



SCHOOL ADMINISTRATIVE UNIT #51

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Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD
MEETING AGENDA

5:30 PM Thursday, October 19th, 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 October 5th, 2023 September 7th, 2023, September 21, 2023,
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES
 - a. Recap of School Year
 - b. Transition Project
8. SUPERINTENDENT OF SCHOOLS
 - a. Budget
 - b. Enrollment Report
 - c. State Assessment Scores
 - d. District Treasurer Meetings
 - e. Stronger Connection Grant
9. SCHOOL BOARD
 - Information & Discussion
 - Policies
 - i. DJE, Bidding Requirements
 - ii. GBCD, Background Investigation and Criminal Records Check
 - iii. JCA, Change of School or Assignment
 - iv. JKAA, Use of Restraints or Seclusion
 - v. BEDG, Minutes
 - vi. IHBA, Evaluation Requirements for Children with Specific Learning Disabilities
10. COMMITTEE ASSIGNMENTS
 - a. BUDGET COMMITTEE – Mrs. Adams
 - b. DRAKE FIELD & FACILITIES – Mr. Gauthier
 - c. NEGOTIATIONS -

- d. FOSS FAMILY SCHOLARSHIP - Mrs. Adams
- e. PUBLIC RELATIONS – Mrs. Goggin

11. PLAN AGENDA FOR NEXT MEETING

12. BOARD COMMENT

13. PUBLIC INPUT

14. ADJOURNMENT

DRAFT MINUTES OF THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
September 7th, 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
Kristen White, 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. AGENDA REVIEW

The following items were added to the agenda:

Non-Public RSA 193: (Mr. Lane)
Drake Field Facilities Use Request (Mr. Hamilton)

IV. ACTION ON AMENDED AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

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

Page 2, VII, A, correct: Case Manager position”, C, correct whom to who, VII, A, correct “Handbook as well”, VIII, last paragraph, correct motion seconded to Mr. Cote; page 3, X, correct numeration; page 4, C, correct paragraph to reflect Mrs. Adams’ statement to “mental health initiative that Manchester was looking into that”, XII, remove double 2023; page 5, correct numeration, XIII, paragraph 2, “Mrs. Adams explained that the policies’ language”, paragraph 4, “Mr. Lane explained that this policy just creates a process of which to voice your concern”; X, correct to motion made by Mr. Gauthier and seconded by Mrs. Goggin; XIV, swap Mrs. Goggin and Mr. Cote’s motions to adjourn.

Mrs. Goggin made a motion to accept the changes, Mrs. Adams seconded, 5-0.

VI. PUBLIC INPUT

Daniel Schroth addressed the Board in regard to the Open Enrollment tuition issue that was discussed at the previous Board meeting. Mr. Schroth believes that this should direct the Board to invite the State Representatives to the meetings regarding open enrollment tuitioning.

Mr. Schroth additionally spoke to the Board regarding the need for an environmental committee that students can participate in and dedicated building and space for their initiative.

Mr. Gauthier responded to Mr. Schroth’s concern regarding the Open Enrollment tuitioning issue. Mr. Gauthier addressed the public with the clarification that the District has received from our legal team. It was confirmed that we are not obligated to pay for the additional funding for these students to attend Prospect Mountain under the Open Enrollment should they choose to transfer their students there.

VII. PES PRINCIPAL

A. August Update –

- i. Mrs. White thanked the Board Members for their support and attendance at the recent PES events such as open house, as well as the various staff members from PES that participated in making the Kindergarten Camp a success.
- ii. Mrs. White stated that there was a great turnout at the Meet and Greet with Mrs. White and Mrs. Kelly.
- iii. The Back to School BBQ was a success, even with the pending rain in the forecast, it ended up being a fantastic event. Mrs. White thanked all of the staff involved in this event.
- iv. Special Thanks to the Commitment to Our Community: The Boy’s High School Soccer Team, Joe Darrah and the PES Staff! The Boys’ Soccer Team came down and volunteered on their last day of Summer Break to spread the mulch with Coach LaRoche. Regardless of the rainy weather, they came together to ensure that the PES playground was ready for opening day along with Joe Darrah and multiple PES Staff members. Mrs. White paid her heartfelt appreciation for the synergy between everyone to make this happen with what she sees as a positive “all hands all the time” collaborative effort.
- v. TITLE I Math & Reading Fall Screenings – Mrs. White stated to the Board that every Fall there are Title 1 Math and Reading Screenings that will be conducted.

Mrs. White provided the various methods of screening and testing that will be used for these.

B. Professional Development

- i. New Teacher Orientation – Mrs. White thanked Principal Hamilton for his role in the New Teacher Orientation Day and his knowledge of the history and vision of the District that he was able to share with her.
- ii. Mrs. White explained that the Staff was taken on a tour of Pittsfield to gain a better understanding of where these students live and the community they come from, as well as to familiarize themselves with the town’s buildings and important landmarks.
- iii. Kathy Collins – Ms. Collins will be to assist PES Staff with implementing of research-based and comprehensive reading instruction.
- iv. Erin Moore – Ms. Moore did a two-day presentation on classroom management and responsive classroom with the PES Staff.
- v. Opening Day Workshops – Teachers spent two days preparing their classrooms as well as getting themselves acquainted with different IT practices and District policies and procedures for the PES opening.
- vi. Collective Resume – Mrs. White presented the Board with the 748 collective years of experience in education that is held by the PES Faculty and Staff.
- vii. Calendar of Upcoming Events – Mrs. White presented the Board with a Calendar of Upcoming Events for PES.

Mr. Cote inquired to Mrs. White as to the monthly discipline reports that have been provided to the Board in the previous year and if she will be continuing that?

Mrs. White confirmed that she will provide this data to the Board and public starting in October.

VIII. PMHS PRINCIPAL

- A. Facilities Usage Request – Mr. Hamilton presented a usage request from the Suncook Valley Rotary Club for their Annual Bake Sale. They would like to use Drake Field for this event on Saturday, November 4th, 2023.

On a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the motion passed 5-0 to allow the Suncook Valley Rotary Club to use Drake Field for their Annual Bake Sale on Saturday, November 4th, 2023.

B. Opening of School

- i. Mr. Hamilton provided the Board with a summary of the events of the Opening of School for PMHS. This has included a Special Education Team Meeting, New Teacher Orientation on August 17th to discuss District policies, practices and procedures. There was a two-day staff workshop event to cover a variety of topics including school policies, procedures, health services trainings, and the School Improvement Plan. The Sixth Grade Orientation had a great turnout with the majority of students and community members in attendance. Students were able to participate in a scavenger hunt to learn the layout of PMHS. The PMHS Open House also had a great turnout. Students were able to tour PMHS and meet with their teachers. There were also two workshops held during Open House; *What’s New at PMHS* and *College and Career Planning*.

- C. School Improvement Plan – Mr. Hamilton stated that since the NEASC visit in March, and the WestEd areas of need that were identified, our leadership team has worked

diligently since April to create S.M.A.R.T. goals, action steps, and measures of success that will guide the District over the next two years to ensure that these improvements are met. Mr. Hamilton apologized for not having a presentation for the Board to showcase the plan. Mr. Hamilton went through each of the four goals, and date that the goal needs to be met by.

Mr. Cote addressed Mr. Hamilton in regard to the organizational effectiveness that the Board has expressed their concern on in the past, and the impact of this on the hiring salary rates and ability to hire and retain good staff members and his appreciation for Mr. Hamilton's reactivity to prioritize this school wide.

Mrs. Adams additionally commented on her appreciation of this and the empowerment that this brings to the collaboration across the District.

Mrs. Adams further inquired to Mr. Hamilton as to whether or not the date has been set for homecoming events.

Mr. Hamilton stated that they have set the date for the parade of the 22nd, and the 23rd for the homecoming games.

Mrs. Goggin thanked Mr. Hamilton for the *What's New at PMHS?* Presentation that was sent out to families, as well as the transparency in information that is being sent out to the community and families.

Mr. Cote inquired to Mr. Hamilton as to the VLACS classes status at PMHS.

Mr. Hamilton stated that we have been unable to hire a music teacher, which has led us to report the position as a PT position for the second half of the school year, and cut music and band offerings for the first half of the year, and have these students enroll in other UAs.

Mrs. Schiff paid her compliments to Mr. Hamilton's Vision of the Learner and the clear presentation of the goals and dates. Mrs. Schiff additionally commented on the Open House and that it was like watching the opening night at the Olympics.

IX. SUPERINTENDENT

- A. Open Positions – Mr. Lane presented the Board with a list of open positions.
- B. Cost Differential to date – Mr. Lane provided the Board with a list of the budgeted salaries, contracted salaries and variance in the budget for the staff who was newly hired for the 2023-2024 school year. Mr. Lane stated that there have been changes in this in regards to health insurance as well as some staff have elected different plans.
- C. Opening of School – Mr. Lane expressed his joy in the success in the opening of school across the District. The welcome back events had a good attendance rate by students and, administration and staff in all buildings.
- D. 2024-2025 Budget – Mr. Lane stated that all administrative staff have been provided with a template for their portion of the 2024-2025 budget, with notes of his recommendations on some specific line items.
- E. Special Meeting Warrant – There was a recent budget seminar that was attended by two Board members in which there was a difference in numbers found. Mr. Lane asks the Board to motion postpone the meeting until the 28th, so that he can get the accurate number for this.

On a motion made by Mr. Gauthier and seconded by Mrs. Schiff, the Board voted 5-0 to postpone the special hearing.

Mr. Lane thanked Mrs. Schiff and Mrs. Adams for their attendance and for bringing this information to his attention, and apologized to the Board for the error. Mrs. Adams stated that this was not necessary as it is a misrepresentation of information that was nobody's fault, as the numbers provided by the DOE have changed.

- F. Enrollment Report – Mr. Lane provided the Board with an enrollment report with the additional information that the enrollment numbers are still changing as we continue to enroll new students.

Mrs. Goggin further inquired to Mr. Lane in regard to Charter Schools and funding. Mrs. Goggin expressed her concern about funding going to Charter Schools' that are not truly chartered.

Mr. Lane explained how the students' SASID numbers and their enrollment within a District that determines where funding is sent, and how enrollment and grade level assignment affects this as well when it comes to a 6-8 Charter School. Mr. Lane stated the he was unable to locate this specific school's charter, but if they are indeed taking high school students, this would be something to ask about.

Mrs. Goggin stated that Adequacy Funds may not be a lot, but in cases like this, it would create a slow-bleed of funds if it were to continue.

Mr. Lane stated that this years' Adequacy Funds were determined off of last year's numbers, so these enrollments were not taken into account in the funding for this year.

Mrs. Adams inquired to Mr. Lane as to what happens to homeschool students' funding.

Mr. Lane stated that due to the educational freedom accounts, the parents do have the option of filing to use those funds, while this isn't required, they do have the ability. If the District removes them as a student and is removed as a student from the District as a homeschool student, we would lose that adequacy funding with the withdrawal.

Mr. Cote inquired to Mr. Lane as to whether or not a week would be sufficient in getting the new funding numbers to the Board.

Mr. Lane stated that he would be using the numbers as provided from the NHDOE Webinar.

Mrs. Goggin inquired as to where this can be located.

Mrs. Schiff stated that this is available on the NHDOE website.

X. SCHOOL BOARD

- A. Policies – First Reading
 - i. KE, Public Complaints
 - ii. KFA, Public Conduct on School Property
 - iii. KCD, Public Gifts and Donations

iv. KDA, Public Information Program

A. Policies – Second Reading

- i. GCI, Professional Development, was considered, changes include: paragraph one, line one, correct “established for the”, paragraph 6, remove the comma after to”, on a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the changes were accepted, 5-0.
- ii. GCB, Professional Staff Contracts, was considered, addition includes “Professional Contracts must be returned within 15 School Days of Issuance”, on a motion made by Mr. Gauthier and seconded by Mr. Cote, the changes were accepted 5-0.
- iii. IHBA, Programs for Students with Disabilities, was considered, changes include updating the age in the last paragraph to twenty-two years of age, on a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the changes were accepted 5-0.
- iv. IKE, Promotion and Retention of Students, was considered, changes include changing Dean of Operations to Principal, on a motion made by Mr. Gauthier and seconded by Mrs. Adams, the changes were accepted.

XI. SCHOOL BOARD COMMENT

None

XII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – need a Chair and Vice Chair
- B. Drake Field and Facilities – Mr. Gauthier nothing
- C. Negotiating Team – nothing
- D. Foss Family Scholarship – Mrs. Adams nothing
- E. Public Relations – Mrs. Goggin just wanted to echo the sentiments of the positivity and pride in the reopening of the schools.

XIII. NEXT MEETING

The next meeting of the Board is scheduled for September 21, 2023, at 5:30 p.m. in the Pittsfield Middle High School Media Center.

Presentation by the NH Fair Funding Project

XIV. PUBLIC INPUT

None

XV. RECESS

On a motion made by Mrs. Adams to take a recess at 6:30 p.m., and seconded by Mrs. Schiff, the motion was approved.

XVI. PUBLIC HEARING FOR ADEQUACY FUNDING

On a motion made by Mr. Gauthier to return from recess for public hearing on Adequacy Funding.

Mr. Lane stated that this has been postponed for a week.

Mr. Gauthier closes the Public Hearing.

XVI. NON-PUBLIC RSA 193:A

On a request made by Mr. Lane to enter into a non-public session under RSA 193:A, Mr. Gauthier motions to enter a non-public, seconded by Mrs. Schiff, 5-0, at XXX p.m..

XVII. 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

DRAFT MINUTES BY THE PITTSFIELD SCHOOL BOARD

STATE OF NEW HAMPSHIRE

SCHOOL ADMINISTRATIVE UNIT # 51

PITTSFIELD SCHOOL BOARD

DRAFT MINUTES

Pittsfield School Board

September 21, 2023

Pittsfield Middle High School Media Center

Members Present: Sandra Adams- Acting Chair
Molly Goggin
Adam Cote
Helen Schiff

Others Present: Bryan Lane
Derek Hamilton
Kristen White
Melissa Brown
Charlene Vary
Members of the Public

- I. Call to order at 5:30 by Mrs. Adams
- II. Mrs. Adams requests that all stand for the Pledge of Allegiance
- III. The Board allows the Superintendent to present a financial matter prior to a public presentation.

The Superintendent presents two facilities projects.

The first is a bid for a lighting project for the Elementary School. There are two bids:

Azotea Electric of Pittsfield for \$12,834

Sullivan Electric of Northwood from \$9,443.80

The Superintendent states that he does not have any frame of reference on the two bidders because they have not done work in the District to Date. He did note a representative from Azotea was asked to come to PES to look at the job and to give

the Superintendent a framework on the project. That was done within 24 hours and a bid was submitted quickly.

A motion is made by Mrs. Goggin second by Mrs. Adams to accept the bid from Azotea.

Discussion- Mrs. Adams recognizes that the bid from Azotea is higher but supports local business working in the School District. Mr. Cote agrees and indicates that since the representative from Azotea is familiar with the project and that the is a local business man he supports the motion.

Vote to approve the motion 4-0

The Superintendent presents a proposal to replace hot water tanks at the middle high school and requests permission to put the project out to bid. Mr. Cote inquires as to whether are not waiting for the bid process to be done in about 30 days would create a problem with the leaking that is occurring. The Superintendent feels that the issues can be handled by the facility personnel until the replacement is done.

By consensus, the Board give the Superintendent to go ahead with the bid process to replace the hot water heaters.

IV. Mrs. Goggin introduces the speakers for the presentation on Public School Funding.

The presenters speak for about 45 minutes on the inequity of public school funding and there are interactions with members of the public throughout the presentation. (The presentation is available on the Distract website at the bottom of the minute's page under the School Board tab)

V. Mrs. Goggin calls for Public Input regarding the Board's agenda on the financial proposal voted on by the Board. No input.

VI. Mr. Cote motions to adjourn at 6:58. Second by Mrs. Goggin. Vote 4-0, the meeting was adjourned.

Respectfully submitted,

Bryan Lane

DRAFT MINUTES OF THE PITTSFIELD SCHOOL BOARD

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

**PITTSFIELD SCHOOL BOARD
MINUTES**

Pittsfield School Board Meeting
October 5th, 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
Kristen White, 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. AGENDA REVIEW

The following items were added to the agenda:

Non-Public Session, RSA 193:A, C (Mr. Lane)
Bidding Policy (Mr. Gauthier)
Site Council Representatives (Mr. Hamilton)

IV. ACTION ON AMENDED AGENDA

On a motion made by Mrs. Adams and seconded by Mr. Cote, Mrs. Goggin, 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 previous meeting from September 7, 2023 were not included.

The minutes from the previous meeting from September 21st, 2023 were considered and changes include:

Page 1, last sentence, correct to reflect that Mrs. Adams motioned and Mrs. Goggin seconded the motion; Page two, paragraph 1, the last sentence should read “and the *he as* a local business man, supports the motion, paragraph 4, correct to “*By consensus, the Board gave the Superintendent the go ahead*”.

On a motion made by Mrs. Schiff and seconded by Mrs. Goggin, the changes were approved, 4-0-1, with Mr. Gauthier abstaining. .

VI. PUBLIC INPUT

Daniel Schroth spoke to the Board regarding the difference in republican versus democratic support in funding of schools and inquired as to whether or not they felt the Republican Party was to blame for the loss of school funding for private school institutions?

VII. SITE COUNCIL REPRESENTATIVE

Annelissa Marcotte spoke to the Board as the PMHS Student Site Council Representative. Ms. Marcotte advised the Board that they are currently working on restricting the site council since Mr. Courtney’s retirement at the end of 2023.

Mr. Gauthier asked if there was anything coming that the Board should be aware of.

Ms. Marcotte stated that there are none she is aware of.

VIII. PES PRINCIPAL

- A. MULTIPLICATION INSTRUCTION ACROSS GRADES – Mrs. White provide the Board with a summary as to how the staff at PES is instituting multiplication learning by grade level. Mrs. White spoke of different visual aids, computer applications (Freckle) and rhymes that they are using to help make this more fun and adhere to helping students of all learning capabilities gain the information.
- B. CURSIVE WRITING UPDATE – Mrs. White spoke to the Board regarding the different workbooks and methods that they are putting into place to assist students in their cursive writing skills. Mrs. White gave grade level updates on the status of this for the Board.
- C. STUDENT MANAGEMENT DATA – Mrs. White explained to the Board how the student behaviors and management of the data regarding these have been going since the opening at PES. Mrs. White spoke positively on the relationships and growth that she has witnessed with the students as they coming to the office, SSC, meet with our Guidance Counselor, Mr. Curtin, to receive push-ins to classrooms and educating the kids on the zones of regulation. Mrs. White has been working diligently on emotional regulation and self-awareness, as the foundation of these are critical in correcting these areas of need.

Mrs. White spoke about the weekly behavioral team meetings that are held and the push-

ins that the team does with each of the grade levels. Mrs. White spoke as a new administrator and importance of educating the children about expectations and clear communication with the students and families to ensure that we are all working together.

- D. RECOGNITION - Mrs. White read a heartfelt letter of appreciation to the Board of our fantastic PES custodial staff, Peg Linderman and Randy Kelley, for the recent electrical shortage and their swift action in regard to ensure the safety of the building, the staff and the students.
- E. PROFESSIONAL DEVELOPMENT – Mrs. White summarized the Professional Development that has occurred as well as what is scheduled for the staff at PES.
- F. UPCOMING EVENTS – Mrs. White provided a Calendar of Upcoming Events.

Mrs. Goggin paid her appreciation to Mrs. White for her implementation of Writing Without Tiers as she believes that this is a great program.

Mr. Gauthier inquired to Mrs. White as to how the behaviors have been so far this year on buses and in the lunch room.

Mrs. White spoke regarding the historical behaviors surrounding the students and buses. Mrs. White stated that the difference in the bus schedules and ride/sit times affected the kids. Mrs. White explained that with the clearer expectations that are being conveyed to the kids and the shorter bus times, there have been less behaviors related to the bus.

Mrs. White additionally stated that there have been very few instances of behaviors in the lunchroom and that she will include this data for the next meeting.

Mr. Gauthier inquired as to the PTO dance that is scheduled for October 20th and as to whether or not a theme has been set.

Mrs. White does not believe that this has happened yet and that it should be presented for the next Board meeting.

Mr. Cote inquired to Mrs. White as to how receptive the staff has been with the changed being implemented at PES.

Mrs. White stated that with all change comes collaborative communication to ensure that these things are effective. Mrs. White shared that there is great synergy within the staff for a team effort to make sure these changes are working for the staff and students.

Mrs. Adams thanked Mrs. White for her enthusiasm and dedication to her position at PES.

IX. PMHS PRINCIPAL

- A. WEIGHT ROOM EQUIPMENT – Mr. Hamilton provided the Board with an action item request from a community member, Julian Pecorino, who would like to donate newer weight room equipment for PMHS. Mr. Hamilton stated that he believes that the donation would be of a value of or in excess of \$5,000, and brought up the Board’s donation policy.

Mr. Lane stated that a donation of over \$5,000 requires a public hearing to accept the donation.

Mr. Gauthier inquired to Mr. Hamilton as to whether the donation was indeed \$5,000 or more.

Mr. Hamilton stated that he has only been provided with a quote so far.

Mrs. Adams stated that with recent Legislative changes, the policy was recently updated to reflect that donations of less than \$20,000 do not need a public hearing to be accepted.

On a motion made by Mrs. Goggin and seconded by Mr. Cote, the Board voted 5-0 to accept the gift of donated weight room equipment from the Pecorino's.

The Board as a whole thanked the Pecorino's for their generous donation to PMHS.

- B. HOMECOMING – Mr. Hamilton spoke to the turnout and success of the homecoming events that were put on by PMHS students and staff.
- C. COLLEGE AND UNIVERSITY VISITS – Mr. Hamilton provided the Board with the update of in-state college and university visits that he is looking to have done between the end of September to early November.
- D. ON-LINE LEARNING – Mr. Hamilton included some general details for the policy regarding on-line learning. Mr. Hamilton explained the process of enrolling in an on-line course with the students' guidance counselor.
- E. PSAT/SAT EXAMS – Mr. Hamilton provided the Board with a summary of the PSAT/SAT Exams that are scheduled at PMHS. Mr. Hamilton explained that this is a voluntary exam that can be taken by junior and senior level students.
- F. NATURALIZATION EXAM – Mr. Hamilton explained the preparation process that PMHS started in the previous year to get our student body prepared for this exam. Mr. Hamilton provided methods of which the information will be provided and the test will be administered, which will be nine sections, one at a time.
- G. STUDENT MANAGEMENT REPORTS – Mr. Hamilton provided the Board with a summary of behaviors for September 2023 for PMHS.
- H. UPCOMING EVENTS – Mr. Hamilton provided the Board with a Calendar of Upcoming Events.

Mr. Lane spoke further on the on-line offering for the newly required Financial Literacy requirements in order to graduate. Mr. Lane stated that to be enrolled in an on-line course and the accreditation that must be in place for that institution in order for it to be accepted. Mr. Lane explained that the need for an application to enroll in this online course would be that same as any other program.

Mr. Hamilton stated that he has no applications to date.

Mrs. Adams asked if the students were aware of this.

Mr. Hamilton stated that he has not broadcasted that.

Mrs. Goggin stated this concerned her and asked to open it for a conversation as she does not fully understand the issue and wished to be more informed. Mrs. Goggin inquired as to whether or not the Quaker U was a commercially funded program and not an educationally funded program, that has more of a business feel.

Mr. Lane stated that there is a religious undertone to the charter, but that there is no religious overtone or meaning within their curriculum. Mr. Lane stated that if this is

something that the Board looks into and it is not something that they agree with, they are able to convey these concerns to the Board of Education.

Mr. Gauthier asks for clarification on the curriculum as it looks like fifteen-five minute videos, with an exam at the end and no instructor.

Mrs. Adams confirmed and added that they would be issued a half-credit upon passing of the test. Mrs. Adams read an article that this course was approved to meet the requirements of the newly added course, without classroom instruction time.

Mrs. Goggin asked if this course was something that we are requiring or offering the students to take, or if it is just part of all of the online offering that are available for them to choose from.

Mr. Lane stated that there are 5-6 on-line, accredited programs available that accessed by homeschool families and such, these programs do issue diplomas for graduation, which is why they're highly used.

Mrs. Adams asked for clarification as this is going to be a graduation requirement for our District as to what course it would fall under.

Mr. Hamilton confirmed this and that it is classified as a Business Education Course.

Mrs. Goggin asked if it would be appropriate to gather more information for this item for the next meeting to be better informed to be advocates for our students.

Mr. Cote also stated he would like to know what the exact requirements are as well.

Mr. Cote inquired to Mr. Hamilton as to his satisfaction with the behaviors and outcomes for the current school year to date.

Mr. Hamilton spoke positively about the beginning of the school year and the referral numbers being the lowest that he has seen in year. Mr. Hamilton stated that the feeling around the building is calm and he is not seeing a lot of tension.

Mr. Cote asked Mr. Hamilton what he is hearing and seeing with bullying and such this early in the school year.

Mr. Hamilton responded that he has not seen these things.

Mr. Gauthier thanked Mr. Hamilton for his report.

X. SUPERINTENDENT

- A. QUARTLEY FINANCIAL REPORTS – Mr. Lane provided the Board with the first quart financial statement. Mr. Lane explained the unencumbered line item as the health insurance as we have been wrapping up enrollments at the SAU. Mr. Lane explained the variances due to enrollment fluctuation within special education, fuel/heating and transportation costs.
- B. ADEQUACY FUNDING – Mr. Lane explained to the Board that the Adequacy Funds amount have changed and decreased due to enrollment, special education and asked the Board to ensure that he has answered all of their questions.

- C. CHARTER SCHOOL – Mr. Lane informed the Board that he confirmed that the Benjamin Franklin Charter School is for grades 6-12, but is currently only servicing grades 6-8. This allows them the legal ability to accept the student, which would also cause the District to lose the funding for that student.
- D. MS-25 – Mr. Lane provided the Board with a copy of the MS-25 that was submitted timely to the NHDOE.
- E. 2024-2025 BUDGET – Mr. Lane stated that he has provided the Board with the second version of the budget at this evening's meeting. Mr. Lane stated that the budget was an overall 6% increase. Mr. Lane explained the budget increase by line item to the Board.

Mrs. Schiff inquired to Mr. Lane as to how many students use bus transportation.

Mr. Lane stated he does not have a number, but he will get this for the Board. Mr. Lane estimates that it is about 50/60% of the student body.

Mrs. Goggin inquired to Mr. Lane as to a line item 27 that showed both an increase and a decrease and asked for clarification.

Mr. Lane budgeted for an 18% in the health insurance, and put this as a generic placeholder, and that it does appear misleading and stated he would be sure to clear this up on the next version and apologized for this.

Mr. Gauthier directed Mr. Lane to the discrepancy in the variance number from the summary page.

Mr. Lane stated he would invest this.

Mr. Cote stated his shock at the nearly \$622,000 increase and asked if the tax impact would be nearly \$2 per thousand.

Mr. Lane advised the Board that there was also an unforeseen increase in special education funds that were nearly \$150,000 more than the previous year. Mr. Lane stated that this increase could potentially offset the increase to the budget and without the final numbers, he cannot provide the final number yet as he does not have the final funding numbers to do so.

Mr. Cote thanked Mr. Lane for his work on this as he understands the magnitude of importance on getting the budget right.

Mrs. Adams inquired as to a few positions that are listed under the SAU salaries for people who do not appear to belong there.

Mr. Lane stated these are District wide positions such as the Director of Student Services and Out of District Coordinator and their administrative assistants. Mr. Lane asked the Board if they would like this information presented differently if they have suggestions on how to present it to the Budget Committee.

Mrs. Goggin wanted to ensure that she stated that she continues to support the need for a Reading and Writing Specialist, and recognizes the cost regarding this position, but believes it is of the utmost importance to the success of the mission of the District. Mrs. Goggin spoke on this as an educator in this area herself, the 6-8th grade students are at the

most need of intervention.

Mr. Lane stated he supports Mrs. Goggin's opinion on this matter, and inquired as to if they would like to see changes in positions in order to make this happen, he invites the Board to make suggestions.

Mrs. Goggin states that while she appreciates the cost associated with the position, and doesn't want to take one position away from another, the forward progression of our students with these struggles are our biggest concerns as they are the highest dropout rates or completion of high school. Mrs. Goggin stated that she does not believe this position to be negotiable for the success of these students.

Mr. Cote asked what the cost figure associated with this position would be.

Mr. Lane stated it would be approximately \$125,000, budgeted with a family plan for health insurance and other related costs. Mr. Lane stated he will create a version three of the budget and provide it to the Board.

Mr. Cote inquired to the Board as to their opinion on removing the Technology Assistant from the budget.

Mr. Lane stated that for transparency's sake, he would advise that the Board review all versions of the budget, have the school board votes for their desired positions to provide to the Budget Committee.

XI. SCHOOL BOARD

- A. TRUNK OR TREAT EVENT – Mr. Gauthier presented the PTO's annual Trunk of Treat Event that has been held for the past few years by the District. This year's event is scheduled for October 28, 2023. Mr. Gauthier advised that there is a special time period for the 6:30-8:00 p.m. there will be a Sensory Trunk or Treat for the special education students.
- B. Policies – to be held for review per recent legislative changes.
 - i. GBCD
 - ii. JCA
 - iii. JKAA
 - iv. KCD
 - v. BDGE
 - vi. IHBAA
 - vii. BIDDING POLICY, Mr. Gauthier inquired to Mr. Lane as to why the bidding process was not followed for recent work completed.
- C. Policies – Action
 - i. KE, Public Complaints, was considered, changes include 2.: removal of (dean or director), on a motion made by Mr. Gauthier and seconded by Mr. Cote, the changes were accepted, 5-0.

XII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Initial meeting is scheduled for October 16 at 6pm.
- B. Drake Field and Facilities – Mr. Gauthier nothing
- C. Negotiating Team – nothing
- D. Foss Family Scholarship – Mrs. Adams stated the initial meeting was September 28th.

Mrs. Adams stated that Ms. Pike was there to explain what the Foss Family Scholarship is, and that there were even a few seniors in attendance. Mrs. Brown additionally commented on how great it was to see the event.

- E. Public Relations – Mrs. Goggin spoke on her delight on the turnout for the NH Fair Funding presentation that was well attended. Mrs. Goggin would like to see more of these organizations and the lawsuits that formed them brought to light for more informational context on the presentation.

XIII. BOARD COMMENT

Mrs. Adams spoke on a presentation that she recently attended at the local library by Mr. Taylor, a former agricultural leader, who stated that funding was an issue then, and it's an issue now, and that schools' have always experienced funding issues.

XIV. NEXT MEETING

The next meeting of the Board is scheduled for November 3, 2023, at 5:30 p.m. in the Pittsfield Middle High School Media Center.

Mr. Lane stated that he will ensure that the policies are included in the next meeting, including the Bid Policy as requested by Mr. Gauthier.

Mr. Gauthier stated that he would also like to see the hi-set statistics for the past five years, which he will e-mail to Principal Hamilton for clarification.

Mrs. Adams requests a non-public session for the Superintendent's evaluation.

XV. PUBLIC INPUT

Jerrica Smith would like to see the Board look into the Quaker U and how this will work for our special needs students. Ms. Smith would also like to know what the Board's thoughts and decisions were on the salaries for teachers. As both a staff person and a tax payer, hearing the gasps of 15% increases of salary, when we already an underpaid district is difficult.

Mr. Lane responded to Ms. Smith and provided her with the information that her voice would be one of power as an educator, should she choose to attend one of those meetings when those types of bills come up.

Mrs. Goggin continued to support her desire to educate the public on school funding through presentations such as the one we held, the public will be better informed to vote and make these changes.

Weston Martin inquired to the health care portion of the budget. Mr. Weston is a health practice owner in town, spoke as a biller to health insurance companies and the revenue made by them. Mr. Martin would like to know if there are any areas of which he would be able to assist the Board in helping them with this, he would love to use his knowledge and expertise to help the District.

Mr. Lane stated that he would be the contact person for this.

Sabrina Smith wanted to thank the Board for looking into the Reading and Writing Specialist

position for the District. Ms. Smith stated her concern for the implementation of the Quaker U curriculum in our District, due to their lack of accreditation.

Mrs. Smith inquired to the Board as to what the outcome was with the Open Enrollment at Prospect Mountain High School and the impact on our District.

Mr. Lane stated that we are not required to pay tuition to pay the open enrollment District, unless there is another agreement in which the two Districts would have to come to, for another legally liable reason.

Mrs. Smith asked the Superintendent to confirm that we would pay no costs for students choosing to attend the open enrollment for special education or anything else.

Mr. Lane confirmed the District would incur no costs.

Mrs. Smith spoke on her participation in the various afterschool programs and the need for some of the students to have 1:1 paraeducators.

Mr. Lane inquired to Mrs. Vary as to if the District needs to provide the students with this service for afterschool programs.

Mrs. Vary confirmed that this is a service the school is required to provide for special education students.

Mrs. Smith inquired as to what the process would be for students who are not special needs.

Mr. Lane stated that if a parent and student has a need for afterschool supports, to please reach out so that we can get them the help that they need.

Mrs. Smith thanked Mr. Lane.

Mrs. Schiff stated the District did lose four students to the open enrollment, which will affect next year's adequacy funds.

Mrs. Smith additionally thanked Mrs. White for all of her hard work at PES.

Mr. Schroth paid his appreciation to the District Team as a whole. Mr. Schroth read an article regarding climate and testing.

NON-PUBLIC RSA 193:A

On a request made by Mr. Lane to enter into a non-public session under RSA 193:A, Mr. Gauthier motions to enter a non-public, seconded by Mrs. Goggin, 5-0, at XXX p.m..

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, Director of Student Services

Subject: Board Meeting – October 19, 2023

Date: October 10, 2023

INFORMATION

Special Education

It has been a successful start to the new year. The three new case managers Melissa Catauro, Cindy Harmon, and Debbie Brooks (PT case manager, PT ODD) have had a great start getting to know the students and staff of Pittsfield. I continue to seek a 7th grade Special Education Teacher. The middle school team is working together to ensure all students are receiving the special education support they require to be successful.

Transition Project

Don Balanger, 9/10 case manager, is participating in a transition project through Southern Connecticut State University department of Special Education. This is a RCT-Random Controlled Trial research project working with 10th grade students with learning disabilities. Don will be given instructional materials, coaching sessions, and a \$750.00 stipend to participate in the project. Pittsfield School District will also be given a \$300.00 stipend at the conclusion of the project. Don will be assigned one of three instructional conditions. This project directly aligns to Indicator 13 which checks to see whether New Hampshire students with Individualized Education Programs (IEPs) who are aged 14 and above receive secondary transition planning and services that comply with the federal Individuals with Disabilities Education Act (IDEA).



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

SUPERINTENDENT'S REPORT
 October 19, 2023

The majority of time has been spent on working on the next version of the operating budget for 2024-25. On Monday October 16, Health Trust will be publishing our maximum rate for health and dental insurance coverage. At this time, it is my understanding that health insurance will increase by 18.6% and dental insurance will increase 4.6 %. I will have firm numbers on Monday the 16th. Also on that day, the administrative team will meet at 4PM. We collectively want to bring forward any modifications to the budget that will be responsible modifications. A Version 3 of the budget will be emailed to you on Monday evening along with a summary memo describing any modifications that the administrative team feels are appropriate.

I have included in the Board packet an enrollment report. The District has increased by two students in the past month with small changes occurring by grade level.

The Department of Education released the results of the State Assessment done last spring. The report that was released was difficult to navigate. I have a breakdown by grade of our results

Reading- State wide average

	#students	Level 1	Level 2	Level 3	Level 4	Proficient
Grade 3	11,410	30%	23%	24%	22%	46%
Grade 4	11,835	31%	20%	34%	20%	54%
Grade 5	11,660	26%	20%	34%	20%	54%
Grade 6	11,825	20%	27%	38%	15%	53%
Grade 7	11,475	21%	24%	39%	15%	54%
Grade 8	11,715	24%	25%	36%	15%	51%
Grade 11	10,735	20%	21%	47%	13%	60%

Pittsfield

	#students	Level 1	Level 2	Level 3	Level 4	Combined
Grade 3	30	69%	15%	15%	15	16%
Grade 4	45	60%	19%	14%	7%	21%
Grade 5	35	37%	27%	30%	6%	36%
Grade 6	35	26%	14%	40%	20%	60%
Grade 7	40	29%	35%	31%	5%	36%
Grade 8	45	29%	32%	35%	5%	40%
Grade 11	35	26%	32%	35%	9%	44%

Math
State

	#students	Level 1	Level 2	Level 3	Level 4	Proficient
Grade 3	11,475	24%	24%	30%	23%	53%
Grade 4	11,875	21%	28%	31%	20%	51%
Grade 5	11,705	31%	31%	19%	19%	38%
Grade 6	11,870	28%	30%	25%	16%	41%
Grade 7	11,495	31%	30%	21%	18%	39%
Grade 8	11,795	35%	30%	17%	18%	35%
Grade 11	10,735	28%	38%	27%	7%	34%

Pittsfield

	#students	Level 1	Level 2	Level 3	Level 4	Proficient
Grade 3	30	55%	34%	10%	9%	19%
Grade 4	45	33%	45%	17%	5%	22%
Grade 5	35	26%	23%	32%	19%	51%
Grade 6	35	32%	21%	32%	15%	47%
Grade 7	40	38%	33%	26%	4%	30%
Grade 8	45	40%	45%	11%	4%	15%
Grade 11	35	35%	45%	19%	1%	20%

Science

	#students	Level 1	Level 2	Level 3	Level 4	Proficient
Grade 5	11,685	40%	24%	23%	14%	37%
Grade 8	11,695	46%	20%	25%	9%	34%
Grade 11	9,705	41%	18%	36%	5%	41%

	#students	Level 1	Level 2	Level 3	Level 4	Combined
Grade 5	30	39%	19%	29%	13%	42%
Grade 8	45	59%	11%	24%	6%	30%
Grade 11	35	24%	24%	52%	10%	62%

I am setting up bi-monthly meetings with the District Treasurer to keep up a line of communication on financial issues in the District.

The District has received approximately \$92,000 in the Stronger Connections grant that is targeted for security and safety. I will be meeting with representatives from the DOE on Monday October 16 to go over next steps.

DJE

Pittsfield School District

BIDDING REQUIREMENTS

All contracts for, and purchases of supplies, materials, equipment, and contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. All purchases less than \$5,000 in amount may be made in the open market but shall, when possible and practical, be based on at least two competitive quotations or prices. All purchases made in the open market shall be completed after careful pricing.

When bidding procedures are used, bids shall be advertised appropriately. Suppliers shall be invited to have their names placed on mailing lists to receive invitations to bid. When specifications are prepared, they will be mailed to all merchants and firms who have indicated an interest in bidding.

All bids must be submitted in sealed envelopes, addressed to the Board, and plainly marked with the name of the bid and the time of the bid opening. Bids shall be opened at the time specified and all bidders and other persons shall be invited to be present.

The Board reserves the right to reject any or all bids and to accept that bid which appears to be in the best interest of the District. The Board reserves the right to waive any formalities in, or reject any or all bids, or any part of any bid. Any bid may be withdrawn prior to the scheduled time for the opening of bids. Any bid received after the time and date specified shall not be considered. The Board also reserves the right to negotiate with a bidder when all bids exceed the budgeted appropriation.

The bidder to whom the award is made shall be required to enter into a written contract with the District.

Services provided directly to students (for example, driver education instruction) shall not be subject to the bidding requirements specified above. Services of this nature shall be awarded by the Board based upon the recommendation of the Superintendent.

Reading: February 3, 1994
Adopted: March 24, 1994
Reviewed: October 21, 1996
August 14, 2003
September 4, 2003
Amended: September 4, 2003
Reviewed: December 4, 2008
Amended: December 18, 2008
Reviewed: February 1, 2018

Pittsfield School District

BACKGROUND INVESTIGATION AND CRIMINAL RECORDS CHECKBackground Investigation

The superintendent or his/her designee shall conduct a thorough investigation into the past employment history, criminal history records, and other applicable background of any applicant as defined in this policy. This investigation shall be completed prior to making an offer of employment, approving the contract with an individual contracting directly with the district, or approving the assignment of an employee of a contractor, a student teacher, or designated volunteer to work within the district.

The superintendent shall develop a background investigation protocol for use in completing a background investigation and shall keep a written record of all background investigations which have been completed. For the purposes of this policy, the term "applicant" shall include an applicant for employment by the district, an individual with whom the district may contract to provide services directly to students, any person identified by a contractor with the district whom the contractor proposed to assign to provide services directly to students, student teachers who are proposed to be placed in a district school, and designated volunteers.

All applicants will be subject to a criminal records history check meeting the minimum requirements of law; however, the superintendent's protocol may specify additional background check steps for specific groups of employees, such as verifying the educational achievements and employment history of an applicant for a teaching position.

The superintendent's protocol shall include a list of felonies and misdemeanors, in addition to those specified in RSA 189:13-a, V, convictions of which shall be disqualifying. The protocol shall require that an analysis be conducted of any pending charges or convictions for crimes not on the statutory list of disqualifying offenses to determine whether the applicant should be disqualified. The protocol shall take into consideration the time which has passed since the conviction, the facts and circumstances of the charge or conviction, evidence of successful rehabilitation, and an extended period of lawful behavior.

For charges pending disposition for offenses not on the statutory list of disqualifying offenses, which the applicant discloses or which come to light during the background check, the presumption of innocence shall apply; however, the superintendent shall consider all reliable information in assessing the applicant's suitability. The superintendent shall assess whether, in light of the totality of the circumstances, the pending charges or convictions raise reasonable cause to doubt the applicant's suitability for the position.

As a part of the application process, each applicant for a position shall be asked whether he/she has ever been convicted of a crime and whether there are any criminal charges pending against him/her at the time of application. The applicant will also be directed to report any criminal charges brought against him or her after the application is submitted and until either hired or notified that he or she will not be hired. The falsification or omission of any information on a job application or in a job interview including, but not limited to, information concerning criminal convictions or pending criminal charges, shall be grounds for disqualification from consideration for employment or immediate discharge from employment.

Any applicant for whom the Board requires a criminal history records check or their employer in the case of an employee of a contractor shall pay all fees and costs associated with the fingerprinting process and/or the submission or processing of the requests for the criminal history records check, unless otherwise determined by the Board.

Criminal History Records Check

Each person considered for employment must submit to a background check and a criminal history records check with the State of New Hampshire, including FBI national records. Refusal to provide the required criminal history records release form and any other required releases to authorize a background check will result in immediate disqualification and no further consideration for the position.

Volunteers

Designated Volunteers are subject to a Background Investigation / Criminal Records Check as designated in Policy IJOC. Volunteers not categorized as "designated volunteers" per Policy IJOC will not be subject to a background investigation or criminal records check.

Conditional Offer of Employment

Persons who have been selected for employment may be given a conditional offer of employment, with the final offer subject to successful completion of the State and FBI criminal history records check and a determination that there are no disqualifying pending charges or convictions.

No selected applicant for employment shall be extended a conditional offer of employment until the superintendent or his/her designee, has initiated the formal State and FBI Criminal Records Check process and a background investigation.

Any person who is offered conditional employment, by way of an individual contract or other type of letter of employment, will have clearly stated in such contract or letter of employment or approval to work within the district as a contractor or employee of a contractor is entirely conditioned upon the completion of a criminal records check and background check which is satisfactory to the District.

All persons employed under a conditional offer of employment may be covered under the District's health insurance program, at the sole discretion of the Board, and in accordance with Board policies and collective bargaining agreements, if applicable. However, any such coverage will immediately cease and will not be subject to extension under COBRA, if the Board does not tender the person with a final offer of employment by reason of application of this Policy.

Final Offer of Employment.

A person who has been extended a conditional offer of employment or conditional approval to work within the district as a contractor or employee of a contractor may be extended a final offer of employment upon completion of a criminal history records check and a background check which is satisfactory to the Board.

No person with a conditional offer of employment shall be extended a final offer of employment if such a person has been convicted of any crime listed in RSA 189:13-a, V; or where such person has been convicted of the same conduct in another state, territory, or possession of the United States, or where such person has been convicted of the same conduct in a foreign country.

In addition to the felonies listed as disqualifying in pertinent and applicable law, a person may be denied a final offer of employment if he/she has charges pending or has been convicted of any crime, either a misdemeanor or felony, provided the basis for disqualifying the candidate is job related for the position in question and is consistent with business necessity. Such determination will be made by the superintendent in accordance with the established protocol and on a case by case basis. If the superintendent chooses to nominate an applicant who has a history of conviction of a crime or with pending charges for a position that must be approved by the School Board, the Board shall be informed of that history in non-public session.

The superintendent, or his/her designee, will transmit each applicant's Criminal Record Release Authorization Form and, where inked cards are used, the applicant's fingerprint cards to the New Hampshire State Police. The State Police will then conduct the criminal history records check and will provide the superintendent with the applicant's criminal history record or confirmation that the individual does not have a record of being charged with or convicted of a crime. In accordance with RSA 189:13-a, III, only the superintendent will review the criminal history record received from the State Police and shall destroy that document as required by law.

When the District receives a notification of an employee, contractor, contractor's employee, or volunteer being charged with or convicted of a disqualifying offense under RSA 189:13-a, the superintendent's protocol, or other crime which is evidence of the individual's unsuitability to continue in their role, the superintendent shall take immediate appropriate action to remove the individual from contact with students. Employees shall be placed on paid administrative leave, if not subject to immediate

discharge. The superintendent will then take appropriate employment or other action, consistent with law and any applicable employment agreement or contract, to address the individual's ongoing relationship with the district.

Additionally, a person may be denied a final offer of employment if the superintendent becomes aware of other conduct which he/she determines would render the person unsuitable to perform the responsibilities of the position involved. Such determinations shall be made on a case-by-case basis.

Employees

Each employee shall, in a timely manner, advise the superintendent of any criminal charges brought against the employee as well as any conviction of any crime. Failure to do so shall be grounds for disciplinary action including, but not limited to, suspension and termination from employment.

Criminal charges and/or convictions of any employee shall be addressed in accordance with the guidelines provided in *Final Offer of Employment* above.

Additional Criminal Records Checks

The superintendent or Board may require a criminal history records check of any employee, an individual with whom the district has contracted to provide services directly to students, any person identified by a contractor with the district who has been assigned to provide services directly to students, student teachers who are placed in a district school, and designated volunteers at any time. In such case, the cost shall be borne by the district.

Reading:	September 2, 1997
Adopted:	September 15, 1997
Amended:	November 17, 2005
Reviewed:	January 8, 2009
Amended:	January 22, 2009
Reviewed:	June 26, 2014
Amended:	June 28, 2018
Reviewed:	June 16, 2022

Pittsfield School District

CHANGE OF SCHOOL OR ASSIGNMENT

In circumstances where the best interests of a student warrant a change of school or assignment, the superintendent is authorized to reassign a student from the public school to which he/she is currently assigned to another public school or to approve a request from another superintendent to accept a transfer of a student from another school district that is not part of the SAU, under the following conditions and procedures:

A. Manifest Educational Hardship Change of Assignment Distinguished.

When a parent/guardian believes that an initial assignment has been made which will result in a manifest educational hardship to the pupil, the parent/guardian may seek a change of assignment in accordance with provisions of RSA 193:3, 1, as the same may be amended or replaced from time-to-time, and Board Policy JEC - Manifest Educational Hardship.

B. Conditions and Procedures for Reassignment Based upon Best Interests.

1. Either the parent/legal guardian or the superintendent of a different SAU may make a written request to the superintendent for a change of school assignment. In the request, the parent/guardian should state why the best interests of the pupil warrant a reassignment.
2. The superintendent will fully consider this written request, will meet with the parent/ guardian, if necessary, and will make a determination concerning the reassignment request.
3. The superintendent's decision will be based on the best interests of the pupil, as determined by the superintendent. The superintendent may develop administrative regulations concerning the factors that will be considered in making such a determination.
4. If the superintendent determines that the best interests of the pupil warrant a reassignment, he/she will present the matter to the School Board. The board must vote to approve the reassignment before the reassignment can occur.

Upon school board approval, the Superintendent may reassign the pupil to (a) another school within the same school district; (b) another school district within the same SAU; or (c) a school district in another SAU, subject to the pupil meeting the admission requirements of such school, and subject to the agreement of the superintendent of the receiving SAU and approval of the school boards of both the sending and receiving school districts.

JCA

5. The superintendent will issue a written decision to the parent/guardian.
6. The total reassignments or transfer made under this policy in any one school year will not exceed one (1) percent of the average daily membership in residence of a school district, or five (5) percent of the average daily membership in residence of any single school, whichever is greater, unless the school board votes to exceed this limit.
7. Reassignments made under this policy that exceed the percentages provided in Paragraph #6 must have the prior written approval of the School Board.

C. Count of Reassigned Pupils, Tuition Payment and Rate, and Transportation.

Pupils reassigned under this policy will be counted in the average daily membership in residence of a given pupil's resident school district. Said pupil's resident district will forward any tuition payment due to the district to which the pupil was assigned.

The superintendents involved in the reassignment of a pupil will jointly establish a tuition rate for each such pupil. Some or all of the tuition may be waived by the superintendent of the receiving district for good cause shown or pursuant to any applicable policies of the receiving district, presuming said action is not contrary to law.

The cost of transportation for any pupil reassigned under this policy will be the sole responsibility of the parent/guardian.

D. Notice to the Department of Education.

The superintendent of the pupil's resident SAU will notify the Department of Education within thirty days of any reassignment made under this policy.

E. Special Education Placements.

A placement made relative to a student's special education needs and services shall not be deemed a change of school assignment for purposes of this section.

Adopted: January 8, 2015
Amended: November 1, 2018

Pittsfield School District

USE OF RESTRAINTS AND SECLUSIONDefinitions.

- I. "Restraint" means bodily physical restriction, mechanical devices, or any device that immobilizes a person or restricts the freedom of movement of the torso, head, arms, or legs. It includes mechanical restraint, physical restraint, and medication restraint used to control behavior in an emergency or any involuntary medication. It is limited to actions taken by persons who are school or facility staff members, contractors, or otherwise under the control or direction of a school or facility.

"Restraint" shall not include:

- a. Brief touching or holding to calm, comfort, encourage, or guide a child, so long as limitation of freedom of movement of the child does not occur.
- b. The temporary holding of the hand, wrist, arm, shoulder, or back for the purpose of inducing a child to stand, if necessary, and then walk to a safe location, so long as the child is in an upright position and moving toward a safe location.
- c. Physical devices, such as orthopedically prescribed appliances, surgical dressings and bandages, and supportive body bands, or other physical holding when necessary for routine physical examinations and tests or for orthopedic, surgical, and other similar medical treatment purposes, or when used to provide support for the achievement of functional body position or proper balance or to protect a person from falling out of bed, or to permit a child to participate in activities without the risk of physical harm.
- d. The use of seat belts, safety belts, or similar passenger restraints during the transportation of a child in a motor vehicle.
- e. The use of force by a person to defend himself/herself or a third person from what the actor reasonably believes to be the imminent use of unlawful force by a child, when the actor uses a degree of such force which he/she reasonably believes to be necessary for such purpose and the actor does not immobilize a child or restrict the freedom of movement of the torso, head, arms, or legs of any child.

2. "Medication restraint" occurs when a child is given medication involuntarily for the purpose of immediate control of the child's behavior.
3. "Mechanical restraint" occurs when a physical device or devices are used to restrict the movement of a child or the movement or normal function of a portion of his/her body.
4. "Physical restraint" occurs when a manual method is used to restrict a child's freedom of movement or normal access to his/her body.
5. "Seclusion" means the involuntary placement of a child alone in a place where no other person is present and from which the particular child is unable to exit, either due to physical manipulation by a person, a lock, or other mechanical device or barrier. The term shall not include voluntary separation of a child from a stressful environment for the purpose of allowing the child to regain self-control, when such separation is to an area which a child is able to leave. Seclusion does not include circumstances in which there is no physical barrier between the child and any other person or the child is physically able to leave the place. A circumstance may be considered seclusion even if a window or other device for visual observation is present, if the other elements of this definition are satisfied.

Procedures for Managing the Behavior of Students. The superintendent or his / her designee is authorized to establish procedures for managing the behavior of students. Such procedures shall be consistent with this policy and all applicable laws. The superintendent or his / her designee is further authorized to establish any other procedures necessary to implement this policy and/or any other legal requirements.

Circumstances in Which Restraint May Be Used. Restraint will only be used to ensure the immediate physical safety of any person when there is a substantial and imminent risk of serious bodily harm to the student or others. Restraint will only be used by trained school staff. Restraint will not be used as punishment for the behavior of a student.

Restraint will not be imposed for longer than is necessary to protect the student or others from the substantial and imminent risk of serious bodily harm. No period of restraint of a student may exceed fifteen minutes without the approval of a supervisory employee designated by the director of student services to provide such approval. No period of restraint of a student may exceed thirty minutes unless an assessment of the mental, emotional, and physical well-being of the student is conducted by a trained and authorized employee.

Circumstances in Which Seclusion May Be Used. The Board recognizes the statutorily imposed conditions of seclusions and hereby adopts those conditions as defined by RSA 126-&:5-b. Seclusion may only be used when a student's behavior poses a substantial and imminent risk of physical harm to the student or others. Seclusion will only be used

by trained school staff. Seclusion will not be used as a form of punishment for the behavior of a student.

Prohibition of Dangerous Restraint Techniques. The Board recognizes and hereby prohibits the use of “dangerous restraint techniques” as defined in RSA 126-U:4.

Reporting Requirements and Parental Notification. In the event restraint or seclusion is used on a student, the dean of operations will, no later than the end of the school day, verbally notify the student’s parent / guardian of the occurrence.

The dean of operations will, within five business days after the occurrence, submit a written notification / report to the superintendent. The notification shall contain all the requirements and information as mandated by RSA 126-U:7, 11. The superintendent may develop a reporting form or other documents necessary to satisfy these reporting requirements.

Unless prohibited by court order, the superintendent or his / her designee will, within two business days of the receipt of the notification required in the above paragraph, send by first class mail to the child’s parent / guardian the information contained in the notification / report. Each notification / report prepared under this section shall be retained by the school for review in accordance with the State Board of Education rules and the Department of Health and Human Services rules.

If a school employee has intentional physical contact with a student in response to a student’s aggressive misconduct or disruptive behavior, director of student services or the dean of operations will make reasonable efforts to inform the student’s parent / guardian as soon as possible, but no later than the end of the school day. The director of student services or dean of operations will also prepare a written report of the incident within two business days of the incident. The report will include information required under RSA 126-U:7, V.

Transportation. The district will not use mechanical restraints during the transportation of children unless case-specific circumstances dictate that such methods are necessary.

Whenever a student is transported to a location outside the school, the superintendent or his / her designee will ensure that all reasonable and appropriate measure consistent with public safety are made to transport or escort the student in a manner which prevents physical and psychological trauma, respects the privacy of the student, and represents the least restrictive means necessary for the safety of the student.

Whenever a student is transported using mechanical restraints, the superintendent or his / her designee will document in writing the reasons for the use of mechanical restraints.

Reading: September 9, 2010
Adopted: September 22, 2010
Amended: November 20, 2014
Reviewed: December 20, 2018
Amended: November 7, 2019
Reviewed: February 3, 2022

Pittsfield School District

MINUTES

Under RSA 91-A, the School Board and each of the School Board's committees (whether standing or ad hoc, or whether deemed a sub-committee or an advisory committee) is required to keep minutes for every "meeting" as defined under RSA 91-A:2, I. As used below, "Board" shall mean and include the district School Board and each such Board committee.

The Board will keep a record of the actions taken at Board meetings in the form of minutes. At a minimum, all minutes, both public and non-public, shall include:

1. The names of all members participating;
2. The names of persons appearing before the School Board (any persons other than Board members who address the Board or speak at the meeting);
3. A brief description of each subject matter discussed;
4. Identification of each member who made a first or second of any motion;
5. A record of all final decisions;
6. When a recorded roll call vote on a motion is required by law or called for by the chair (or other presiding officer), a record of how each Board member voted on the motion; and
7. In the event that a Board member objects to the subject matter discussed by the Board, if the Board continues the discussion above the member's objection, and upon request of the objecting member, then – and irrespective of whether the discussion and objection occurred in public or in non-public session – the public minutes shall also reflect (a) the objecting member's name, (b) a statement that the member objected, and (c) a "reference to the provision of RSA 91-A:3, II that was the basis for the discussion.

Copies of the draft minutes of a meeting will be sent to members of the Board before the meeting at which they are to be approved. The preceding sentence, however, shall not apply to minutes of non-public sessions when the Board has sealed such minutes by a recorded roll call vote taken in public session with two-thirds of the Board members present supporting the motion. Drafts of non-public minutes will be provided to the Board either at the conclusion of the non-public session and may be approved at that time – prior to any vote to seal, or provided to the Board in advance of the meeting at which they are to be approved.

BEDG

Draft minutes of all public meetings, clearly marked as drafts, will be made available for public inspection no later than five business days after each public session. Minutes of non-public sessions shall be kept as a separate document. Draft minutes for all non-public sessions will be made available for public inspection within seventy-two hours after the non-public session, unless sealed in accordance with the procedure described above.

Notes and other materials used in preparation of the minutes must be retained until the minutes are approved or finalized.

All minutes, including draft minutes, will be kept in accordance with RSA 91-A:2 and RSA 91-A:3 and will be held in the custody of the superintendent.

Approved minutes, except for those non-public minutes which are sealed, shall be consistently posted on the district's website in a reasonably accessible location. Draft minutes will be available for inspection at the district administrative offices.

Sealed minutes shall be reviewed periodically and unsealed by majority vote of the Board if the circumstances justifying sealing the minutes no longer apply. The superintendent shall identify and bring to the Board's attention minutes which have been sealed because disclosure would render the proposed action ineffective where the action has been completed and the minutes no longer need to be sealed. The superintendent will also identify any other sealed minutes where the justification for sealing no longer applies due to the passage of time. Generally, non-public session minutes sealed because divulgence of the information would likely affect adversely the reputation of a person other than a member of the School Board will remain sealed.

Adopted: July 11, 2019

IHBAA

Pittsfield School District

**EVALUATION REQUIREMENTS FOR CHILDREN WITH SPECIFIC
LEARNING DISABILITIES**

The District will ensure that all evaluation requirements for children with learning disabilities are evaluated consistent with applicable state and federal laws and regulations. All staff, students, parents and other interested persons are directed to the New Hampshire Department of Education Special Education Policies and Procedures Manual.

Adopted: October 16, 2014
Amended: September 20, 2018