



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, September 7, 2023
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

Google Meet joining info
Video call link: meet.google.com/ozc-sstw-mto

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES FROM August 17, 2023
5. PUBLIC INPUT
6. PES PRINCIPAL
 - a. August Update
 - b. Professional Development
 - c. Calendar of Upcoming Events
7. SUPERINTENDENT OF SCHOOLS
 - a. Staffing Update
 - b. Staffing Cost Differential
 - c. School Opening
 - d. Administrative Staff Budgeting
 - e. Special Meeting Warrant
 - f. Enrollment
 - g. District Finances
8. SCHOOL BOARD
 - Information & Discussion
 - a. KE, Public Complaints
 - b. KFA, Public Conduct on School Property
 - c. KCD, Public Gifts and Donations
 - d. KDA, Public Information Program
 - Action Items
 - e. GCI, Professional Development
 - f. GCB, Professional Staff Contracts
 - g. IHBA, Programs for Students with Disabilities
 - h. IKE, Promotion and Retention of Students
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 17, 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
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:
Update on NH Fair Funding Presentation (Mrs. Goggin)
Superintendent Evaluation (Mrs. Adams)
Project AWARE (Mrs. Adams)
Non-Public RSA 91-A (Mr. Lane)
Summer Programming (Mrs. Vary)
Approval for Student, Family and Staff Handbooks (Mrs. Brown)

IV. ACTION ON AMENDED AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous public meeting session were considered and changes include:

Add Mrs. Vary to list of attendees; page 2, VII, B, paragraph 4, correct the Board; page 3, B., hyphenate all-class, E, change smart to S.M.A.R.T.; IX, A, notified *the* Board, Mr. Lane explained, remove comma after case manager, add *member* after staff, correct tenses; page 5, add 7:12 PM to NON-PUBLIC; correct to motion made by Mrs. Goggin and seconded by Mr. Cote.

Mrs. Goggin made a motion to accept the changes, Mrs. Adams seconded, 4-0-1.

The minutes from the previous non-public meeting session were accepted as written, on a motion made by Mr. Cote and seconded by Mrs. Goggin, 4-0-1.

VI. PUBLIC INPUT

No Public Input

VII. DIRECTOR OF STUDENT SERVICES

- A. NEW HIRES – Mrs. Vary explained to the Board that we have a candidate coming in for our 7/8 Case Manager Position on Friday, August 18, 2023 to be interviewed. Mrs. Vary informed the Board of two paraeducator resignations that have been received this week as well as the open positions at both schools.
- B. PARENTS GUIDE TO SPECIAL EDUCATION - Mrs. Vary presented the Board with a Parent's Guide to Special Education handout that she created for the families in the District to better understand the special education resources and process.
- C. SUMMER PROGRAMMING – Mrs. Vary paid thanks to the staff whom participated in the Summer Programming that was held for credit recovery.

VIII. PMHS ASSISTANT PRINCIPAL

- A. Mrs. Brown provided the Board with copies of the Student and Family Handbook as well as the Staff Handbook were presented to the Board for revision approval as well as the supporting documentation for the changes.

Mr. Cote inquired to Mrs. Brown as to if the District has been given any kind of guidance or resources on the materials that would be need to be covered in the new Citizenship Test.

Mrs. Brown and Mrs. Goggin explained that these are general knowledge civics questions that have been taught and students will be given refreshers on each area of study.

On a motion made by Mr. Gauthier to accept the changes as presented, and seconded by Mrs. Goggin, the changes to the handbooks for PMHS were accepted, 4-0.

IX. SUPERINTENDENT

- A. STAFFING - Mr. Lane presented the Board with a staffing update as well as a cost differential for the hiring as of August 17, 2023.
- B. ENROLLMENT REPORT - Mr. Lane presented the Board with an updated Student Enrollment Report for August 2023.
- C. TEACHER RESIGNATION – Mr. Lane presented the resignation of Kevin Cleary, the PMHS Music Teacher. Mr. Lane advised the Board to accept the resignation, with the enforcement that Mr. Cleary be charged the contract break fee of \$1,000.

On a motion made by Mr. Gauthier and seconded by Mrs. Schiff, the Board voted 4-0 to accept the resignation of Mr. Cleary and enforce a \$1,000.00 contract break penalty.

- D. SPECIAL MEETING – Mr. Lane presented the Board with the options that they have to accept and expend additional adequacy funds and the ways in which to present it to the public.

On a motion made by Mr. Gauthier, and seconded by Mrs. Adams, the motion passed 4-0 to hold a special meeting to discuss the acceptance and expenditure of additional adequacy funds.

- E. TUITION FOR STUDENTS RSA 194-D:5 – Mr. Lane provided the Board with the notice that he was contacted by the Superintendent of Prospect Mountain High School in regard to students from our District looking to enroll under the Open Enrollment terms at their school.

Mrs. Goggin inquired to Mr. Lane as to if the Board was legally obligated to pay the tuition for these students.

Mr. Lane responded and informed Mrs. Goggin that it would appear in the language of the law that it may and that he would like to do more investigating into the matter and the legal requirements surrounding it.

Mr. Lane would like to ask the Board to allow him to contact the Superintendent of the Prospect Mountain School District to request a line item breakdown for the per pupil cost in accordance with RSA 194-d:5

X. SCHOOL BOARD

A. Policies – First Reading

- i. GCI, Professional Development
- ii. GCB, Professional Staff Contracts
- iii. IHBA, Programs for Student with Disabilities
- iv. IKE, Promotion and Retention of Students

- F. NH Fair Funding Presentation – Mrs. Goggin inquired to the Board and Superintendent as to the presentation for the NH Fair Funding Organization for 6:00 p.m. on September 21, 2023 as well as having a meeting that same day.

- G. Project AWARE Grant – Mrs. Adams read an article regarding the Project AWARE Grant that was launched for the mental health initiative that she was reading into and the likelihood of getting a grant of that nature.

Mr. Lane explained to the Board that this is a five-year-plan grant, and that the funds eventually go away and can no longer be counted on.

- H. SUPERINTENDENT EVALUATION – Mrs. Adams dispersed the previous year’s evaluation and metric that was used as well as the goals that were set for the Superintendent to the Board and members of the public for review.

Mr. Lane explained that this is normally something that would occur in a non-public session, but for transparency, he had no issue with the information being shared with the public.

I. Policies – Second Reading

- i. IJL-R, Challenges to Books and Other Library Media Materials - Informal Complaints, was reviewed and changes include on page 1, paragraph two, change last sentence to “Each parent/guardian has the right to determine whether specific library resources will be accessible by their children”; page 2, 14., change The Board of Education to School Board; page 4, remove school or from last sentence; on a motion made by page 6, remove paragraph four; page 5, remove second sentence from first paragraph; on a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the changes were approved.
- ii. CE, PMHS Site Council, B, correct to “The Pittsfield Middle High School staff, administration, and community members are non-voting members, F, change dean to principal, on motion made by Mr. Gauthier and seconded by Mrs. Adams, the changes were approved.
- iii. BGC, Policy Review and Evaluation and Manual Accuracy Check, accepted as written.
- iv. ACE, Procedural Safeguards: Non-Discrimination of the basis of Handicap/Disability, accepted as written.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams no update.
- B. Drake Field and Facilities – Mr. Gauthier made the recommendation that the circle area at PES needs to be improved to increase the beautification of the PES property. Mr. Gauthier inquires to Mr. Lane as to if the current flag pole area can be cleared out to allow the flag pole to be utilized again.
- C. Negotiating Team –
- D. Foss Family Scholarship – Mrs. Adams, no update.
- E. Public Relations – Mrs. Goggin reiterated the NH Fair Funding Presentation that is set to be held on September 21, 2023.

XII. NEXT MEETING

The next meeting of the Board is scheduled for September 7, 2023, at 5:30 p.m. in the Pittsfield Middle High School Media Center.

Tuition Agreement
Public Meeting to Accept and Expend Additional Adequacy Funds (Mr. Lane)
Board Comments Addition to Agenda (Mr. Lane)

XIII. PUBLIC INPUT

Heather Elliott inquired to the Board as to if the IJL-R Policy that was reviewed tonight was a new or existing policy.

Mrs. Adams explained that this policies language has been expanded on for further definition of how to handle the matter, should it come up in the future.

Ms. Elliott expressed her concern regarding the public's ability to begin challenging any materials in the library and the problematic nature that this could cause, should parents start requesting books be removed from the library.

Mr. Lane explained that this policy just creates a process of which to submit your

Ms. Elliott further expressed her desire for the Board to share the negative impact that the Open Enrollment at Prospect Mountain High School would have on the Pittsfield School District should this go forward.

X. NON-PUBLIC SESSION RSA 91-A:3

On a motion made by Mr. Lane and seconded by Mrs. Adams to enter into Non-Public Session at 7:26 PM under RSA 91-A:3 to discuss student & personnel matters, the Board voted 5-0. On a motion made by Mr. Gauthier and seconded by Mrs. Schiff to exit from Non-Public at 7:48 p.m., the Board voted 5-0.

XIV. ADJOURNMENT

A motion was made by Mrs. Goggin and seconded by Mr. Cote to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 7:48 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: PES Administration, Kristen White and Barbara Kelly
Subject: Board Meeting September 7, 2023
Date: August 31, 2023

INFORMATION

August Update:

- **Kindergarten Camp** proved to be an outstanding success! Our students had the opportunity to familiarize themselves with the school, their classrooms, and the playground in the absence of other students in the building. Guided tours were thoughtfully provided to ensure their comfort on the first day, especially as all students and staff engaged in learning activities across the building. Each week concluded with a heartwarming gathering, as we welcomed families to share lunch in the cafeteria. The remarkable engagement, kindness, and enthusiasm displayed by our kindergarteners for PES filled us with immense pride. A heartfelt expression of gratitude goes to Jerrica Smith, Monique Mederios, Kim Coronati, Jayce Weatherbee, Gracie Mederios, and Wendy Anderson for their dedicated contributions during these two fantastic weeks of learning. Special appreciation is extended to Pamela Miller and Erin Ward for their valuable assistance in serving pizza to our families. Additionally, our heartfelt thanks extend to our kindergarten families for their unwavering support.
- **Meet and Greet with Mrs. White and Mrs. Kelly** - We extend our appreciation to the PTO for graciously sponsoring the meet and greet event, allowing families and students to become acquainted with their new PES administrative team. As newcomers to the district, this event provided a wonderful opportunity to engage with the school community and begin forging positive connections.
- **Back to school BBQ and Open House** - PES had an amazing turnout for the Back to School BBQ and Open House. We all enjoyed hamburgers and hot dogs and chips thanks to our dedicated cafeteria ladies Wanda and Cindy and our grillmaster Jay Tanguay. PES staff enthusiastically opened the doors to families during the Open House, where both new and familiar faces were met with warm greetings. Our students had the opportunity to acquaint themselves with their new teachers, explore their learning environments, and reunite with friends.
- **Special Thanks** - We would like to extend our gratitude to the High School Boys soccer team and their coach Logan LaRoche for their generous offer to spread mulch on our playground. Despite the challenges of pouring rain that prevented their work, we remain grateful for their eagerness to support our school. We wish you all the best of luck this season and we look forward to cheering you on.
- **PES - A Community with a Heartfelt Commitment** - A special note of gratitude goes to Joe Darrah for generously volunteering his time and equipment to spread mulch on our playground. We extend our sincere thanks to our wonderful staff members who ventured outdoors to remove weeds from our rock gardens. To those colleagues who noticed our

mulch-spreading efforts after the Open House, your spontaneous assistance is immensely appreciated. These instances exemplify the true essence of collaboration and wholeheartedly supporting the vision and mission of our district.

- **PES Title I Math Fall Screening Summary -**
 - Each student in grades K-5 will have their number sense assessed using the universal screeners for number sense.
 - The fall screeners are interview-based and are intended to take about 5 minutes per student. These quick assessments help to identify skills and concepts that indicate readiness for grade level content, as well as identify students who would benefit from additional support.
 - Timeline: Begin 5th grade August 29th and work down through the grades, finishing with Kindergarten.
 - Data Reported: Spreadsheets will be shared with teachers and case managers in the PES shared data folder.
 - Data Usage: Used to determine who needs additional support and in planning classroom and small group instruction.
- **PES Title I Reading Fall Screening Summary -**
 - DIBELS testing is completed in kindergarten and for all new students. We use this assessment to screen for dyslexia. The DIBELS measures were specifically designed to assess three of the five components of early literacy: Phonemic Awareness, Alphabetic Principle (Phonics), and fluency with text,
 - PASS (Phonological Awareness Skills Screener) is given to students in kindergarten and first grade, as well as any other student who may need it, to help teachers detect students who are at risk for reading and spelling difficulties. This screener has students rhyme, put compound words together, put words together, and think about specific parts of words.
 - Heggerty Letter Names and Sounds is given to students to determine which letter names they know and which letter sounds they know.
 - Students in grades K-3 study using the Foundations program. A portion of this program is learning trick words, words that do not follow the conventional rules and patterns of spelling. We assess three levels of Foundations' words: Kindergarten, Level 1, and Level 2 until a student has mastered all three levels.
 - Students who are new to our school will also have their reading level assessed using DRA, Developmental Reading Assessment. This test assesses what kinds of words students can read and what they can understand as well

Professional Development:

- **New Teacher Orientation** - PES welcomed their new teachers and Mentors with a two day training. On day one, we delved into understanding child development and how it impacts our daily instruction and interactions with students. Additionally, we explored

the process of developing classroom routines, rules, and the power of creating school-wide expectations. Day two, our focus was on elevating teacher language to support students in their thoughtful and joyful learning journey. We also examined how to effectively respond to behaviors when students are dysregulated or disengaged. Collaborative activities and relationship-building will be strongly emphasized along with time to collaborate and plan with colleagues.

- **Kathy Collins** - Kathy's primary goal with PES is to continue to build capacity in reading instruction by supporting teachers who are new to PES with their implementation of research-based and comprehensive reading instruction. Kathy's secondary goal is to begin to build capacity in writing instruction. Teachers are excited to dive into Kathy's expertise and work towards greater success for our students here at PES.
- **Erin Moore** - PES received two amazing days of training from Erin about classroom management and Responsive Classroom. We discussed effective morning meetings to build a strong community within the classroom, grade level and school. This interactive workshop gave examples of cooperative games, activities and wonderful get to know you strategies. Staff left the training with great ideas for building community building relationships.
- **Opening Day Workshops** - Teachers spent two preparing their classrooms to get ready for students, working on team building (see the pictures below), being updated with technology - thank you Bill, practicing for fire drills, reviewing behavior expectations and procedures, and much much more. We cannot thank the staff enough for their dedication to the PES community. They have helped prepare the school inside as well as out. Their collaboration with each other and administration has been much appreciated with all of the new faces on board. All of the staff here at PES are truly spectacular in every way!
- **Collective Resume**- As a staff we worked within our teams to learn more about each other. Did you know that collectively as a staff we have 748 years of experience in education? We have taught from PreK to college courses, we have a vast variety of strengths from fostering relationships to collaboration to humor and many more.

Calendar of Upcoming Events:

Monday, September 4th - No School- Labor Day

Tuesday, September 5th- Team Leader Meeting- 3:00 PM

Wednesday, September 6th- Early Release at 12:15 PM

Wednesday, September 13th- Early Release at 12:15 PM

Thursday, September 14th- PTO Meeting at 5:30 PM in the Learning Commons

Wednesday, September 20th- Early Release at 12:15 PM

Wednesday, September 27th- Early Release at 12:15 PM

2nd grade
 46 years of experience.
 8 schools
 (para, classroom teachers, para, 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 8th, librarian, intern, 11m, 12m, sub)
 Our Degrees: BS in marketing, MEd, Associates in Behavioral Sciences, nursing, title 2, Bachelor of Arts, BA in Speech, OR Tech.
 Our Strengths: humor, patience, love of student, making an emotional support, handwriting, social skills, etc.
 Teamwork makes the DREAM work!

Team Kindergarten
 Joy, Smiles, Fun, Love, Overabundance, Collaboration, Family, Humour, Care, Support
 93 years of experience
 21 schools

ABA TEAM
 (n=113)
 We have 44 years of experience
 We have taught in 15 schools
 We have worked in grades PK-Post-grad
 We hold degrees in: RBT, BCBA, MA, BA, Ed, etc.
 Strengths: Psychology, ABA, BA, management, CPE, etc.
 Education: 1 master's, ASD, PBA, MEd, Sp Ed, educational programs, recreation, autism, etc.
 Learning One Step
 #HUGSA BLYHO TIGER

Title One Team
 We have 104 years of experience.
 We have taught or worked in 26 schools.
 We have worked in all grades PK-8!
 We hold BS, BA, MED, MS, BA, MED, MEd, MEd, CPI, BS, MED, ABA
 We bring these strengths:
 • patience
 • ability to adapt
 • strong communication skills
 • strong organizational skills
 • respect for experience!
 • perspective
 Hard is NOT impossible!

Pre-K
 We have 31 years of experience
 We have taught in 8 Schools
 We have taught in Pre-K, Kindergarten, First, England, Third
 We have degrees w/ these subjects: K-8, Early Child
 We have these degrees: BS
 We bring these strengths to the team:
 Patient, experience, humor, creativity, nurturing, friendly, accepting, positive mind set, great communication, ability to listen, we are empathetic, trustful, caring, energetic...

1st Grade
 We have 59 years of experience
 We have taught in 16 schools
 We have worked in (grades/subjects): K-8, health, history, math, science, The Arts, primary subjects, PE
 We hold these degrees: BS, M.Ed., MS, MA, BA
 We bring these strengths to the team: willingness to learn, humor, teamwork, creativity, consistency, positive organization, tech skills, artistic, teamwork!
 Kindergarten to 8th grade
 #FIRST GRADE ROCKS!

Unified Arts
 We have 85 years of experience.
 We have taught in 15 schools.
 We have taught in PK-6.
 We have degrees in the following:
 BS Art Education
 BS Education
 BS Tech Education
 BS Education
 BS in Law
 BA Music Education
 BA English
 AA Physical Therapy Assistant
 BA Education II Early Child Specialist
 Strengths: Creativity, Collaboration, Flexibility, Technology, and the ability to adapt to the student.
 #SoaringForever

The Behavior Team:
 We have 42 years of experience
 we have taught in 9 schools
 we have taught/worked in:
 - K-6
 - High school
 - adult ed.
 We have degrees w/ these subjects:
 - LNA
 - BA
 - MA
 - MEd
 We Bring These Strengths to the team:
 Patience, Organization, Communication, Adaptability, Creativity, Teamwork

PIC•COLLAGE

PIC•COLLAGE

4th in GRADE 1st in TRIVIA!
 Together we have 37 years of experience
 We have worked in 19 schools
 We have worked in grades PRE K to 12
 Our degrees:
 • Early Childhood Education
 • BA in Early Childhood Ed
 • Masters Arts 2 cert
 • BA in Human Resources
 • Masters in Education
 • BA in Business Marketing
 • BA in Child Ed
 • BA in Early Childhood Ed
 • BA in Special Ed
 • Masters in Education
 • BA in Ed
 • BA in Business Marketing
 • BA in Child Ed

3rd Grade Work Hard Play Harder
 We have 64 years of experience!!
 We have taught in 15 schools
 We have taught in preschool, K, 1, 2, 3, 4, 5 college
 We have degrees in: AS, BA, BS, MEd
 We bring humor, patience, empathy, positivity, kindness

5th Grade Team
 We have 51 years of experience.
 We have worked in 14 schools.
 We have worked in grade spans K-6
 We hold these degrees: SEI, BS, BA, MED, Para 1, Para 2
 We bring these strengths: patience, consistency, kindness, creativity, compassion, understanding, unique experiences
 Tag line: We're got this!

The Glue That Binds
 We have 130 years of experience
 We have taught (or worked in) 11 Schools
 We have 6 degrees
 Strengths we bring: Lots of Knowledge, Compassion, The ability of our student/parents/teachers to
 #SuperGlue

4th + 4th Club
 We have 12 years of experience!
 We have taught or worked in 10 Schools!
 We have taught/worked in:
 Infants — 8th grade
 We hold these degrees:
 BS, IT, BS Early Childhood Education
 BA Graphic Design & Media Arts
 MA: Film production & Music Education
 Para 2 cert x 2, Director Cert, CPI
 We have these Strengths in:
 Working w/ special needs
 #WeGotYou!

Administrative Team
 We have 36 years of experience!
 We have been in 9 schools
 All Grades Pre K-8
 We have degrees in: #Joy
 Criminal Justice, Business, Psychology
 We bring these strengths to the team:
 Patience, Organization, Communication, Adaptability, Creativity, Teamwork

PIC•COLLAGE



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SUPERINTENDENT’S REPORT
 September 7, 2023

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

PMHS – Music Teacher

PMHS- Special Education Teacher

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 opening of school has gone well. The new teacher orientation along with opening workshop days were productive for all staff members. The welcome back for students was well attended and a great event, thanks to the administration and staff from both buildings.

The administrative staff has been given a template for the 2024-25 budget along with recommendations from me for some budget lines. All requests for new equipment, books, staffing and other budgetary items will be discussed in building meetings and a budget proposal will come to the Board during the first Board meeting in October.

The Special Meeting Warrant to consider additional funds from the Department of Education was posted on August 31 in the appropriate places. There are two meeting sessions for the public to consider this Warrant Article:

Public Hearing Thursday, September 7, 2023 at 7:00 in the PMHS Media Center

Special Meeting Thursday, September 21, 2023 at 7:00 in the PMHS Media Center

An email went out to parents inform parents of the meeting and information was given so that it could information could go on the Facebook page as well as the Pittsfield Post. Information will be up on the website by Wednesday September 6th.

An enrollment report is included in the board report. We still have students enrolling in the next couple of weeks. I will put out an extra enrollment report at the next meeting on September 21.

I am working on a document that will be presented on September 7 to review the District's finances over the months of June, July and August. Along with this will be a detailed protocol that will be implemented beginning in September of 2023 to create the best possible transparency for financial matters.

Pittsfield School District

PUBLIC COMPLAINTS

The Board believes that complaints and grievances are best handled and resolved by the parties directly concerned. Therefore, the proper channeling of complaints involving instruction, discipline, or learning materials might be as follows:

1. Teacher or other individual professional employee;
2. Appropriate supervising administrator (dean or director);
3. Superintendent of Schools;
4. School Board.

Any complaint presented to the Board about school personnel shall be referred back through proper administrative channels. The Board will not hold formal hearings on complaints from individuals for the purpose of resolution until such complaints have first been brought forth through the appropriate and applicable administrative procedures. Exceptions to this provision are for complaints that relate solely to Board actions or Board operations.

In the event a complaint is made directly to an individual Board member, the procedure outlined below shall be followed;

1. The Board member shall refer the person making the complaint to the superintendent for investigation. The superintendent may delegate the investigation to the appropriate supervising administrator.
2. If the member of the public will not personally present the complaint to the superintendent or supervising administrator, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the superintendent for investigation.
3. If the person making a complaint feels that a satisfactory reply has not been received from the superintendent, the person may request that the complaint be heard by the Board. The Board will hear and act upon the complaint only by majority vote. If the Board does hear and act upon the complaint, all decisions by the Board will be final.

Adopted: March 1, 1980 (as Policy KL)

Amended: September 18, 2015

Reviewed: January 17, 2019

Pittsfield School District

PUBLIC CONDUCT ON SCHOOL PROPERTY

For purposes of this policy, “school property” means any buildings, vehicles, property, land, or facilities used for school purposes or school-sponsored events, whether public or private.

The school district expects mutual respect, civility, and orderly conduct among all individuals on school property or at a school event. No person on school property or at a school event shall:

1. Injure, threaten, harass, or intimidate a staff member, School Board members, sports official or coach, or any other person;
2. Damage or threaten to damage another’s property;
3. Damage or deface school district property;
4. Violate any New Hampshire law, or town or county ordinance;
5. Smoke or otherwise use tobacco products;
6. Consume, possess, distribute, or be under the influence of alcoholic beverages or illegal drugs, or possess dangerous devices or weapons;
7. Impede delay, disrupt, or otherwise interfere with any school activity or function (including using cellular phones in a disruptive manner);
8. Enter upon any portion of the school premises at any time for purposes other than those that are lawful and authorized by the School Board;
9. Operate a motor vehicle in violation of an authorized district employee’s directive or posted road signs;
10. Violate other district policies or regulations, or an authorized district employee’s directive.

Any person who violates this policy or any other acceptable standard of behavior may be ordered to leave school grounds. Law enforcement officials may be contacted at the discretion of the supervising district employee if such employee believes it necessary.

KFA

Additionally, the district reserves the right to issue *no trespass* letters to any person whose conduct violates this policy, acceptable standards of conduct, or creates a disruption to the school district's educational purpose.

Reading: January 8, 2009
Adopted: January 22, 2009
Reviewed: August 20, 2015
Reviewed: January 17, 2019

Pittsfield School District

PUBLIC GIFTS AND DONATIONS

Gifts from organizations, community groups, and/or individuals, which will benefit the school district, shall be encouraged. A gift shall be defined as money real or personal property, and personal services provided without consideration.

Individuals or groups contemplating presenting a gift to a school or the district shall be encouraged to discuss in advance with the appropriate school administrator or the superintendent which gifts are appropriate and needed.

The Board reserves the right to refuse any gift that does not contribute to the achievement of the district's mission, or in which the ownership of the gift would tend to deplete the resources of the district. In determining whether a gift will be accepted, consideration shall be given to district policies and the district's mission.

The superintendent may accept gifts in the amount of \$500 or less. Gifts in excess of \$500 may only be accepted by the Board. Additionally, pursuant to RSA 193:200-b, gifts in the amount of \$5000 or more shall require the Board to hold a public hearing regarding any action to be taken with the gift. For gifts of less than \$5000, the Board will post notice of the gift in the agenda of the next regularly scheduled Board meeting and will include notice in the minutes of the meeting during which the gift is discussed. The acceptance of all gifts will be made in public session.

Any gift accepted shall become the property of the district, may not be returned without the approval of the Board, and is subject to the same controls and regulations as are other properties of the district. The Board shall be responsible for the maintenance of any gift it accepts.

At the time of acceptance of the gift, there will be a definite understanding with regard to the use of the gift. The Board will make every effort to honor the intent of the donor in its use of the gift, but reserves the right to utilize any gift it accepts in the best interests of the educational program of the district. In no case shall acceptance of a gift be considered to be an endorsement by the Board of a commercial product or business enterprise or institution of learning.

Voluntary contributions by district employees of supplies or other minor items of personal property to be used in classrooms or school programs with an aggregate value over the school year of less than \$250 are permitted without further approval or documentation. Receipt of voluntary contributions being made by district employees with a value of \$250 or more must be approved as required in this policy for gifts from individuals not employed by the district.

KCD

Active solicitation of gifts to be received by the district, including by any school, classroom, or program in the district, including soliciting gifts through online crowd funding web sites must be approved in advance by the superintendent where the value of the gift sought is less than \$500 and by the Board where the value of the gift sought is \$500 or greater.

Reading: April 7, 1997 (as Policy KH)
Adopted: May 5, 1997
Amended: September 3, 2015
Amended: January 17, 2019

Pittsfield School District

PUBLIC INFORMATION PROGRAM

The Board will do its best to keep the citizens of Pittsfield informed of the affairs of the district. To achieve its goals for good school/community relations and maintenance of two-way channels of communication with the public, the Board authorizes the superintendent to:

1. Prepare or guide the preparation of informational materials, including the annual report, newsletters, articles for periodicals, newspaper and/or radio releases, special pamphlets and other informational material, and to maintain close liaison with news media and publicity organizations.
2. Provide staff members with resources for preparation of material for community and staff distribution to include but not be limited to the district website, handbooks, newsletters, informational leaflets, etc.
3. Assist in coordinating communications with civic and other groups in the community and which support the district's students and schools.

The Board expects that "affairs of the district" will include, but not be limited to, school performances, student progress, learning strategies, and academic opportunities.

The Board also recognizes that some types of school events require timely notification to families. Such events include, but are not limited to, occasional events, such as school closings due to weather conditions or the rescheduling of a concert or athletic contest. Such events also include emergency events, such as a threats to student or school safety.

In all situations requiring general notification of parents and families of such events, the Board directs the school administration to make every effort to provide notification in a timely manner. In the case of continuing events, the Board directs the school administration to provide updates at reasonable intervals. Finally, the Board directs the school administration to consider making joint notification with other agencies, such as the Pittsfield Police or Fire Departments, when the district collaborates with external agencies to provide notification of emergency or other usual events.

Adopted: April 24, 1990 (as Policy KB)
Amended: June 6, 2013
Reviewed: August 20, 2015
Reviewed: January 17, 2019
Amended: March 21, 2019

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 individualized 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