



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, August 17, 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. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM August 3, 2023
5. PUBLIC INPUT
6. DIRECTOR OF STUDENT SERVICES
 - a. New Hires
 - b. Parents' Guide to Special Education
7. SUPERINTENDENT OF SCHOOLS
 - a. Staffing Update
 - b. Staffing Cost Differential
 - c. Teacher Resignation
 - d. Grant Funding Update
 - e. Administrators' Summer Meeting
 - f. Superintendent's Schedule for Upcoming School Year
8. SCHOOL BOARD
 - Information & Discussion
 - a. GCI, Professional Development
 - b. GCB, Professional Staff Contracts
 - c. IHBA, Programs for Students with Disabilities
 - d. IKE, Promotion and Retention of Students
 - Action Items
 - a. IJL-R, Challenges to Books and Other Library Media Materials, Non-Formal Complaints
 - b. CE, PMHS Site Council
 - c. BGC, Policy Review and Evaluation and Manual Accuracy Check
 - d. ACE, Procedural Safeguards: Non-Discrimination on the Basis of Handicap / Disability
9. 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

10. PLAN AGENDA FOR NEXT MEETING

11. PUBLIC INPUT

12. ADJOURNMENT

DRAFT MINUTES OF THE PITTSFIELD SCHOOL BOARD

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

PITTSFIELD SCHOOL BOARD

MINUTES

Pittsfield School Board Meeting
August 3, 2023
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: Bryan Lane, Superintendent
Derek Hamilton, PMHS Principal (attending remotely)
Kristen White, PES Principal
Members of the Public

Vice Chairperson Adams opened the meeting at 5:29 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mrs. Adams

III. AGENDA REVIEW

The following items were added to the agenda:

Windmills (Mrs. Schiff)
Teacher Nomination (Mr. Lane)
Non-Public Session (Mr. Lane)

IV. ACTION ON AMENDED AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous meeting were considered and changes include on page one, III, paragraph two, update first sentence to “additional interventionist experience”; page 2, paragraph 3, correct spelling of position, add “an” before educators’, correct student’s; page 8, F, paragraph 4, add – to cross-posted, correct candidates to plural.

The minutes from the previous non-public meeting were considered and changes include: correction of spelling of Barbara Kelley’s name, add 4-0 vote to the end of the motion to hire Barbara Kelley.

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

VI. PUBLIC INPUT

No public input.

VII. PES PRINCIPAL

- A. NEW HIRES - Mrs. White stated that they have a nomination for a 1st grade teacher to present to the Board this evening, which would bring PES up to fully staffed for teachers. Mrs. White stated that there are only a few paraeducator positions left open and all viable candidates have been brought in for interviews.
- B. SUMMER UPDATE - Mrs. White paid praise to the office staff, custodial staff, Charlene Vary and PMHS Principals Hamilton & Brown for all of their hard work and assistance with ESY and helping her settle into her role as PES Principal.

Mrs. White notified that Board that she is jumping right into her role as a Principal. Having observed and judged the bicycle parade, during the Old Home Day weekend event, Mrs. White was also able to take part in a community event at the town pool in July.

Mrs. White provided an update to the Board as to the status of various building and grounds projects.

Mrs. White notified that Board that she has been able to coordinate donations through Staples and The Pittsfield Clothes Closest for back to school supplies for our students.

Mrs. White explained to the Board that she was able to schedule one-on-one meetings with every staff member of PES, prior to the start of school. Mrs. White was able to gain valuable information and connections through these meetings for better collaborative efforts in the upcoming school year.

- C. PROFESSIONAL DEVELOPMENT - Erin Moore will be facilitating two days of training on August 22 & 23. These trainings will focus on instructional best practices with a focus in social emotional learning, effective classroom management, Responsive Classroom, and strategies to support academic success.
- D. CALENDAR OF UPCOMING EVENTS – Mrs. White provided the Board with a list of upcoming events for PES.

VIII. PMHS PRINCIPAL

- A. HONOR ROLL – Mr. Hamilton provided the Board with a list of all students who earned honor roll selection.
- B. ALL CLASS REUNION – The attendance was approximately 200 alumni. Mr. Hamilton stated that the turnout also provided a sold out event for the BBQ through ticket sales.
- C. BACK TO SCHOOL DATES/EVENTS – Mr. Hamilton provided the Board with a list of upcoming events at PMHS.
- D. NEASC DECENNIAL REPORT – Mr. Hamilton summarized the NEASC Decennial Report.
- E. SCHOOL IMPROVEMENT PLANS – Mr. Hamilton outlined the three major areas of improvement and the goals that have been set for them. Mr. Hamilton hopes to have a minimum of five smart goals surrounding these three areas of improvement to help guide the process. Mr. Hamilton would like to continue to work on solidifying these before presenting them to the Board at the end of August, early September.
- F. STUDENT/FAMILY AND STAFF HANDBOOKS – Mr. Hamilton stated that they are working on the revisions to bring to the Board for the Student, Family and Staff Handbooks at the next meeting on August 17th.
- G. SUMMER ACADEMY PRESENTATION – Mr. Hamilton spoke on the different academies that students were able to participate in. Mr. Hamilton thanked Mr. Anthony, Mr. Laroche, Ms. Tyrell, Ms. Colby and Ms. Massey for their assistance in these various activities.

IX. SUPERINTENDENT

- A. STAFFING UPDATE – Mr. Lane notified that Board that his report shows that there are two open positions on his report, which have been filled since it was written. Mr. Lane explains that there have been changes to staff assignments at the middle school based off of current staff's teaching certifications. Mr. Lane has been able to take a paraeducator that was going to be placed as a case manager, into a 6th grade classroom teacher position as the staff holds the certification to do so. Mr. Lane additionally states there is a nomination for the 1st grade teacher to be presented this evening to the Board.

Mr. Cote inquires to Mr. Lane as to how this shift would affect the special education staff of case managers.

Mr. Lane explains that there is no perfect solution to the staffing shortage, be it filling teaching positions or special education case manager positions.

Mr. Lane provided the Board with a cost variance update for the hiring of new staff.

- B. ENROLLMENT – Mr. Lane provided the board with an enrollment summary for the District.
- C. ADEQUACY FUNDS – Mr. Lane stated that we are looking at receiving an additional

\$444,000 in grant funds that was not anticipated.

Mr. Lane provided the Board his list of recommendations as to what to do with the funds in regards to taxes, improvements, salaries and supply funds.

- D. NOMINATION – Mr. Lane brought the nomination of Darien Stratton to the Board for position of 1st Grade Teacher at PES, at a Step 1, with a Bachelor’s degree +15 for an annual salary of \$37,249.

On a motion made by Mr. Cote, to hire Darien Stratton at a Step 1, with a Bachelor’s Degree +15 for an annual salary of \$37,249, and seconded by Mrs. Schiff, the Board voted 4-0 to hire Ms. Stratton.

X. SCHOOL BOARD

A. POLICIES – First Reading

- i. IJL-R, Challenges to Books and Other Library Media Materials, Informal Complaints
- ii. CE, PMHS Site Council
- iii. BCG, Policy Review and Evaluation and Manual Accuracy Check
- iv. ACE, Procedural Safeguard: Nondiscrimination on the Basis of Handicap/ Disability

B. POLICIES – Second Reading

- i. EBCF, Pandemic/Epidemic Emergencies, change Dean to administration, on a motion made by Mrs. Goggin and seconded by Mr. Cote, the motion passed 4-0.
- ii. IGE, Parental Objections to Specific Course Material, change Dean to administration, on a motion made by Mrs. Adams and seconded by Mrs. Schiff, the motion passed 4-0.
- iii. DK, Payment Procedures, accepted as written.
- iv. DKA, Payroll Procedures, accepted as written.

C. POLICIES – Third Reading

- i. IJL, Selecting School Library Media Materials, on a motion made by Mrs. Goggin and seconded by Mrs. Schiff, the revisions were accepted as presented, 4-0.

E. WINDMILLS

Mrs. Schiff addressed the Board and the Superintendent of Schools regarding natural windmill energy options that she was directed to read about in the Pittsfield Post.

Mr. Lane stated he would research this.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams, no updates.
- B. Drake Field and Facilities – Mr. Gauthier

- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams, no updates.
- E. Public Relations – Mrs. Goggin thanked the staff and Mrs. White for their dedication to the community through their attendance at the town pool event. Mrs. Goggin notified the Board that she will be meeting with the NH Fair Funding Project contact next week.

XII. NEXT MEETING

The next meeting of the Board is scheduled for August 17, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIII. PUBLIC INPUT

Heather Elliot spoke to Superintendent Lane in regard to the update on the status of the curriculum review for the District.

Mr. Lane stated that this is an upcoming task within the District.

Ms. Elliot inquired to the Board and Superintendent if they plan on holding more parenting classes as they did in the previous year.

Mr. Lane stated that this is something that can be looked into with the Board.

XIV. NON-PUBLIC SESSION RSA 91-A:3 II

On a motion made by Mr. Lane and seconded by Mrs. Adams to enter into Non-Public Session at XXX PM under RSA 91-A:3 II to discuss student matters, the Board voted 4-0.

On a motion made by Mrs. Adams and seconded by Mrs. Schiff to exit from Non-Public at 7:35 p.m., the Board voted 4-0.

XV. ADJOURNMENT

A motion was made by Mrs. Adams and seconded by Mrs. Schiff to adjourn the meeting. The Board voted unanimously, 4-0 to adjourn the meeting at 7:36 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

PITTSFIELD SCHOOL BOARD

Non-Public Session Minutes

August 3, 2023

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

Motion: On a motion by Mr. Lane and seconded by Mrs. Adams, the Board voted unanimously to enter into a non-public session under the authority of RSA 91-A:3 II.

Specific Statutory Reason for Nonpublic Session: RSA 91-A:3 II (a) to discuss student matters.

Roll call: Vote to enter non-public session:

Mrs. Adams	yes
Mrs. Schiff	yes
Ms. Goggin	yes
Mr. Cote	yes

Time Nonpublic Session Entered: 7:38 p.m.

Other Persons Present: Superintendent Bryan Lane

Description of Matters Discussed: Student Matters

Action:

Motion by Mrs. Goggin to remove the expulsion order, and seconded by Mrs. Adams, vote 4-0, the motion passed.

Public Session Reconvened:

On a motion by Mrs. Adams and seconded by Ms. Schiff, the Board voted unanimously to exit from a non-public session under the authority of RSA 91-A:3 II (a) at 7:35 p.m..

Minutes Recorded by: Bryan Lane

Pittsfield School District

To: Pittsfield School Board
From: Charlene Vary
Subject: Board Meeting – August 17, 2023
Date: August 11, 2023

INFORMATION

1. New Hires

We are actively looking for a middle school case manager. Plans have begun if a qualified candidate is not found before the start of school.

I continue working on filling the paraprofessional positions in both buildings. There are 3 positions available at PES and 5 para positions at PMHS. I have a number of interviews scheduled for both buildings including the LNA position. I am confident all the open positions will be filled before school starts.

2. Parents Guide to Special Education

A guide has been created for parents who are new to special education. This document will give an overview of the timeline and expectations for families who are starting the special education journey. It is my plan to give a copy of this to all parents when their child is referred for special education as a resource to help guide them.

 Parents guide to Special Ed



SAU #51
Pittsfield, New Hampshire

Parents Guide to Special Education

District Contact Information

Charlene Vary, Director of Student Services

cvary@sau51.org

603-435-6701 X 1111

Beth Colon-Pagan, Student Services Administrative Assistant

bcolon-pagan@sau51.org

603-435-6701 X 1115

Case Manager: _____

Email: _____

Purpose of Handbook

The purpose of this handbook is to serve as a guide and resource to parents of children who want more information about the special education process in the Pittsfield School District. While this handbook is in compliance with the April 2018 NH Rules and Regulations for Special Education and the NH Special Education Procedural Safeguards Handbook, it is meant to be a supplement, not a replacement.

Special Services Philosophy

The Pittsfield School District has adopted an inclusive philosophy for all students, including students with disabilities, corresponding to the belief that all students have a right to access and progress in the general education curriculum. Our preferred setting for all students with disabilities is one in which students are learning and interacting with their non-disabled peers in the least restrictive environment.

What is Special Education

Special Education is instruction that is designed to meet the unique needs of children who are determined to have an educational disability. Special education and related services are provided at no cost to the parent.

The definition of special education comes from IDEA, the Individual with Disabilities Education Act. This law gives eligible children with disabilities the right to receive special services and assistance in school.

The primary goals of IDEA are:

- **To protect the rights of children with disabilities.** IDEA ensures students with disabilities have access to a free and appropriate public education (FAPE), just like all other children. Schools are required to provide special education in the least restrictive environment. That means schools must teach students with disabilities in general education classrooms whenever possible.

• **To give parents a voice in their child's education.** Under IDEA, you have a say in the educational decisions the school makes about your child. At every point of the process, the law gives you specific rights and protections. These are called procedural safeguards.

IDEA covers children from infancy through high school graduation or age 22 (whichever comes first).

Children with disabilities don't automatically qualify for special education services, though. In order to be eligible, a student must:

- Have a disability and, as a result of that disability...
- Need specially designed instruction in order to make progress in school.

Children who aren't eligible for support under IDEA might still be eligible for support under another law called Section 504 of the Rehabilitation Act. A 504 plan can provide accommodations to help children in school.

Disability Classification

To be eligible for special education, your child must be identified with a disability in at least one of the following 13 areas and must require specially designed instruction as a result of their disability.

1. Autism
2. Deaf-Blindness
3. Deafness
4. Emotional Disturbance
5. Hearing Impairment
6. Intellectual Disability
7. Multiple Disabilities
8. Orthopedic Impairment
9. Other Health Impairment
10. Specific Learning Disability
11. Speech and Language Impairment
12. Traumatic Brain Injury
13. Visual Impairment

*Children between the ages of 3.0 and 9 years old, may be identified with a Developmental Delay

When determining your child's eligibility for special education, the IEP team will decide which disability classifications to deliberate. A form will be used by the team to determine if your child meets the requirements for this classification and if they are in need of specially designed instruction due to this disability. The deliberation form also ensures that all evaluation requirements are met for that specific classification.

Overview of the Special Education Process

1. Disposition of Referral Meeting

Within **15** business days of the referral being made to the team, the school will meet with you and the other members of the IEP team (See the following chart for a complete list of IEP team members) to discuss available information about your child in order to determine if more information is needed to determine if your child is eligible for special education.

2. Evaluation Planning/Evaluations

The team may decide that further evaluations are needed. Your written permission is required for any evaluations. Evaluations will be completed within **60** calendar days from the date you sign in agreement to the evaluations. Evaluations will be completed in your child's school. You will receive copies of the evaluations 5 days prior to the eligibility meeting, unless otherwise stated.

3. Determination of Eligibility

Based on information gathered from the referral, you, and the evaluations completed by the team, the IEP team will determine if your child is eligible for special education services and will determine a disability classification (see the list of disability classification for more information). To be eligible, your child must have a disability and require specially designed instruction due to the disability.

4. Development of the Individual Education Plan (IEP)

Within **30** days of your child being found eligible for special education, the IEP team will meet to develop an IEP. Once developed, you will have 14 calendar days to sign. You may sign that you agree, agree with exceptions or disagree. If you do not fully agree to the IEP, the team will meet again to discuss. An IEP must be agreed upon and signed by you and the school district before services are implemented. Once your child has an IEP, it must be reviewed at least annually.

5. Determination of Placement

After the IEP is signed, the IEP team will determine your child's educational placement (this means where the IEP will be implemented). Placement is decided on an individual basis and must be in the child's least restrictive environment (LRE).

Overview of the IEP and IEP Team Individual Education Program (IEP)

- Used in special education for children ages 3 to 22. Includes information about the child's present levels of educational performance and participation in developmentally appropriate activities
- Includes information about the family's concerns for enhancing the child's education.
- The IEP team, including the parents or guardians and related service providers who work with the child, determines the goals.
- Includes measurable goals, academic and functionally designed to:
 - ★ Enable the child to be involved in and make progress in the general curriculum;
 - ★ Describe how progress will be measured and how often
 - ★ Describe how progress will be reported to the family
 - ★ Describes services provided in the least restrictive environment (LRE) and an explanation of the extent, if any, that the child will not participate with typically developing children
 - ★ Includes the special education, related services, supplemental aids and services, modifications, and supports to be provided to help the child make progress and participate in developmentally appropriate activities

Team membership includes:

- A parent or parents of the child
- Regular education teacher
- Special education teacher
- A representative of the local educational agency (LEA)
- A person who can interpret results of evaluations
- At the discretion of the parent or the agency, others who have knowledge or special expertise about the child, including related service personnel as appropriate
- The child, if appropriate

Your Parental Rights

- You have a right to participate in all meetings throughout the special education process and the transition process.
- You are a member of your child's IEP Team
- You have a right to see your child's records in special education
- You must be notified in writing about important decisions regarding your child's services (Written Prior Notice)
- Your written consent is required for all steps in the special education process including evaluation, determining eligibility and providing services
- Receive information in a way that is understandable to you
- Be provided with an interpreter or translator, if needed
- Provide written consent at each step in the special education process (disposition of referral, evaluation, determination of eligibility, IEP and placement)
- Request an IEP Meeting at any time to discuss progress or concerns
- Take 14 days to review and make a decision about IEP Team proposals at every step of the process

What if I don't agree with the IEP Team?

During your first meeting with the school, you will be given a copy of your Special Education Procedural Safeguards Handbook. This handbook has been developed to provide parents with information about parent/child rights in the special education process. These rights are called "procedural safeguards." Please review this handbook and ask your case manager to review it with you, if you have questions about what you read. Before acting on these procedural safeguards, consider asking for another meeting to discuss your concerns and ask more questions. You can also contact the Parent Information Center (listed in resources) for assistance.

Resources for Families

New Hampshire Department of Education

101 Pleasant Street
Concord, NH | 03301-3494
Telephone: (603) 271-3494

Parent Information Center on Special Education

PO Box 2405, Concord, NH 03302-2405
Telephone: 603-224-7005 (v/TDD) 800-232-0986
e-mail: picinfo@parentinformationcenter.org website: www.nhspecial.ed.org



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
 August 17, 2023

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

PMHS Special Education Teacher

PMHS – Music Teacher

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	\$ 11,792
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	\$ 48,039	\$ 19,333
Behavior Intervention	\$ 57,058	\$ 59,924	(\$2,866)
Asst. Principal PES	\$ 138,059	\$ 143,988	(\$5,926)
2 nd Grade Teacher	\$ 58,332	\$ 66,501	(\$8,169)
Para Adjustments	\$ 35,081	\$ 24,164	\$10,917
Spanish	\$ 62,396	\$ 0	\$ 62,396
1 st Grade Teacher	\$ 63,359	\$ 78,567	(\$15,007)
PMHS SPED Teacher	\$ 61,457		
PMHS Music Teacher	\$ 89,972		
		Total	\$ 156,394

The person who might have filled the position for Foreign Language Coordinator, has decided to remain as para-educator.



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: Tuition for students RSA 194-d:5

The Prospect Mountain School District has approved Open Enrollment under RSA 194-d:5.

We have students who want to take advantage of this opportunity. The pertinent parts of the RSA indicates that

- the sending School District will pay 80% of its per pupil expenditure to the receiving school;
- the adequacy funds for the students involved will be transferred to the receiving school district.

If we did this, our per pupil expenditure cost is \$19,033 with 80% of that being \$15,226.40. If the adequacy funds are now \$4,700 per student SAU 51 would lose this revenue. This would make the net cost to SAU 51. \$19,926.40 per student. If there are five students involved that is cost of \$99,632 that is not budgeted for the current school year.

The students involved are in three different grades and are not involved in Special Education. Therefore, there is not decrease in our expenditures and no increase to the expenditures to Prospect Mountain.

The RSA does state “An open enrollment school may accept pupils at tuition rates less than the amounts established in this chapter”

I am proposing that you allow me to negotiate with the Superintendent in Prospect Mountain a tuition amount of \$10,000 per student. This dollar figure to be inclusive of the Adequacy fund making SAU 51 responsible for \$5,300 per student. If the receiving district can demonstrate costs above the \$10,000 per student, costs could be negotiated per student.



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: 8/17/2023
RE: Special Meeting

If the Board were to determine that a special meeting is to be held to let the citizens of Pittsfield decide on accepting additional funding due to a change in the adequacy formula, the following must happen.

- A warrant with specific information on the increased revenue must be created and approved by the school Board. Recommend on Wednesday 8/30/23, (The board must have a meeting scheduled to do this)
- A public hearing held 14 days prior to the special meeting must be scheduled and posted for at least 7 days. Recommend Thursday 9/7/23 prior to the scheduled Board meeting.
- A public meeting will be scheduled 14 days after the public hearing. Recommend Thursday 9/21/23 prior to the scheduled Board meeting.

This schedule will allow the business office to amend the budget sent to the state in the spring so that the Pittsfield tax rate can be set in October as scheduled by the Division of Revenue Administration.

Pittsfield School District

PROFESSIONAL DEVELOPMENT

A program of professional development will be established the continuous professional and technical growth of the school staff.

Through the program of professional development, staff members will become increasingly knowledgeable regarding new developments and changes in their specialized fields and will utilize new and improved methods of practice.

Expense Reimbursement. Expenses associated with professional development activities must be approved prior to the activity if the staff member anticipated making an expense reimbursement request of the district.

Mileage reimbursement to and from professional development activities will be paid at the standard IRS rate upon submission of request by the staff member. Meal and lodging reimbursement will be paid at the rate established by the district for meals and at the rate approved in advance for lodging. Other expenses will be considered on a case-by-case basis.

Receipts must be provided for reimbursement; cost items must be itemized. Alcoholic beverages will not be reimbursed.

Equipment Ownership and Possession. When an approved professional development activity includes in its cost any gift or provision of technology equipment, that equipment becomes and remains the property of the district. "Equipment" means, but is not limited to, computers, tablets, cell phones, smart phones, iPads, and/or any similar device.

Appeals. Supervisors and the superintendent of schools shall exercise judgment under the provisions of this policy and said judgment shall be subject to appeal to the School Board. The School Board's decision shall be final and not subject to grievance unless specifically authorized by the collective bargaining agreement.

Adopted: December 9, 1981
Reviewed: October 15, 1982
Reconsidered: August 13, 1998
Amended: August 27, 2006
Amended: September 4, 2014
Amended: September 6, 2018

GCB

Pittsfield School District

PROFESSIONAL STAFF CONTRACTS

Contracts are designed to protect the interests of the employee and the district. Every permanent employee shall be required to execute a contract with the district. The contract shall be signed by the employee, the superintendent of schools, and the chairperson of the Board.

Adopted: March 1, 1980
Amended: October 15, 1992
Reading: August 22, 2010
Amended: September 9, 2010
Reviewed: July 17, 2014
Reviewed: September 6, 2018

IHBA

Pittsfield School District

PROGRAMS FOR STUDENTS WITH DISABILITIES

The district shall provide a free appropriate public education and necessary related services to all children with disabilities residing within the district, required under the Individuals with Disabilities Education Act (IDEA), Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act, and New Hampshire law.

It is the intent of the district to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Students may be disabled within the meaning of Section 504 of the Rehabilitation Act even though they do not require services pursuant to the IDEA.

For students eligible for services under IDEA, the district shall follow procedures for identification, evaluation, placement, and delivery of services to children with disabilities not eligible for services under IDEA, but, because of a qualifying disability as defined by Section 504 of the Rehabilitation Act of 1973, need or are believed to need special instruction or related services, the district shall establish and implement a system of procedural safeguards. The safeguards shall address the students' identification, evaluation, educational safeguards, and educational placement. This system shall include notice and the opportunity for a student's parent(s)/guardian(s) to examine relevant records, and impartial hearing with the opportunity for participation by the student's parent(s)/guardians(s), and representation by counsel, the right to be represented by legal counsel, and review procedure.

The district recognizes its obligation to provide an education for all students determined to be educationally disabled and in need of special education and related services. This obligation shall begin when a student reaches three years of age and shall continue until the student's twenty-first birthday or until such time as he/she receives a high school diploma, whichever occurs first, or until the child's individualize education plan (IEP) team determines that the child no longer requires special education in accordance with federal and state law. At the discretion of the superintendent and/or his/her designee, students who reach the age of twenty-one during the academic year may be allowed to complete the remainder of the school year.

Adopted: February 28, 1983 (as Policy IGBA)
Amended: February 20, 2000
Amended: April 5, 2007
Amended: October 2, 2014
Reviewed: September 20, 2018

IKE

Pittsfield School District

PROMOTION AND RETENTION OF STUDENTS

The superintendent and dean of instruction shall develop rules for the promotion and retention of students. The rules will be approved by the Board. These rules shall be published in the student and family handbooks.

Criteria to be considered regarding the promotion of students should include, but are not limited to, a student's mastery of course level competencies, grades, teacher recommendations, and the student's social growth and readiness.

Reading: July 15, 1993
Adopted: August 19, 1993
Reading: September 17, 2009
Adopted: October 1, 2009
Amended: November 20, 2014
Reviewed: October 4, 2018

IJL-R draft

CHALLENGES TO BOOKS AND OTHER LIBRARY MEDIA MATERIALS

INFORMAL COMPLAINTS

Students, parents, teachers or specialists, administration, or community members who are concerned about the appropriateness of library materials may make informal complaints in public and to library staff members. The complainant may voice an objection to the school librarian, a teacher, or the principal. In some cases, the individuals simply want their objections heard and have their concerns acknowledged, while in other situations, the person making the complaint asks school staff to restrict or remove the library resource. One important part of the informal complaint process is listening respectfully to the complainant's concerns. Although listening to a person's complaint is sometimes as far as an oral complaint goes, it is necessary for every library/media center to have a process for handling informal patron concerns. A formal complaint process often follows a verbal discussion with a library staff member, Library Media Specialist, teacher, or school principal and acknowledges the right of the individual to express a concern and have their objections formally reviewed.

Persons with a complaint about library print or digital resources should state their concerns. As part of the discussion, the school employee will explain the selection policy, selection criteria, diversity of the collection with resources from many points of view and the selection process. Each parent/guardian has the right to determine the appropriateness of library resources for their children.

If the complaint is not resolved informally, the Library Media Specialist or principal will explain the formal reconsideration process and provide the individual with a copy of district's library selection policy with reconsideration procedures and a request for reconsideration of library resources form. All complaints to staff members shall be reported to the building principal, whether received by telephone, letter, e-mail, or in personal conversation. No library resources should be removed or restricted from use as a result of the informal complaint. If the completed and signed formal request for reconsideration form has not been received by the principal within two weeks, the matter shall be considered closed.

FORMAL RECONSIDERATION

Persons who are concerned about the appropriateness of library resources or who are unsatisfied with the response from an informal discussion, may choose to make a formal request for reconsideration of the material in question. A formal reconsideration request is a written document that is usually reviewed by an assigned library staff member or committee. In order to provide a standard method for receiving patron input, a written process for handling formal complaints is part of the reconsideration policy. This serves as a guideline when reviewing, evaluating, and processing formal reconsideration requests. Adding timeline requirements to the reconsideration process ensures that complainant concerns will be addressed in a timely fashion.

HANDLING FORMAL COMPLAINTS

1. The complainant should be referred to the principal.
2. The concerned citizen who is dissatisfied with earlier informal discussions will be offered a packet of reconsideration materials.
3. The complainant is required to complete and submit the reconsideration form to the principal within ten business days.
4. If a completed reconsideration form is not submitted within the ten business days, the matter is considered closed.
5. Upon receipt of the form, the principal should notify the superintendent, the Library Media Specialist, and the reconsideration committee, who is appointed by the principal and consist of a teacher, building level administrator, a reading specialist or language arts teacher, and a member of the community.
6. The material in question will remain on library shelves and in circulation until a formal decision is made.
7. The Library Media Specialist will obtain copies of the material in question for review by the reconsideration committee.
8. The committee will schedule a formal meeting within ten school days after the principal receives the written request for reconsideration. The principal notifies the superintendent as to this schedule.
9. All committee members will fully review the resource before voting.
10. During the initial or subsequent meetings, the committee will make its decision by secret ballot by simple majority to retain, move the material to a different level, or remove the resource.
11. The committee's written decision will be presented to the complainant and the superintendent within five days of the decision.
12. If the complainant is not satisfied with the decision, a written appeal can be made within ten school days to the superintendent, who will appoint a committee to consider the appeal.
13. If the complainant is not satisfied with the district level reconsideration committee decision, an appeal may be made within ten days of the district-level decision.
14. The Board of Education decision will be final, and the superintendent will implement the decision, which will stand for five years before new requests for reconsideration of those materials will be entertained.

SAMPLE LETTER TO PERSON REQUESTING RECONSIDERATION

Dear _____:

We appreciate your concern over the use of _____ in our school district. The district has a policy for selecting materials, but realizes that not everyone will agree with every selection made.

To help you understand the selection process we are sending you copies of the district's:

Instructional goals and objectives

Materials selection policy statement

Procedure for handling formal complaints

Request for reconsideration of material form

If you are still concerned after you review this material, please complete the enclosed Request for Reconsideration of Material form and return it to me. You may be assured of prompt attention to your request. If I have not heard from you within two weeks, we will assume you no longer wish to file a formal complaint.

Sincerely,

Principal

Date

SAMPLE REQUEST FOR RECONSIDERATION OF MATERIAL FORM

The school board of the Pittsfield School District, SAU # 51, has delegated the responsibility for selection and evaluation of library/educational resources to the school library media specialist/curriculum committee, and has established reconsideration procedures to address concerns about those resources. Completion of this form is the first step in those procedures. If you wish to request reconsideration of school or library resources, please return the completed form to the library media specialist or principal.

Pittsfield School District

23 Oneida Street

Pittsfield, NH 03263

Date _____

Name _____

Address _____

City _____ State/Zip _____

Phone _____ Email _____

Do you represent yourself? _____ Or an organization? Name of organization _____

Resource on which you are commenting:

___ Book (e-book) ___ Movie ___ Magazine ___ Database

___ Audio Recording ___ Digital Resource ___ Textbook ___ App

___ Newspaper ___ Game ___ Streaming Media ___ Other

Title _____

Author/Producer _____

Is the resource part of the curriculum, library collection, or other?

What brought this resource to your attention? _____

Have you examined the entire resource? If not, what sections did you review?

What concerns you about the resource? _____

Are there resources you suggest providing additional information and/or other viewpoints on this topic? _____

What action are you requesting the committee to consider?

RECONSIDERATION COMMITTEE

Under the best professional standards, reconsideration policies ask those charged with reviewing a challenged book or other resources to evaluate the work in light of the objective standards outlined in Policy IJL. Listed below are some considerations for Reconsideration Committee members:

Bear in mind the federal obscenity law Citizen's Guide to U.S. Federal Law on Obscenity (justice.gov.) Consider if the material is suitable to be read aloud at a school board meeting. Compare the material in question to the material that is blocked by filters on all school software.

Read or view all materials referred to you including the full text of the material in question (unless the primary problem is with visuals) - available reviews, and notices of awards, if applicable. Consult various websites which provide ratings for parents and teachers similar to the rating system used for movies/DVD's like www.common sense media.org; Rated Books; www.booklooks.org to assess age appropriateness.

Review the curriculum objectives/goals for the grade(s) in the class and the school. Consider how the material relates to the academic goals for the age group.

Challenged materials should not be removed from the collection while under reconsideration unless the challenge is primary visuals, in which case the material being challenged should be moved to a different location.

Passages or parts of the work in question should not be pulled out of context. The values and faults should be weighed against each other and the opinions based on the materials as a whole as well as against other possible substitutes which would meet the academic goals.

In order to prevent a tie vote, the principal should recruit an odd number of members for the committee.

While it may be prudent to state what area/role a committee member represents in the makeup of the committee, the personal identification of each member should remain anonymous to protect the objectivity of the deliberation.

The reconsideration committee meeting may be closed depending on state law and local practice. While public comments may be useful, those comments should be directed to the principal or media specialist.

The committee's recommendation is to be an objective evaluation of the material within the scope of the media center's selection policy.

The committee's report, presenting both majority and minority opinions, should be presented to the administrator, as directed in the reconsideration process, with a recommendation

to retain the material in its original location, to relocate the material, or remove the material. The report may differ depending on the type of resource that is being challenged, such as library material, display, curriculum, reading list, etc.

Establish a procedure for communicating the committee's recommendation to the administrator and to the person who made the formal reconsideration request. For example, the committee communicates its decision to the principal, who then communicates the decision to the person who made the challenge.

SAMPLE RECONSIDERATION COMMITTEE REPORT

Title _____

Author/Producer _____

Has every member of the committee read the material entirely? ___

If not, why not? _____

Resources consulted: (policies, articles, reviews, etc.) _____

Reconsideration committee recommends: _____

Justification and comments: (include majority and minority positions)

Signatures of Reconsideration Committee Members:

Date: _____

Note: This report is forwarded to: _____

Pittsfield School District

PMHS SITE COUNCIL

The Board recognizes the PMHS Site Council as the governing body of Pittsfield Middle High School. The Site Council has the authority to make recommendations on all policies and procedures contained in the *Pittsfield Middle High School Student and Family Handbook*. All modifications to the *Handbook* must be approved by the Board.

- A. The Site Council is made up of nineteen voting members, which includes ten students, six staff members, and three community members.
- B. The Pittsfield Middle High School dean of instruction, dean of operations, director of college and career readiness, director of student services, and director of Title I and interventions are non-voting members.
- C. The Site Council will meet twice a month during the school year and as needed during the summer months.
- D. A quorum, or two-thirds of voting members, must be present to vote on items.
- E. All items considered by the Site Council must be passed by a simple majority.
- F. The Pittsfield Middle High School dean of operations has the authority to veto an item passed by the Site Council, but the Site Council can override the dean's veto with a two-thirds vote of voting members.
- G. A decision made by the Site Council may be appealed and heard by the Site Council. The School Board has the authority to hear the final appeal.

Adopted: August 9, 2012
Amended: May 5, 2016
Reviewed: November 16, 2017

BGC

Pittsfield School District

POLICY REVIEW AND EVALUATION AND MANUAL ACCURACY CHECK

In an effort to keep its written policies up-to-date so that they may be used consistently as a basis for Board action and administrative decision, the Board will review its policies on a continuing basis.

The Board will evaluate how the policies have been executed by the school staff and weigh the results. It will rely on the school staff, students, and the community for providing evidence of the effect of the policies which it has adopted.

The superintendent is given the continuing commission of calling to the Board's attention all policies that are out of date or appear to need revision for other reasons.

The Board directs the superintendent to recall all policy and regulations manuals periodically for purposes of administrative updating and Board review.

Adopted:	September 9, 1981
Amended:	September 24, 1992
Reviewed:	August 19, 1996
Reviewed:	December 18, 2008
Amended:	November 2, 2017

ACE

Pittsfield School District

PROCEDURAL SAFEGUARDS: NONDISCRIMINATION ON THE BASIS OF HANDICAP / DISABILITY

The district will ensure that all students with a handicap or disability are provided all necessary procedural safeguards as are required by law. Such procedural safeguards are found in pertinent federal state laws and regulations. In addition, all staff, students, parents, and other interested persons are directed to the New Hampshire Department of Education Procedural Safeguards Handbook.

Adopted: June 1, 1995 (incorporated in Policy AC)
Reviewed: June 17, 1996
January 8, 2009
Amended: January 22, 2009
October 19, 2017