrees to follow in regard to the acceptance of Federal Grant. This includes agreement to comply with:

- Comply with Title VI Civil Rights Act of 1964
- Title IX of the Education Amendments of 1972
- Age Discrimination Act of 1975
- Drug Abuse Office Treatment Act of 1972

- Comprehensive Alcohol Abuse Act of 1912
- Title VIII of the Civil Rights Act of 1968
- Regulations covered in policies that handling of funds for Federal Grants
- The Hatch Act
- We will follow federal regulations in dealing with humans and animals involved in research
- Lead Based Paint Poison Prevention Act
- Pro-Children Act of 2001 prohibiting smoking in school buildings
- Stevens Amendment requiring reporting of spending for federal grants
- Making information available to parents
- Making information available to staff
- Complying with Audit Regulations
- Drug Free Workplace Act of 1988
- State and Federal Labor regulations
- Identification of Grants
- Maintain internal controls for finance
- Ensuring equal access to education opportunities
- RSA 193:13 II prohibiting students from possessing firearms
- Appropriate reporting to the New Hampshire Department of Education
- Lobbying statutes
- Section 9524 of the ESEA Act of 1965 no policy preventing constitutionally protected right to pray
- Title USC 7197 appropriate transfer of student disciplinary records

The new state budget has changed the formula for determining the Adequacy Grant for schools. Although final numbers have been determined, it appears that the Pittsfield School District will receive approximately \$400,000 more in adequacy funds than has been budgeted. The Board will need to decide on one of two options in consideration of these funds.

1. Hold a town meeting in September to put forward a proposal to the citizens of Pittsfield a plan to expend the funds. If the public voted to accept the proposal, there would be no increase to the tax rate in the expenditure of these funds.
2. The Board could choose to put all of the funds toward tax reduction which would decrease the tax rate by approximately \$1.25. For a property valued at \$200,000 there would be a reduction of \$250 annually. The only problem with this is that in the following year, the approximate \$400,000 would be in the District budget. If it were expended, there would be a property tax swing of a \$500 increase.

The Superintendent is requesting the Board allow the administration to create a plan in which to expend the funds in a prudent manner and to present that plan at the August 4th school Board meeting. No definitive planning for a meeting can be held until after September 1 when the final allocation is determined.

General Assurances, Requirements and Definitions for Participation in Federal Programs



A. General Assurances

Assurance is hereby given by the subrecipient that, to the extent applicable:

- 1) The subrecipient has the legal authority to apply for the federal assistance, and the institutional, managerial, and financial capability (including funds sufficient to pay non-federal share of project costs, as applicable) to ensure proper planning, management, and completion of the project described in all applications submitted.
- 2) The subrecipient will give the awarding agency, the NHED, the Comptroller General of the United States and, if appropriate, other State Agencies, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
- 3) The subrecipient will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. The subrecipient will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
 - (a) Per 2 CFR 200.330 the non-Federal entity is required to submit reports at least annually on the status of real property in which the Federal Government retains an interest.
- 4) The subrecipient will comply with the requirements of the assistance awarding agency (2 CFR 200.1 Definitions 'Federal Awarding Agency') with regard to the drafting, review and approval of construction plans and specifications.
- 5) The subrecipient will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
- 6) The subrecipient will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
- 7) The subrecipient will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
- 8) The subrecipient will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to:
 - (a) Title VI of the Civil Rights Act of 1964 (PL. 88-352) which prohibits discrimination on the basis of race, color or national origin;
 - (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex;

- (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), which prohibits discrimination on the basis of handicaps;

New Hampshire Department of Education – FY24
Page 1 of 17

Initials of Superintendent: 
Initials of School Board Chair: 

prohibits discrimination on the basis of handicaps;

FY 24

Superintendent:

- 1
- (d) The Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age;
 - (e) The Drug Abuse Office and Treatment Act of 1972 (PL. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse;
 - (f) The Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism;
 - (g) and 527 of the Public Health Service Act of 1912 (42 U.S.C. dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records;
 - (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing;
 - (i) Any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and,
 - (j) The requirements of any other nondiscrimination statute(s) which may apply to the application.
- 9) The subrecipient will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of federal participation in purchases.
- 10) The subrecipient will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with federal funds. The subrecipient further assures that no federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.
- 11) The subrecipient will comply with PL. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported in whole or in part with federal funds.
- 12) The subrecipient will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported in whole or in part with federal funds.
- 13) The subrecipient will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.

- 14) The subrecipient will comply with all applicable requirements of all other federal laws, executive orders, regulations, and policies governing all program(s).
- 1 5) The subrecipient will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and 2 CFR 200.501 , Subpart F, "Audit Requirements," as applicable.
- 1 6) The recipient will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a subrecipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award IS in effect or (3) Using forced labor in the performance of the award or subawards under the award.

New Hampshire Department of Education – FY24
Page 2 of 17

Initials of Superintendent: 
Initials of School Board Chair: 

- 1 7) The control of funds provided to a subrecipient that is a Local Education Agency under each program, and title to property acquired with those funds, will be in a public agency, and a public agency will administer those funds and property.
- 1 8) Personnel funded froilil federal grants and their subcontractors will adhere to the prohibition from text messaging while driving an organization-owned vehicle, or while driving their own privately owned vehicle during official Grant business, or from using organization-supplied electronic equipment to text message or email while driving. Recipients Inust comply with these conditions under Executive Order 13513, "Federal Leadership On Reducing Text Messaging While Driving," October 1 , 2009 (pursuant to provisions attached to federal grants funded by the US Department of Education).
- 1 9) The subrecipient assures that it will adhere to the Pro-Children Act of 2001, which states that no person shall permit smoking within any indoor facility owned or leased or contracted and utilized for the provision of routine or regular kindergarten, elementary, or secondary education or library services to children (PL. 107-1 0, section 4303 [a]). In addition, no person shall permit smoking within any indoor facility (or portion of such a facility) owned or leased or contracted and utilized for the provision of regular or routine health care or day care or early childhood development (Head Start) services (PL. 107- 1 10, Section 4303[b][I]). Any failure to comply with a prohibition in this Act shal] be considered to be a violation of this Act and any person subject to such prohibition who commits such violation may be liable to the United States for a civil penalty, as determined by the Secretary of Education (PL. 107-1 10, section 4303[c][1]).
- 20) The subrecipient will comply with the Stevens Amendment.
- 21) The subrecipient will submit such reports to the NHED and to U.S. governmental agencies as may reasonably be required to enable the NHED and U.S. governmental agencies to perform their duties. The subrecipient will maintain such fiscal and programmatic records, including those required under 20 U.S.C. 1234f, and will provide access to those records, as necessary, for those Departments/agencies to perform their duties.
- 22) The subrecipient will assure that expenditures reported are proper and in accordance with the terms and conditions of any project/grant funding, the official who is authorized to legally bind the agency/organization agrees to the following certification for all fiscal reports and/or vouchers requesting payment [2CFR 200.415(a)].

"By signing this General Assurances Requirements 01/0/ Definitions for Participation in Federal Proc'rams document, I certify to the best of my knowledge and belief that the reports submitted are

New Hampshire Department of Education FY24
Page 3 of 22

Initials of Superintende
Initials of School Board Chair:

true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purpose and objectives set forth in the terms and conditions of the Project Award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise..

- 23) If an LEA, the subrecipient will provide reasonable opportunities for systematic consultation with and participation of teachers, parents, and other interested agencies, organizations, and individuals, including education-related community groups and non-profit organizations, in the planning for and operation of each program.
- 24) If an LEA, the subrecipient shall assure that any application, evaluation, periodic program plan, or report relating to each program will be made readily available to parents and other members of the general public upon request.

- 25) If an LEA, the subrecipient has adopted effective procedures for acquiring and disseminating to teachers and administrators participating in each program, significant information from educational research, demonstrations, and similar projects, and for adopting, where appropriate, promising educational practices developed through such projects. Such procedures shall ensure compliance with applicable federal laws and requirements.
- 26) The subrecipient will comply with the requirements of the Gun-Free Schools Act of 1994.
- 27) The subrecipient will submit a fully executed and accurate Single-Audit Certification (required) and the Federal Expenditures Worksheet (if applicable) to the NHED no later than December 31, 2023. The worksheet will be provided to each subrecipient by the NHED via email and is posted on the NHED website
- 28) The subrecipient shall comply with the restrictions of New Hampshire RSA 15:5.
- 29) The subrecipient will comply with the requirements in 2 CFR Part 1 80, Government-wide Debarment and Suspension (Non-procurement).
- 30) The subrecipient certifies that it will maintain a drug-free workplace and will comply with the requirements of the Drug-Free Workplace Act of 1988 and 34 CFR 84.200.
- 31) The subrecipient will adhere to the requirements of Title 20 USC 7197 relative to the Transfer of Disciplinary Records.
- 32) The subrecipient will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§47284763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
- 33) The subrecipient will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction sub-agreements.
- 34) The subrecipient will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (PL. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
- 35) The subrecipient will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (PL. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§ 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (PL. 93-205).

- 36) The subrecipient will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system

New Hampshire Department of Education – FY24

Initials of Superintendent: 

Page 4 of 17

Initials of School Board Chair: 

related to protecting components or potential components of the national wild and scenic rivers system.

- 37) The subrecipient will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 1 1593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. et seq.).
- 38) As appropriate and to the extent consistent with law, the non-Federal entity should, to the greatest extent practicable under a Federal award, provide a preference for the purchase, acquisition, or use of goods, products, or materials produced in the United States (including but not limited to iron, aluminum, steel, cement, and other manufactured products). The requirements of this section must be included in all subawards including all contracts and purchase orders for work or products under this award (2 CFR 200.322).

B. Explanation of Grants Management Requirements

The following section elaborate on certain requirements included in legislation or regulations referred to in the "General Assurances" section. This section also explains the broad requirements that apply to federal program funds.

1. Financial Management Systems

Financial management systems, including records documenting compliance with federal statutes, regulations, and the terms and conditions of the federal award, must be sufficient to permit the preparation of reports required by general and program-specific terms and conditions; and the tracing of funds to a level of expenditures adequate to establish that such funds have been used according to the Federal statutes, regulations, and the terms and conditions of the Federal award.

Specifically, the financial management system must be able to:

- a) Identify, in its accounts, all federal awards received and expended and the federal programs under which they were received. Federal program and federal award identification must include, as applicable, the CFDA title and number, federal award identification number and year, name of the federal agency, and name of the pass-through entity, if any.
- b) Provide accurate, current, and complete disclosure of the financial results of each federal award or program.
- c) Produce records that identify adequately the source and application of funds for federally funded activities.
- d) Maintain effective control over, and accountability for, all funds, property, and other assets. The subrecipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- e) Generate comparisons of expenditures with budget amounts for each federal award.

2. Written Policies and Procedures

The subrecipient must have written policies and procedures for:

| Polic /Procedure Name | In Accordance With | Polic | Procedure |
|--------------------------------|---|-------|-----------|
| Drug-Free Workplace Policy | 34 CFR 84.200 and the Drug-Free Work lace Act of 1988 | | N/A |
| Procurement Policy & Procedure | 2 CFR 200.317-327 | | |

New Hampshire Department of Education – FY24
Page 5 of 17

Initials of Superintendent: *AK*
Initials of School Board Chair: *AG*

| Conflict of Interest/Standard of Conduct | 2 CFR | | N/A |
|---|---------------------------------|-------|------------|
| Inventory Management Policy & Procedure | 2 CFR 200.313(d) | | |
| District Travel Polic | 2 CFR 200.475(b) | | N/A |
| Polic /Procedure Name | In Accordance With | Polic | Procedu re |
| Subrecipient Monitoring Policy & Procedure if a licable | 2 CFR 200.332(d) | | |
| Time and Effort Policy & Procedure | 2 CFR 200.430 | | |
| Records Retention Policy & Procedure | 2 CFR 200.334 | | |
| Prohibiting the Aiding and Abetting of Sexual Abuse Polic | ESEA 8546 | | N/A |
| Allowable Cost Determination Policy | 2 CFR 200.302(b)(7) | | N/A |
| Gun Free School Act | Gun Free School Act of 1994 | | N/A |
| Cash Management | 2 CFR 200.302(b)(6) and 200.305 | | |

3. Internal Controls

The subrecipient must:

- a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with the guidance outlined in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States or the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- c) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- d) Take reasonable measures to safeguard and protect personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the

New Hampshire Department of Education FY24
Page 7 of 22

Initials of Superintende
Initials of School Board Chair:

subrecipient considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

- e) Maintain all accounts, records, and other supporting documentation pertaining to all costs incurred and revenues or other applicable credits acquired under each approved project in accordance with 2 CFR 200.334.

4. Allowable Costs

In accounting for and expending project/grant funds, the subrecipient may only charge expenditures to the project award if they are;

- a) in payment of obligations incurred during the approved project period;
- b) in conformance with the approved project;
- c) in compliance with all applicable statutes and regulatory provisions;
- d) costs that are allocable to a particular cost objective;
- e) spent only for reasonable and necessary costs of the program; and
- t) not used for general expenses required to carry out other responsibilities of the subrecipient.

New Hampshire Department of Education – FY24
Page 6 of 17

Initials of Superintendent: 
Initials of School Board Chair: 

5. Audits

This part is applicable for all non-federal entities as defined in 2 CFR 200, Subpart F.

- a) In the event that the subrecipient expends \$750,000 or more in federal awards in its fiscal year, the subrecipient must have a single or program-specific audit conducted in accordance with the provisions of 2 CFR 200, Subpart F. In determining the federal awards expended in its fiscal year, the subrecipient shall consider all sources of federal awards, including federal resources received from the NHED. The determination of amounts of federal awards expended should be in accordance with the guidelines established by 2 CFR 200, Subpart F.
- b) In connection with the audit requirements, the subrecipient shall also fulfill the requirements relative to auditee responsibilities as provided in 2 CFR 200.508.
- c) If the subrecipient expends less than \$750,000 in federal awards in its fiscal year, an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, is not required. In the event that the subrecipient expends less than \$750,000 in federal awards in its fiscal year and elects to have an audit conducted in accordance with the provisions of 2 CFR 200, Subpart F, the cost of the audit must be paid from non-federal resources (i.e., the cost of such an audit must be paid from subrecipient resources obtained from non-federal entities).

The subrecipient assures it will implement the following audit responsibilities;

- a) Procure or otherwise arrange for the audit required by this part in accordance with auditor selection regulations (2 CFR 200.509), and ensure it is properly performed and submitted no later than nine months after the close of the fiscal year in accordance with report submission regulations (2 CFR 200.512).
- b) Provide the auditor access to personnel, accounts, books, records, supporting documentation, and other information as needed so that the auditor may perform the audit required by this part.
- c) Prepare appropriate financial statements, including the schedule of expenditures of federal awards in accordance with financial statements regulations (2 CFR 200.510).
- d) Promptly follow up and take corrective action on audit findings, including preparation of a summary schedule of prior audit findings and a corrective action plan in accordance with audit findings follow-up regulations (2 CFR 200.511 (b-c)).
- e) Upon request by the NHED Bureau of Federal Compliance (BFC), promptly submit a corrective action plan using the NHED template provided by the BFC for audit findings related to NHED funded programs.
- f) For repeat findings not resolved or only partially resolved, the subrecipient must provide an explanation for findings not resolved or only partially resolved to the BFC for findings related to all NHED funded programs. The BFC will review the subrecipient's submission and issue an appropriate Management Decision in accordance with 2 CFR 200.521.

6. Reports to be Submitted

Audits/Management Decisions

Copies of reporting packages for audits conducted in accordance with 2 CFR 200, Subpart F shall be submitted, by or on behalf of the recipient directly to the following:

- a) The Federal Audit Clearinghouse (FAC) in 2 CFR 200, Subpart F requires the auditee to electronically submit the data collection form described in 200.512(b) and the reporting package described in 200.512(c) to FAC at: [https://harvester.census.gov/facides/\(S\(mqamoh bpfJ0hmyh I r45p I po I\)\)/account/login.aspx](https://harvester.census.gov/facides/(S(mqamoh bpfJ0hmyh I r45p I po I))/account/login.aspx)

Copies of other reports or management decision letter(s) shall be submitted by or on behalf of the

New Hampshire Department of Education -- FY24
Page 7 of 17

Initials of Superintendent: 
Initials of School Board Chair: 

subrecipient directly to:

- a) New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301 Or via email to: federalcompliance@doe.nh.tzov
- b) In response to requests by a federal agency, auditees must submit a copy of any management letters issued by the auditor, 2 CFR 200.512(e).

Any other reports, management decision letters, or other information required to be submitted to the NHED pursuant to this agreement shall be submitted in a timely manner.

Single Audit Certifications and Federal Expenditures Worksheet

A fully executed and accurate Single-Audit Certification (required) and Federal Expenditures Worksheet (if applicable) shall be submitted to the NHED no later than December 31, 2023. A copy of the forms will be provided to each subrecipient by the NHED via email.

7. Debarment, Suspension, and Other Responsibility Matters

As required by Executive Orders (E.O.) 12549 and 12689, Debarment and Suspension, and implemented at 2 CFR Part 180, for prospective participants in primary covered transactions, as defined in 2 CFR 1 80.120, 1 80.125 and 180.200, no contract shall be made to parties identified on the General Services Administration's Excluded Parties List System as excluded from Federal Procurement or Non-procurement Programs in accordance with E.O.s 12549 and 12689, "Debarment and Suspension." This list contains the names of parties debarred, suspended, or otherwise excluded by agencies, and contractors declared ineligible under statutory or regulatory authority other than E.O. 12549. Contractors with awards that exceed the small purchase threshold shall provide the required certification regarding their exclusion status and that of their principal employees.

The federal government imposes this requirement in order to protect the public interest, and to ensure that only responsible organizations and individuals do business with the government and receive and spend government grant funds. Failure to adhere to these requirements may have serious consequences — for example, disallowance of cost, termination of project, or debarment.

To assure that this requirement is met, there are four options for obtaining satisfaction that subrecipients and contractors are not suspended, debarred, or disqualified. They are:

The subrecipient certifies that it and its principals:

- a) Are not presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal Department or agency.
- b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes; commission of

embezzlement; theft, forgery, bribery, falsification, or destruction of records; making false statements; or receiving stolen property.

- c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in this certification.
- d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.

New Hampshire Department of Education - FY24
Page 8 of 17

Initials of Superintendent:
Initials of School Board Chair: 

(federal, state, or local) terminated for cause or default.

Where the subrecipient is unable to certify to any of the statements in this certification, they shall attach an explanation to this document.

8. Drug-Free Workplace (Grantees Other Than Individual)

As required by the Drug-Free Workplace Act of 1988 and implemented in 34 CFR 84.200 the subrecipient certifies that it will continue to provide a drug-free workplace by:

- a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance (34 CFR 84.610) is prohibited in the subrecipient's workplace and specifying the actions that will be taken against employees for violation of such prohibition.
- b) Establishing, as required by 34 CFR 84.215, an ongoing drug-free awareness program to inform employees about:
 - o The dangers of drug abuse in the workplace.
 - o The recipient's policy of maintaining a drug-free workplace.
 - o Any available drug counseling, rehabilitation, and employee assistance programs.
 - o The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
- c) Requiring that each employee engaged in the performance of the project is given a copy of this statement.
- d) Notifying the employee in the statement that, as a condition of employment under the project, the employee will:
 - o Abide by the terms of the statement.
 - o Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction.
- e) Notifying the agency in writing within 5 calendar days after receiving notice of an employee's conviction of a violation of a criminal drug statute in the workplace, as required by 34 CFR 84.205(c)(2), from an employee or otherwise receiving actual notice of employee's conviction. Employers of convicted employees must provide notice, including position title to:

Director, Grants and Contracts Service
U .S. Department of Education
400 Maryland Avenue, S.W. [Room 3124, GSA — Regional Office Building No. 3] Washington,
D.C. 20202-4571

(Notice shall include the identification number[s] of each affected grant).

t) Taking one of the following actions, as stated in 34 CFR 84.225(b), within 30 calendar days of receiving the required notice with respect to any employee who is convicted of a violation of a criminal drug statute in the workplace.

- o Taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended.
- o Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or

New Hampshire Department of Education – FY24

Page 9 of 17

Initials of Superintendent: 

Initials of School Board Chair: 

program approved for such purposes by a federal, state, or local health, law enforcement, or

other appropriate agency.

- g) Making a good-faith effort to maintain a drug-free workplace through implementation of the requirements stated above.

9. General Education Provisions Act (GEPA) Requirements - Section 427 (Federal Requirement) Equity for Students, Teachers, and Other Program Beneficiaries

The purpose of Section 427 of GEPA is to ensure equal access to education and to promote educational excellence by ensuring equal opportunities to participate for all eligible students, teachers, and other program beneficiaries in proposed projects, and to promote the ability of such students, teachers, and beneficiaries to meet high standards. Further, when designing their projects, grant applicants must address the special needs and equity concerns that might affect the ability of students, teachers, and other program beneficiaries to participate fully in the proposed project.

Program staff within the NHED must ensure that information required by Section 427 of GEPA is included in each application that the Department funds. (There may be a few cases, such as research grants, in which Section 427 may not be applicable because the projects do not have individual project beneficiaries. Contact the Government Printing Office staff should you believe a situation of this kind exists).

The statute highlights six types of barriers that can impede equitable access or participation: gender, race, national origin, color, disability, and age. Based on local circumstances, the applicant can determine whether these or other barriers may prevent participants from access and participation in the federally assisted project, and how the applicant would overcome these barriers.

These descriptions may be provided in a single narrative or, if appropriate, may be described in connection with other related topics in the application. Subrecipients should be asked to state in the table of contents where this requirement is met.

NHED program staff members are responsible for screening each application to ensure that the requirements of this section are met before making an award. If this condition is not met, after the application has been selected for funding the program staff should contact the subrecipient to find out why this information is missing. Documentation must be in the project file indicating that this review was completed before the award was made. If an oversight occurred, the program staff may give the applicant another opportunity to satisfy this requirement, but must receive the missing information before making the award, 34 CFR 75.231.

All applicants for new awards must satisfy this provision to receive funding. Those seeking continuation awards do not need to submit information beyond the descriptions included in their original applications.

10. Gun Possession (Local Education Agencies (LEAs) only)

As required by Title XIV, Part F, and Section 14601 (Gun-Free Schools Act of 1994) of the Improving America's Schools Act:

The LEA assures that it shall comply with the provisions of RSA 193: 13 III.

RSA 193: 13, III. Any pupil who brings or possesses a firearm as defined in section 921 of Title 18 of the United States Code in a safe school zone as defined in RSA 193-D:I without written authorization from the Superintendent or designee shall be expelled from school by the local school board for a period of not less than 12 months.

The LEA assures that it has adopted a policy, which allows the Superintendent or Chief Administrative officer to modify the expulsion requirement on a case by case basis. RSA 193: 13, IV.

The LEA assures that it shall report to the NHED in July of each year, a description of the circumstances surrounding any expulsions imposed under RSA 193: 13, III and IV including, but not limited to:

- a) The name of the school concerned;
- b) The grade of the student disciplined;
- c) The type of firearm involved;
- d) Whether or not the expulsion was modified, and
- e) If the student was identified as Educationally Disabled.

The LEA assures that it has in effect a policy requiring referral to the criminal justice or juvenile delinquency system of any student who brings a firearm or weapon to school.

Ed 317.03 Standard for Expulsion by Local School Board.

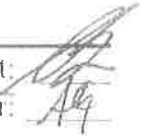
- a) A school board which expels a pupil under RSA 193: 13, II or III, shall state in writing its reasons, including the act leading to expulsion, and shall provide a procedure for review as allowed under RSA 193:13, II.
- b) School boards shall make certain that the pupil has received notice of the requirements of RSA 193D and RSA 193: 13 through announced, posted, or printed school rules.
- c) If a student is subject to expulsion and a firearm is involved, the Superintendent shall contact local law enforcement officials whenever there is any doubt concerning:
 - 1) Whether a firearm is legally licensed under RSA 159; or
 - 2) Whether the firearm is lawfully possessed, as opposed to unlawfully possessed, under the legal definitions of RSA 159.
- d) If a pupil brings or possesses a firearm in a safe school zone without written authorization from the Superintendent, the following shall apply:
 - 1) The Superintendent shall suspend the pupil for a period not to exceed 10 days, pending a hearing by the local board; and
 - 2) The school board shall hold a hearing within 10 days to determine whether the student was in violation of RSA 193: 13, III and therefore is subject to expulsion.

11. Lobbying

As required by Section 1352, Title 31, of the U.S. Code, and implemented in 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined in 34 CFR 82.105 and 82.110, the applicant certifies that:

- a) No federally appropriated funds have been paid or will be paid by or on behalf of the subrecipient to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any federal grant; the entering into of any cooperative agreement; and the extension, continuation, renewal, amendment, or modification of any federal grant or cooperative agreement.

- b) If any funds other than federally appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with federal grants or cooperative agreements, the subrecipient shall complete and submit Standard F01Th - LLL, "Disclosure Form to Report Lobbying," in accordance with its



instructions.

- c) The subrecipient shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, contracts under grants, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

New Hampshire RSA 15:5 - Prohibited Activities.

1 Except as provided in paragraph II, no recipient of a grant or appropriation of state funds may use the state funds to lobby or attempt to influence legislation, participate in political activity, or contribute funds to any entity engaged in these activities.

- 11 Any recipient of a grant or appropriation of state funds that wishes to engage in any of the activities prohibited in paragraph I, or contribute funds to any entity engaged in these activities, shall segregate the state funds in such a manner that such funds are physically and financially separate from any non-state funds that may be used for any of these purposes. Mere bookkeeping separation of the state funds from other moneys shall not be sufficient.

12. Subrecipient Monitoring

In addition to reviews of audits conducted in accordance with 2 CFR 200, Subpart F, subrecipient monitoring procedures may include, but not be limited to, on-site or remote visits by NHED staff, limited scope audits, and/or other procedures. By signing this document, the subrecipient agrees to comply and cooperate with any monitoring procedures/processes deemed appropriate by the NHED. In the event the NHED determines that a limited scope audit of the project recipient is appropriate, the subrecipient agrees to comply with any additional instructions provided by NHED staff to the subrecipient regarding such audit.

13. More Restrictive Conditions

Subrecipients found to be in noncompliance with program and/or fund source requirements or determined to be "high risk" shall be subject to the imposition of more restrictive conditions as determined by the NHED.

14. Obligations by Subrecipients

Obligations will be considered to have been incurred by subrecipients on the basis of documentary evidence of binding commitments for the acquisition of goods or property or for the performance of work, except that funds for personal services, for services performed by public utilities, for travel, and for the rental of facilities shall be considered to have been obligated at the time such services were rendered, such travel was performed, and/or when facilities are used (see 34 CFR 76.707).

15. Personnel Costs — Time Distribution

Charges to federal projects for personnel costs, whether treated as direct or indirect costs, are allowable to the extent that they satisfy the specific requirements of 2 CFR 200.430, and will be based on payrolls documented in accordance with generally accepted practices of the subrecipient and approved by a responsible official(s) of the subrecipient.

When employees work solely on a single federal award or cost objective, charges for their salaries and wages must be supported by personnel activity reports (PARs), which are periodic certifications (at least semi-annually) that the employees worked solely on that program for the period covered by the certification. These certifications must be signed by the employee or a supervisory official having firsthand knowledge

of the work performed by the employee.

When employees work on multiple activities or cost objectives (e.g., more than one federal project, a federal project and a non-federal project, an indirect cost activity and a direct cost activity, two or more indirect activities which are allocated using different allocation bases, or an unallowable activity and a direct or indirect cost activity), the distribution of their salaries or wages will be supported by personnel activity reports or equivalent documents that meet the following standards:

- a) Reflect an after-the-fact distribution of the actual activity of each employee
- b) Account for the total activity for which each employee is compensated
- c) Prepared at least monthly and must coincide with one or more pay period
- d) Signed and dated by the employee

16. Protected Prayer in Public Elementary and Secondary Schools

As required in Section 9524 of the Elementary and Secondary Education Act (ESEA) of 1965, as amended by the No Child Left Behind Act of 2001, LEAs must certify annually that they have no policy that prevents or otherwise denies participation in constitutionally protected prayer in public elementary and secondary schools.

17. Purchasing/Procurement

The non-Federal entity must have and use documented procurement procedures, consistent with the standards of this section and 2 CFR 200.317, 200.318, and 200.319 for any of the following methods of procurement used for the acquisition of property or services required under a Federal award or sub-award.

1. Informal procurement methods
 - a. Micro-purchases
 - b. Small purchases
3. Formal procurement methods
 - a. Sealed bids
 - b. Proposals
4. Noncompetitive procurement

18. Retention and Access to Records

Requirements related to retention and access to project/grant records, are determined by federal rules and regulations. Federal regulation 2 CFR 200.334, addresses the retention requirements for records that applies to all financial and programmatic records, supporting documents, statistical records, and all other non-Federal entity records pertinent to a Federal or Project award. If any litigation, claim, or audit is started before the expiration date of the retention period, the records must be maintained until all litigation, claims, or audit findings involving the records have been resolved and final action taken.

Access to records of the subrecipient and the expiration of the right of access is found at 2 CFR 200.337 (a) and (c), which states:

- a) Records of non-Federal entities. The Federal awarding agency, Inspectors General, the Comptroller General of the United States, and the pass-through entity, or any of their authorized representatives [including but not limited to the NHED] must have the right of access to any documents, papers, or other records of non-Federal entity which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the non-Federal entity's personnel for the purpose of interview and discussion related to such documents.



- d) Expiration of right of access. The rights of access in this section are not limited to the required retention period but last as long as the records are retained.

19. The Stevens Amendment

All federally funded projects must comply with the Stevens Amendment of the Department of Defense Appropriation Act, found in Section 8136, which provides:

When issuing statements, press releases, requests for proposals, bid solicitations, and other documents describing projects or programs funded in whole or in part with federal money, all grantees receiving federal funds, including but not limited to state and local governments, shall clearly state (1) the percentage of the total cost of the program or project which will be financed with federal money, (2) the dollar amount of federal funds for the project or program, and (3) the percentage and dollar amount of the total costs of the project or program that will be funded by non-governmental sources.

20. Transfer of Disciplinary Records

Title 20 USC 7197 requires that the State have a procedure to assure that a student's disciplinary records, with respect to suspensions and expulsions, are transferred by the project recipient to any public or private elementary or secondary school where the student is required or chooses to enroll. In New Hampshire, that assurance is statutory and found at RSA 193-D:8.

The relevant portions of the federal and state law appear below.

- a) Disciplinary Records - In accordance with the Family Educational Rights and Privacy Act of 1974 (20 U.S.C. 1232g), not later than 2 years after the date of enactment of this part, each State receiving Federal funds under this Act shall provide an assurance to the Secretary that the State has a procedure in place to facilitate the transfer of disciplinary records, with respect to a suspension or expulsion, by local educational agencies to any private or public elementary school or secondary school for any student who is enrolled or seeks, intends, or is instructed to enroll, on a full- or part-time basis, in the school.
- b) Transfer Records; Notice — All elementary and secondary educational institutions, including academies, private schools, and public schools, shall upon request of the parent, pupil, or former pupil, furnish a complete school record for the pupil transferring into a new school system. Such record shall include, but not be limited to, records relating to any incidents involving suspension or expulsion, or delinquent or criminal acts, or any incident reports in which the pupil was charged with any act of theft, destruction, or violence in a safe school zone.

C. Definitions (2 CFR 200.1)

- l) Audit finding - Audit finding means deficiencies which the auditor is required by 2 CFR 200.516 (a) to report in the schedule of findings and questioned costs.

- 2) Management decision - Management decision means the Federal awarding agency's or passthrough entity's written determination, provided to the auditee, of the adequacy of the auditee's proposed corrective actions to address the findings, based on its evaluation of the audit findings and proposed corrective actions.
- 3) Pass-through entity - Pass-through entity (PTE) means a non-Federal entity that provides a subaward to a subrecipient to carry out part of a Federal program.

New Hampshire Department of Education – FY24
Page 14 of 17

Initials of Superintendent:
Initials of School Board Chair:



subaward to a subrecipient to carry out part of a Federal program. 4) Period of performance - Period of performance means the total estimate time interval between the start of an initial Federal award and the planned end date, which may include one or more funded portions, or budget periods. Identification of the Period of Performance in the Federal award per 2 CFR 200.211(b)(5) does not commit the awarding agency to fund the award beyond the currently approved budget period.

- 5) Subaward - Subaward means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.
- 6) Subrecipient - Subrecipient mean an entity, usually but not limited to non-Federal entities, that receives a subaward from a pass-through entity to carry out part of a Federal award; but does not include an individual that is a beneficiary of such award. A subrecipient may also be a recipient of other Federal awards directly from a Federal awarding agency.

CERTIFICATION

Instructions: The Superintendent, or other Qualifying Administrator, if the School District or School Administrative Unit (SAU) does not have a Superintendent, (See RSA 194-C:5, II) must consult with the School Board for the School District/SAU by informing said School Board about the District's/SAU's participation in Federal Programs and the terms and conditions of the General

Assurances, Requirements and Definitions for Participation in Federal Programs. The Superintendent or other Qualifying Administrator and the Chair of the School Board must sign this certification page (and initial the remaining pages) as described below and return it to the NHED. No payment for project/grant awards will be made by the NHED without a fully executed copy of this General Assurances, Requirements and Definitions Cor Participation in Federal Programs on file. For fulther information, contact the NHED Bureau of Federal Compliance at federalcompliance@doe.nh.gov

Superintendent or other Qualifying Administrator Certification:

We the undersigned acknowledge that [a] person is guilty of a violation of R.S.A. § 641 :3 if [h]e or she makes a written or electronic false statement which he or she does not believe to be true, on or pursuant to a form bearing a notification authorized by law to the effect that false statements made therein are punishable; or (b) With a purpose to deceive a public servant in the performance of his or her official function, he or she: (1) Makes any written or electronic false statement which he or she does not believe to be true; or (2) Knowingly creates a false impression in a written application for any pecuniary or other benefit by omitting information necessary to prevent statements therein from being misleading; or (3) Submits or invites reliance on any writing which he or she knows to be lacking in authenticity; or (4) Submits or invites reliance on any sample, specimen, map, boundary mark, or other object which he or she knows to be false.

Accordingly, I, the undersigned official legally authorized to bind the named School District/SAU hereby apply for participation in federally funded education programs on behalf of the School District/SAU named below. I certify, to the best of my knowledge, that the below School

District/SAU will adhere to and comply with these General Assurances, Requirements and Definitions for Participation in Federal Programs (pages 1 through 17 inclusive). I further certify, as is evidenced by the Minutes of the School Board Meeting held on _____, _____, that I have informed the members of the School Board of the federal funds the District/SAU will be receiving and of these General Assurances, Requirements and Definitions for the Participation in Federal Programs for the District's/SAU's participation in said programs.

SAU Number: 51

District or SAU Name: Pr. +fsKe/4(

District tJE1 HD BS E9ME6 tJE1(Sam.gov)

Bryan K. Lane

(i.gov) Expiration:

4/23/24

Expiration


Signature

4/13/23
Date

Typed Name of Superintendent or other
Qualifying Administrator School Board Certification:

I, the undersigned official representing the School Board, acknowledge that the Superintendent, or other Qualifying Administrator, as identified above, has consulted with all members of the School Board, in furtherance of the School Board's obligations, including those enumerated in RSA 189:1-a and pursuant to the School Board's oversight of federal funds the District will be receiving and of the General Assurances.

Reuirements and Definitions for
in Federal Programs in said programs.


Signature

Participation

Adam Gauthier

2.023

Typed Name of School Board Signature at Chair (on behalf of the School Board)

Please email a fully executed copy of the entire document to.

New Hampshire Department of Education
Bureau of Federal Compliance
25 Hall Street
Concord, NH 03301
federalcompliance@doe.nh.gov

New Hampshire Department of Education
 Division of Education Analytics and Resources
 Bureau of School Finance

Two Options Available For School Districts

When State Adequacy Statute Changes Result In A Revenue Increase After The Budget Was Finalized

| FAQ | Option 1 | Option 2 |
|--|---|--|
| | Call A Special Meeting For Change In Education Funding Under RSA 197:3-a | Apply The Revenue As A Credit During Local Tax Rate Setting Process |
| What Is The Purpose Or Outcome Of This Option? | Allows School Districts to appropriate and spend the increased State funding, if approved by voters, while using a more streamlined process. | As a default outcome, not pursuing RSA 197:3-a will automatically reduce the tax assessment for the upcoming tax year. |
| Which School Districts Can Use This Option? | Any school district can use this option. However, it is intended for districts that have to go to their voters for appropriation authority. For example, City School Districts already have a more streamlined processes to increase appropriations. | Any school district can use this option. In fact, this is the default option if no action is taken by the school district. |
| What Is The Process A School District Needs To Follow? | The exact details of the process are outlined in RSA 197:3-a. Unlike the normal special meeting process under RSA 197:3, school districts <u>do not</u> have to either achieve at least 50 percent voter turnout or petition the superior court to appropriate and spend these funds. | No specific process is necessary, school districts will end up reporting the increased State revenue on the DOE-25. NHdra will utilize all of this revenue when setting tax rates. |
| Timing Consideration | The tax rate setting process starts in the Fall of 2023. Therefore, districts need to use RSA 197:3-a before tax rates are set, otherwise Option 2 will be selected by default. | |
| Any Other Considerations A School District Should Know When Implementing An Option? | School districts that meet using the official ballot form of town meeting under RSA 40:13 ("SB2") the Board may elect to deliberate and vote on the same day ("traditional meeting") in accordance to RSA 197:3-a, I. | Applying a large increase in State revenue against the tax assessment, may create a temporary decrease in the tax rate which could be followed by a "spike" in the tax rate, if controlling for all variables. Keep in mind, a change in State revenue is only one factor among many that may need consideration in managing a tax rate. |

Disclaimer: School Districts Should Seek Legal Counsel When Determining Their Statutory Authority Or Following A Statutorily Defined Process. This document is a basic explanation of options and considerations and is in no way intended to be exhaustive or comprehensive.

Pittsfield School District

PANDEMIC / EPIDEMIC EMERGENCIES

The Board recognizes that a pandemic / epidemic is a serious threat that stands to affect students, staff, and the community as a whole. The Board establishes this policy in the event that the town or district is affected by a pandemic or epidemic. At all times, the health, safety, and welfare of the students shall be the first priority. The district shall follow the advice and recommendations of the appropriate state authorities, such as the Department of Health and Human Services.

Planning and Coordination. Planning for pandemic requires a multi-faceted effort, and school preparedness should include input from a team of individuals to address their specific areas of expertise.

The superintendent shall designate one or more employees to serve as liaisons between the district and regional and state health officials. This designee is responsible for communicating with health officials to identify local hazards, determine what crisis plans exist in the district and community, and establish procedures to account for student wellbeing and safety during such a crisis. The designee shall work with regional and state health officials to coordinate their pandemic / epidemic plans with that of the district.

The dean of instruction and/or school nurse and/or other designee shall develop a curriculum component to health classes that is designed to teach students about preventing or limiting the spread of communicable diseases.

Response. In the event that anyone within the district is discovered or suspected to have a communicable disease that may result in transmission to others, the school nurse shall follow procedures established by the district or regional or state authorities for response.

Infection Control. Any student or staff member found to be infected with a communicable disease that may bear risk of transmission will be excluded from school in accordance with guidelines established by the district or regional or state authorities, or until the individual's physician or other care provider indicates that the individual no longer bears the risk of transmitting the communicable disease.

Students with excessive absences due to a communicable disease may be given a reprieve from other Board policies relative to excessive student absences. Efforts will be made by the staff to determine what, if any, schoolwork the student can complete while absent.

Staff members who are forced to miss excessive days of work shall first use any leave to which they are entitled through the Family and Medical Leave Act and accrued sick leave.

Continuance of Education. The superintendent or designee will develop a plan of alternate means of educating students in the event of prolonged school closings and/or extended absences. Such a plan may include providing students with assignments via mail or electronic means.

The superintendent may recommend to the Board amendment to the traditional class schedule and schedule of days in the event of a pandemic / epidemic. Such a plan may include extending the school day, having school days held on Saturdays, using previously scheduled vacation days, and/or extending the school year beyond the previously established end of the school year.

Reading: October 15, 2009
Adopted: November 5, 2009
Revised: March 13, 2014
Revised: April 5, 2018

IGE

Pittsfield School District

PARENTAL OBJECTIONS TO SPECIFIC COURSE MATERIAL

The Board recognizes that there may be specific course materials which some parents/guardians find objectionable.

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

In the event a parent/guardian finds specific course material objectionable, the parent/guardian may notify the dean of instruction of the specific material to which they object and request that the student receive alternative instruction, sufficient to enable the child to meet state requirements for education in the particular subject. This notification and request shall be in writing.

The dean of instruction and the parent/guardian must mutually agree to the alternative instruction in a timely manner and in writing. The alternative instruction agreed upon must meet state minimum standards. School district staff will make reasonable efforts, within the scope of existing time, schedules, resources, and other duties, to accommodate alternative instruction for the student. Alternative instruction may be provided by the school, through approved independent study, or through other method agreed to by the parent / guardian and the dean of instruction. Any cost associated with the alternative instruction shall be borne by the parent/guardian.

Nothing in this policy shall be construed as giving parents/guardians the right to appeal to the School Board. Parents who wish to question particular instructional material for appropriateness may submit a request to review in accordance with Board Policy KEC.

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

Adopted: January 26, 2012
Reviewed: October 16, 2014
Amended: October 5, 2017
Amended: September 20, 2018

DK

Pittsfield School District

PAYMENT PROCEDURES

All manifests, supported by original invoices, must be approved and signed by at least two members of the School Board and the superintendent.

The district's treasurer will sign all checks that will be mailed from the district office.

Reading: April 24, 1990
Adopted: May 24, 1990
Reviewed: September 24, 1992
Reviewed: October 21, 1996
Amended: May 28, 1998
Reading: October 1, 2009
Adopted: October 15, 2009
Reviewed: February 1, 2018

DKA

Pittsfield School District

PAYROLL PROCEDURES

All salaries and supplements paid to regular staff members, substitute or part-time personnel, and student workers will be paid through the district office at regular intervals not to exceed fourteen days, unless the Commissioner of the Department of Labor has authorized a different interval in accordance with RSA 275:43, IV-a (a).

Proper payroll procedures are dependent on staff attendance accounting and on the timecards signed, approved, and submitted by part-time and hourly workers. The necessary procedures for this will be established by the superintendent and carried out by administrative personnel.

Compensation records kept by the district office will reflect an accurate history of the compensation and related benefits paid to each employee.

Pay Day Schedule

The school district pays salaries on a regular schedule throughout the school year. There shall be no salary advances.

Salary Deductions

There shall be no salary advances for any staff member.

Salary deductions are allowed. They are subject to the limitation of the accounting equipment. Authorized payroll deductions include:

1. Credit Union Contributions
2. Tax-Sheltered Annuities
3. Union Dues
4. Insurance Premium Contributions

All salary deductions, other than those regulated by federal or state laws, will be deducted only upon written approval of the employee.

Adopted: March 1, 1980 (as Policy DL)
Reviewed: September 24, 1992
Reviewed: October 21, 1996
Reading: October 1, 2009

Adopted: October 15, 2009
Amended: February 1, 2018



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: 7/13/23
RE: Resignations

Since the last school Board meeting, the administration has received resignations from the following staff persons:

| | |
|------------------|-------------------------------|
| Jaclyn Rohr | Assistant Principal |
| Joanne Rautio | Title 1 Teacher |
| Anna Collins | PES Teacher |
| Nicole Calalutti | PES Special Education Teacher |

I am recommending a motion to accept the resignations for these individuals.



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: 7/13/23
RE: POLICY IJL

The following is a proposal for language for policy IJL

IJL Library Materials Selection and Adoption

The Pittsfield School District believes that each Library Media Center in the Pittsfield School District is a vital place of learning, exploring, reading, and accessing various forms of media materials. The primary objective of the school library/media centers is to implement, enrich and support the educational program of the schools. It is the duty of the school library/media centers to provide a wide range of materials on all levels of difficulty, with diversity of appeal and the presentation of different points of view. The centers have the responsibility to provide these materials for pupils, teachers, and administrators alike.

While the legal responsibility for the purchase of all instructional material is vested in the School Board, the procedure for the selection of library materials is delegated to the Library Media Specialists. In order to maintain open lines of communication with all groups affected by the services of the school library/media centers, it is considered essential that the selection and acquisition of library materials reflect the thought and consideration of these various groups. Therefore, the Library Media Specialists, in cooperation and consultation with the administration, faculty, student body, shall select materials considered valuable in meeting the curriculum and personal needs of its users.

All materials selected shall be consistent with the State principles of selection, which apply to all instructional and library materials. The district will have an established procedure for dealing with challenged materials. Further the district believes that the staff of the Library Media Center plays a leadership role in the collaborative learning process with students and faculty. The Library Media Specialists will utilize sources outside the collection to expand available resources.

KEC RECONSIDERATION OF INSTRUCTIONAL MATERIALS

Persons not in agreement with the school on its selection of books or other instructional material and who wish a particular book or material to be reviewed must submit to the Principal a "Request for Reconsideration of Instructional Materials." The forms will be available from the school upon request. The Principal, upon receipt of a "Request for Reconsideration" will acknowledge receipt to the complainant and list anticipated steps to be taken.

The Principal will then notify the appropriate party to assemble committee and schedule meetings necessary to review the complaint and to write a report. The final report will be forwarded to the complainant and the Superintendent of Schools.

If the complainant is dissatisfied, the next step is to submit the request to the Superintendent of Schools for action. If the complainant does not accept the Superintendent's decision, the complainant may request a review by the School Board, whose decision will be final. During the investigation the instructional material will remain in use unless the committee votes to remove or restrict the material until a final decision is made.

SELECTING SCHOOL LIBRARY MEDIA MATERIALS

MISSION AND FUNCTION STATEMENT

The mission of the Pittsfield School Library Media Centers is to provide free access to information and services to all students and staff to ensure that intellectual freedom and growth is encouraged. Materials for school classrooms and school libraries should be appropriate for students.

The collection will reflect the differing needs of students and staff and shall support the curriculum while also offering recreational reading material in a range of formats and levels, both in print and non-print. The media centers shall be logically organized so they are easily accessed by students and staff.

The media programs are dedicated to ensuring that the students and staff have opportunities to be users of information. The goal of the library media centers is to develop citizens who are information literate.

ACCESS TO RESOURCES AND SERVICES IN THE SCHOOL LIBRARY MEDIA PROGRAM

The school library media programs play a unique role in promoting intellectual freedom. They serve as points of voluntary access to information and ideas and as a learning laboratory for students as they acquire critical thinking and problem-solving skills needed. Although the educational level and programs of the schools necessarily shape the

resources and services of a school library media program, the principles of the First Amendment and the Library Bill of Rights apply equally to all libraries, including school library media programs. Under these principles, all students have equitable access to library facilities, resources, and instructional programs.

School library media specialists assume a leadership role in promoting the principles of intellectual freedom within the school by providing resources and services that create and sustain an atmosphere of free inquiry. School library media specialists work closely with teachers to integrate instructional activities in classroom units designed to equip students to locate, evaluate, and use a broad range of ideas effectively. Intellectual freedom is fostered by educating students in the use of critical thinking skills to empower them to pursue free inquiry responsibly and independently.

School library media specialists cooperate with other individuals in building collections of resources that meet the needs as well as the developmental and maturity levels of students. These collections provide resources that support the mission of the school district and are consistent with its philosophy, goals, and objectives. Resources in school library media collections are an integral component of the curriculum and represent diverse points of view on both current and historical issues. These resources include materials that support the intellectual growth, personal development, individual interests, and recreational needs of students. The school library media program provides resources in other languages to accommodate the needs of students for whom English is a second language.

Members of the school community involved in the collections development process employ educational criteria to select resources unfettered by their personal, political, social, or religious views. Students

and educators served by the school library media program have access to resources and services free of constraints resulting from personal, partisan, or doctrinal disapproval. School library media specialists resist efforts by individuals or groups to define what is appropriate for all students or teachers to read, view, hear, or access via electronic means.

Certain restrictions between students and resources include by are not limited to imposing age, grade-level, or reading level restrictions on the use of resources; limiting the use of interlibrary loan and access to electronic information; charging fees for information in certain formats; requiring permission from parents or teachers; establishing restricted shelves or closed collections; and labeling. Policies, procedures, and rules related to the use of resources and services support free and open access to information.

It is the responsibility of the board to adopt policies that guarantee students access to a broad range of resources. These include policies on collection development and procedures for the review of resources about which concerns have been raised.

MATERIALS SELECTION POLICY

Instructional materials are selected by the school district's representatives to implement, enrich, and support the educational program the students. Material must serve both the breadth and depth of the curriculum as well as the needs and interests of individual students. The district is obligated to provide for a wide range of abilities and to respect the diversity of many differing points of view. To this end, principles must be placed above personal opinion and reason above prejudice in the selection of materials of the highest quality and appropriateness.

The main objective of the selection procedure is to provide students with a wide range of educational materials on all levels of difficulty and in a variety of format, with diversity of appeal, allowing for the presentation of many different points of view.

The objective of the media center is to make available to faculty and students a collection of materials that will enrich and support the curriculum and meet the needs of the students and faculty served. To ensure parental engagement, the district shall make the selection process of library materials readily available for parental review, with a list of all library materials posted on-line on the district's website, and the content of all materials available for direct review.

In recognizing that parents hold an essential role in the education of their children and have the right to guide what their children read, each library shall maintain a printed list of materials onsite and on the school library website that shows what has been selected as well as what is slated for acquisition. The superintendent, or designated administrator, will offer a "Parent Preview" at least ten days before books are to be placed on the shelves, once in the fall and once in the spring.

The superintendent has the final authority and responsibility for the selection of all print and non-print materials. Responsibilities for actual selection, however, shall rest with the school librarians, with input from classroom teachers, education specialists, and school administrators.

DEALING WITH CHALLENGES TO BOOKS AND OTHER LIBRARY MEDIA MATERIALS

Objections will occasionally occur to a selection made for the school library media center. Any person has the right to express concerns and to challenge library materials with an expectation to have the objection taken seriously. When library materials are reconsidered, the principles of the freedom to read, listen, and view are defended rather than specific materials. A questioned item will be considered in its entirety, not judged solely on portions taken out of context. Questioned items will remain in circulation during the reconsideration process.

Policy IJL-R will provide procedures for handling informal complaints as well as school library procedures for handling formal complaints, including sample letters to persons requesting reconsideration of materials.

ILD

Pittsfield School District

NON-EDUCATIONAL / NON-ACADEMIC QUESTIONNAIRES, SURVEYS, AND RESEARCH

Separate federal and state laws require that written consent be obtained from a parent or guardian before a student participates in a non-educational survey or questionnaire that asks about information not directly related to a student's academics. While similar, the two laws are not co-extensive, with slightly different scope, procedures and exceptions.

A. General Provisions

1. For the purpose of this policy, "non-academic survey" shall include a survey, questionnaire, analysis, evaluation, or any other document which seeks any information in the categories listed in Sections B (as to state law) or C (as to federal law) below. However, non-academic surveys should not be deemed to include questions directed to an individual student by a school counselor, nurse, or appropriate personnel under circumstances indicating such questions are reasonably necessary for such person's compliance with applicable laws or regulations, and the discharge of his or her duties.
2. All non-academic surveys must have the prior approval of the superintendent of schools.
3. Non-academic surveys conducted for other agencies, organizations, or individuals must have both the recommendation of the superintendent and the approval of the School Board as to content and purpose. The results of such approved non-academic surveys must be shared with the School Board.
4. No non-academic survey requesting sexual information will be administered to any student in kindergarten through grade six unless required by federal or state law or regulation. School personnel administering any such questionnaire or survey will not disclose personally identifiable information.
5. As used below, the consent and notification provisions apply to a child's parent / legal guardian(s), unless the student is an adult or an emancipated minor who consents.

B. New Hampshire Law

Under the provisions of RSA 186:11, IX-d, prior notice and prior consent (opt-in) is required for any non-academic survey designed to elicit information about a student's:

1. Social behavior;

ILD

2. Family life;
3. Religion;
4. Politics;
5. Sexual orientation;
6. Sexual activity;
7. Drug use;
8. Or any other information not related to a student's academics.

C. Federal Law

1. Protection of Pupil Rights Amendment. Under the federal Protection of Pupil Rights Amendment, prior written consent is required only if the non-academic survey, analysis, or evaluation, or its administration is paid for or in any way uses federal funds from the federal Department of Education and reveals information concerning any of the following:
 - a. Political affiliations;
 - b. Mental and psychological problems potentially embarrassing to the student or the family;
 - c. Sexual behavior and attitudes;
 - d. Illegal, anti-social, self-incriminating, and demeaning behavior;
 - e. Critical appraisals of other individuals with whom respondents have close family relationships;
 - f. Legally recognized privileged or analogous relationships, such as those of lawyers, physicians, and ministers;
 - g. Religious practices, affiliations, or beliefs of the student or student's parent / guardian(s); or
 - h. Income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

ILD

2. Federal Exception. Non-academic surveys do not require consent and notice under New Hampshire law (section B), but might otherwise require notice and consent under federal law (section C). However, the federal requirement exempts the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions, such as the following:
 - a. College or post-secondary education recruitment or military recruitment;
 - b. Book clubs, magazines, and programs providing access to low-cost literary products;
 - c. Curriculum and instructional materials used by schools;
 - d. Tests and assessments used by schools to provide cognitive, evaluative, diagnostic, clinical, aptitude, or achievement information about students, or to generate other statistical data for educational purposes;
 - e. The sale of products or services to raise funds for school-related or education-related activities; and
 - f. Student recognition programs.

This exception only applies if the non-academic survey is otherwise exempt under New Hampshire law (section B).

D. Notification and Inspection.

When school personnel intend to administer a non-academic survey, the school shall provide a ten-day notice to parents/guardians. Included in the notice will be information regarding the purpose of the non-academic survey; how the survey will be administered; how the survey will be utilized; and the persons or entities that will have access to the results of the completed survey.

Parents or guardians wishing to inspect a non-academic survey will be able to do so in the school's administrative office. Parents / guardians may refuse to give consent for their student to participate, with or without first reviewing the non-academic survey. The school will not penalize students whose parents / guardians decline to provide written consent.

The school will take reasonable precautions to protect student privacy during their participation in any non-academic survey.

ILD

E. Consent Exception for Youth Risk Behavior Survey Developed by the Centers for Disease Control and Prevention.

Neither state nor federal law requires prior written consent for administration of the Youth Risk Behavior Survey developed by the Centers for Disease Control and Prevention. Guidance issued by the Centers for Disease Control, United States Department of Health and Human Services, concludes that federal law, including the Protection of Pupil Rights Amendment, also does not require prior written consent from parents or guardians because students are not required to participate, and the survey is not paid for by the United States Department of Education.

However, New Hampshire law nonetheless requires the district to provide parents / guardians with notice of at least ten days before the Youth Risk Behavior Survey is administered. Parents may inspect the Youth Risk Behavior Survey at the school's administrative office. Parents or guardians may opt their student out of participating in the Youth Risk Behavior Survey by providing the dean of operations with written notice. District staff administering the Youth Risk Behavior Survey shall insure that students understand that participation is voluntary and that students who opt-out will not be penalized.

Adopted: September 18, 2015
Amended: October 18, 2018

Pittsfield School District

NON-RENEWAL, TERMINATION, AND DISMISSAL OF CERTIFIED STAFF

This policy is intended to provide guidance for School Boards and superintendents in matters pertaining to the non-renewal, termination, and/or dismissal of certified staff. For purposes of this policy, the term “teacher” means all certified staff members, including but not limited to teachers, administrators, and other professional staff members, such as librarians, nurses, and guidance counselors. This policy is not intended to provide statutory dismissal and/or non-renewal rights to any employee who is not entitled to such rights.

The School Board may non-renew a teacher’s contract, terminate a teacher’s contract, and/or dismiss a teacher from employment if such teacher engages in immoral acts, fails to maintain competency standards established by the School Board or school administration, does not conform to or abide by district policies, rules, or directives, or engages in any other action that the School Board and superintendent believe disqualifies the teacher for employment within the district.

For purposes of this policy, “immorality” is defined as:

- Conviction of a crime;
- Actions that might place students in potential physical or emotional jeopardy;
- Misconduct or unprofessional conduct, on or off duty;
- Other situations where the nature or circumstances of the conduct so detract from the teacher’s professional standing as to render the teacher unfit for continued certification based on the teacher’s inability to perform assigned duties.

For purposes of this policy, “failure to maintain competency standards” means:

- Lack of requisite ability or sustained failure to perform assigned duties;
- Lack of knowledge of subject area;
- Inability or failure to convey the teacher’s knowledge of the subject area;
- Inability or failure to effectively plan and present an organized lesson plan;
- Inability or failure to maintain a safe, organized, and orderly learning environment;
- Inability or failure to properly store or secure potentially dangerous materials or personal belongings;
- Inability to maintain control in the classroom;
- Neglect of duties;
- Misconduct;
- Poor performance evaluations.

For purposes of this policy, “failure to conform to... policies, rules, or directives” means:

- Failure to conform to state regulations,

- Failure to conform with School Board policies and administrative rules,
- Insubordination,
- Failure to follow directives.

The School Board recognizes that the definitions of “immorality”, “failure to maintain competency standards”, and “failure to conform to... policies, rules, or directives” included herein are not intended to be exhaustive and are not intended to limit the Board or administration from taking such employment action as may be warranted in any given circumstance with any given set of facts. Teachers may be non-renewed, dismissed, and/or terminated for other reasons that fall outside of this policy.

Due Process. Teachers will be afforded all the due process as they may be entitled to receive.

Mandatory Dismissal. Employees of the district who have been convicted of homicide, child pornography, aggravated felonious sexual assault, or kidnapping, in New Hampshire or under any statute prohibiting the same, will have their employment terminated by the district after it receives notice of the conviction. Teachers who fall under this category are not entitled to a hearing, per state law.

Adopted: September 6, 2018

GCQR

Pittsfield School District

NON-SCHOOL EMPLOYMENT BY PROFESSIONAL STAFF

When a person is hired on a regular, full-time basis, the Board considers that it has given him/her full-time employment. The Board expects employees to give the responsibilities of their positions in the district precedence over any type of outside part-time work.

The outside work done by a staff member is of concern to the Board insofar as it may:

- Prevent the employee from performing his/her responsibilities in an effective manner,
- Be prejudicial to his/her effectiveness in the position or might compromise or embarrass the district,
- Raise a question of conflict of interest.

Therefore, an employee will not perform any duties related to an outside job during his/her regular working hours or during the additional time that he/she needs to fulfill the responsibilities of the position; nor will an employee use any district facilities, equipment, or materials in performing outside work.

Adopted: September 6, 2018

DBJ

Pittsfield School District

OVER-EXPENDING FUNDS

It is the intent of the Board to limit spending to the amount specified in each line item for the budget. To enable the Board to provide proper oversight of the district's finances, the Board charges the superintendent with providing to the Board a quarterly expenditure report in a timely manner.

The Board recognizes that occasion may arise when circumstances require over-expending funds in a certain function. On occasion when such over-expending exceeds \$10,000 for a function, the superintendent will inform the Board in a timely manner. In addition, a note will be included in the quarterly expenditure report that states and explains the over-expenditure as well as identifying the source of funds to address the over-expenditure.

In no circumstance shall the total amount spent exceed the total amount appropriated at the annual school district meeting.

The superintendent is authorized to develop administrative rules or regulations to accompany this policy.

Adopted: November 2, 1983 (as Policy DBK)
Amended: January 25, 1990
Reviewed: September 24, 1992
Reviewed: October 21, 1996
Reconsidered: June 18, 2009
Adopted: July 16, 2009
Reconsidered: December 10, 2009
Amended: January 7, 2010
Amended: January 18, 2018