



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, November 16, 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 November 2, 2023
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES
 - a. Referral Process
8. SUPERINTENDENT OF SCHOOLS
 - a. Budget, Version 4
 - b. Draft Letter to NH Board of Education
 - c. Multi-Tiered Student Support System
 - d. Para-educator Professional Development with Tobi Chassie
 - e. Right to Know Request
9. SCHOOL BOARD
 - Information & Discussion
 - Policies – Second Read
 - i. KFA, Public Conduct on School Property
 - ii. KCD, Public Gifts and Donations
 - iii. KDA, Public Information Program
 - iv. DJE, Bidding Requirements
 - v. GBCD, Background Investigation and Criminal Records Check
 - vi. JCA, Change of School or Assignment
 - vii. JKAA, Use of Restraints or Seclusion
 - viii. BEDG, Minutes
 - ix. 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
November 2, 2023
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: Bryan Lane, Superintendent
Charlene Vary, Director of Student Services
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:

ALICE Training (Mrs. Goggin)

IV. ACTION ON AMENDED AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous meeting from October 19, 2023 were considered, changes include:

Correction of tenses; page 2, VI, paragraph 3, correct “Mr. Schroth asked the”; page 3, VII, B, last paragraph, correct proficiency spelling; page 4, paragraph 3, remove as to, paragraph five, change inquired to asked, paragraph 11, change inquired to asked about; page 5, B., paragraph 3, change difficulty to rigor, page 7, XIV, correct motion and moved.

On a motion made by Mrs. Schiff and seconded by Mrs. Goggin, the changes were approved, 4-0.

The minutes from the previous non-public meeting from October 19, 2023 were considered, changes include: correction of tenses.

On a motion made by Mrs. Goggin and seconded by Mrs. Schiff the changes were approved, 4-0.

VI. PUBLIC INPUT

None at this time

VII. PES PRINCIPAL

- A. WIN BLOCKS - Mrs. White shared the details of the WIN Block, which is a specified block of time that the students have to get support for any academic area of concern.
- B. PROFESSIONAL DEVELOPMENT - Mrs. White spoke on the various professional development trainings that have been held in alignment for the district’s specific student needs.

Erin Moore held a Responsive Classroom Management training for our educators to create positive, engaging, and respectful classrooms. Kathy Collins held a Readers Writers Workshop that was focused on student engagement in reading and writing. The paraeducators were provided professional development on how best to guide students through their academic challenges as well as behavioral challenges.

- C. CURRICULUM – Mrs. White informed the Board that the District is currently vetting six potential companies to assist in the implementation of our new reading curriculum.
- D. STAFFING – Mrs. White spoke to the addition of the Title I Reading Teacher as well as the Behavior Interventionist at PES and their integral roles and contributions to PES.
- E. MENTORSHIP PROGRAM – Mrs. White spoke with enthusiasm as to the success of the mentorship program thus far and the number of staff that want to be involved and grow in their roles at PES.
- F. STAFF OBSERVATION ACCORDING TO PG&E – Mrs. White informed the Board of the staff observations that are occurring at PES and the goals that are identified through conducting them.
- G. CLIMATE AND CULTURE AT PES – Mrs. White spoke to the improving climate and culture that not only she but our community members and families are noticing and making mention of as well.
- H. BEHAVIOR TEAM MEETINGS – Mrs. White informed the Board that the behavior team, which includes the Student Support Center staff, guidance counselor, behavior

specialist and administration, are conducting weekly meetings to discuss the behaviors, individualized support and teamwork that can help in rectifying them.

- I. SOCIAL-EMOTIONAL SUPPORTS – Mrs. White spoke to the Board regarding the various community agencies that PES is collaborating with to address the needs of our students.
- J. EVACUATION DRILLS – Mrs. White informed the Board that PES is actually ahead of schedule for the mandatory evacuation drills due to some unforeseen events at the school recently.
- K. LOCKDOWN DRILLS – Mrs. White informed the Board that the first scheduled lockdown drill was postponed due to the events in Lewiston, Maine this week and the need to nurture the children’s social emotional needs during this difficult time. Mrs. White spoke on the ongoing drills as well as the Emergency Operations Plan review that was held on October 12.
- L. BEHAVIOR RESPONSE PROTOCOLS – Mrs. White and Mr. Hamilton facilitated an Emergency Management Team meeting which included all district staff in attendance to collaborate and review the District’s Behavior Response Protocols to ensure that we are in compliance. Mrs. White thanked Mr. Hamilton for his continuous support and on-going sharing of knowledge as she settles into her role.
- M. UPCOMING EVENTS – Mrs. White provided the Board with a Calendar of Upcoming Events for PES.

Mr. Gauthier thanked Mrs. White and Mrs. Kelly for their attendance at the Trunk or Treat event.

VIII. PMHS ASSISTANT PRINCIPAL

- A. BROWNE CENTER TRIP - Mrs. Brown addressed the Board in regard to the annual trip to the Browne Center that was attended by our sixth and ninth grade students. Mrs. Brown shared the various areas of teamwork and development that the students engaged in during their trip there.
- B. COLLEGE & UNIVERSITY FIELD TRIPS – Mrs. Brown shared the three locations that are scheduled to be visited during the month of November.
- C. END OF THE FIRST QUARTER & FALL CONFERENCES – Mrs. Brown informed the Board that tomorrow marks the end of the first quarter, and progress reports are set to be distributed to students and families. Mrs. Brown shared the upcoming conference window and the student-led method of which the conferences are conducted.
- D. PROFESSIONAL DEVELOPMENT – Mrs. Brown shared the meeting schedules for professional development for the months of September, October and November, and how these tie into our School Improvement Plan.
- E. SCHOOL SAFETY DRILLS – Mrs. Brown spoke on the importance of our school safety and the various drills that are conducted at PMHS to ensure that the students and staff are informed and prepared in those scenarios.

- F. SCHOOL SECURITY ASSESSMENT – Mrs. White stated to the Board that the NH Department of Homeland Security is scheduled for November 15. The three topics of focus are assessing control, surveillance and emergency alerts. HSEM will provide a detailed report after they conduct their assessment.

Mrs. Adams inquired to Mrs. Brown as to how many students took advantage of the SAT and P-SAT exams that were held at PMHS. Mrs. Brown stated that there were 21 students that took the SATs, and there were 19 students, with 8 of those students needing a retake and 6 of the 8 completing the exam. Mrs. Adam thanked Mrs. Brown for the information.

IX. SUPERINTENDENT

- A. BUS TRANSPORTATION –Mr. Lane provided the Board with an update as to the bus situation for the District.
- B. TEST SCORE DISAGGREGATION – Mr. Lane provided the Board with a breakdown of the sub-groups as requested by Mrs. Goggin for the New Hampshire State Assessment scores.
- C. TOBI CHASSIE – Mr. Lane informed the Board that Mrs. Chassie will be coming into the District to train the special education staff on best practices for paraeducators in student management.
- D. BUDGET – Mr. Lane provided the Board with the most recent version of the budget for the Board to review for changes and or approval.

Mrs. Adams inquired as to the possibility and impact of removing the school board paid positions of roughly \$5,400 from the budget.

Mr. Lane stated that this removal would not make enough of an impact. Mr. Lane additionally stated the he does believe that these stipends are included in a Board policy and therefore would need to be discussed by the school board.

Mrs. Adams inquired as to what the General Supplies were in the budget.

Mr. Lane responded that this was for paper, copying, postage, envelopes, and other supplies for the SAU.

Mrs. Goggin inquired as to the reduction in the CRTC program budget.

Mr. Lane stated that this was due to student enrollment as well as their program selection and level.

Mr. Gauthier inquired as to what the enrollment is for the CRTC program.

Mrs. Brown stated there are 14 students enrolled in CRTC programs.

Mr. Gauthier inquired as to if there was a cap for enrollment at CRTC.

Mrs. Brown stated that she was unsure and unable to provide an answer at this time.

Mrs. Adams inquired to Mr. Lane as to where the number for the regular education transportation line came from as we have not received in the bids to calculate this.

Mr. Lane stated that he budgeted for a 9% increase as that is what he was communicated it would be from our current contracted transportation company.

Mr. Gauthier asked about line item 579, Building Maintenance, Other Energy increase in the budget.

Mr. Lane stated that due to the extensive work to the heating and boiler systems, he was unable to calculate the projected usage with the likely cost savings that we would incur, and budgeted based off the previous years to be safe.

Mrs. Adams asked if the district would see an increase in revenues due to the grant funded positions.

Mr. Lane confirmed that there are five staff members currently paid from grants and that he would provide this information to the Board at the next meeting.

Mr. Gauthier shared his analysis of the budget and the areas he believes could be level budgeted to create a \$33,530, which is roughly 4%. This would include the general funds for supplies for specific departments, field trips, principal dues and some books.

Mr. Lane informed the Board that we currently have a credit with our workman's comp account, but that he would not recommend writing that out of the budget due to the risks of some of the staff members' roles and functions. Mr. Lane additionally advised against reducing the amount of general supplies for the custodians.

Mr. Gauthier inquired to the rest of the Board as to their thoughts on voting on the budget this evening.

Mrs. Adams stated she would like additional time to review the budget.

Mr. Gauthier asked Mr. Lane if we have the final revenue numbers from the NHDOE yet.

Mr. Lane stated the we have not received them yet.

Mr. Gauthier tabled the vote for the budget until November 16, 2023.

E. LETTER TO NEW HAMPSHIRE STATE BOARD OF EDUCATION

Mr. Lane provided the Board with a copy of the letter the Board tasked him with drafting to the New Hampshire State Board of Education in regard to PragerU Curriculum in New Hampshire Public Schools.

X. SCHOOL BOARD

- A. Policies – Review for Legislative Change
 - i. KFA, Public Conduct on School Property
 - ii. KCD, Public Gifts and Donations
 - iii. KDA, Public Information Program
 - iv. DJE, Bidding Requirements

- v. GBCD, Background Investigation and Criminal Records Check
- vi. JCA, Change of School or Assignment
- vii. JKAA, Use of Restraints of Seclusion
- viii. BEDG, Minutes
- ix. IHBA, Evaluation Requirements for Children with Specific Learning Disabilities
- x. Nursing Mothers Accommodation Policy – Mrs. Adams informed the Board and Superintendent that there is a new law requiring accommodations for nursing mothers returning to the workplace. Mrs. Adams stated there was no language or recommendations suggested, and that she would look into more information regarding the requirements.

B. ALICE TRAINING – Mrs. Goggin presented her knowledge of the ALICE Training and her desire to have this done within the District. Mrs. Goggin shared the statistics of the importance of the ALICE training for evacuation rather than the traditional lockdown drills for the safety and security of our staff and students. Mrs. Goggin stated that she believes there are members of the Pittsfield Police Department that are ALICE trained and could assist in the implementation of this within the school district.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams provided an update as to the happenings and schedule for the Budget Committee. November 29th is the first official meeting, the Town Deliberative meeting is scheduled for Saturday, February 3, 2024 with a snow day of February 5, 2024.
- B. Drake Field and Facilities – Mr. Gauthier nothing at this time.
- C. Negotiating Team – nothing at this time.
- D. Foss Family Scholarship – Mrs. Adams nothing at this time.
- E. Public Relations – Mrs. Goggin shared her appreciation for the hard work and turnout at the Trunk-or-Treat event. Mrs. Goggin notified the Board that she and Mr. Lane had received communications from the NH Fair Funding Project inviting the District to participate in the budget exercise in regards to grants and funding and how that would impact our budget.

XII. NEXT MEETING

The next meeting of the Board is scheduled for November 16, 2023, at 5:30 p.m. in the Pittsfield Middle High School Media Center.

There will be no new policies for first reading at this meeting.

XIII. BOARD COMMENT

Mr. Gauthier stated that there will be a Board vacancy due to a Board Member relocating out of the state and that this position would need to be posted for interested parties.

XIV. PUBLIC INPUT

Chris Smith inquired to Mr. Lane as to who is responsible and what the process is for reviewing the safety and security protocols for the District.

Mr. Lane shared the details of the role and responsibilities of the IT Manager to monitor the maintenance cycle, replacement and overall review process of the security features of all buildings.

Mr. Smith further inquired to the Board as to what the process would need to be to investigate other health insurance carrier options for the District to see if there was a cost savings to be found for this line item in the budget.

Mr. Lane stated that he would gladly reach out to the other insurance companies to find out what their increase percentage is in comparison to HealthTrust. Mr. Lane stated that over a five-year period that there has only been a 6% increase in the health insurance costs for the District.

Mr. Smith stated that he would like to see this done out of good faith to ensure that the District is looking into finding cost savings where it can.

Mr. Lane stated for transparency sake, that he would research the rates and increases from other carriers. Mr. Lane further stated that we are obligated to provide our current health insurance plan per the master agreement and that in order to change this, it would need to be done during the negotiations process.

Mr. Smith inquired to Mr. Lane as to whether or not there was a guide for the GL codes and sub groups for the budget line items to be better defined.

Mr. Lane stated that he would create a legend for the budget committee, Board and public to use to when viewing the budget.

Mrs. Goggin thanked Mr. Smith for sharing his concern regarding the health insurance. Mrs. Goggin stated that there is often a sticker shock associated with the health insurance rates for public schools, but that these benefits are often a huge factor in the person accepting a job offer and staying within a certain district.

XV. ADJOURNMENT

A motion was made by Mr. Gauthier and seconded by Mrs. Goggin to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 7:15 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 – November 16, 2023

Date: November 9, 2023

INFORMATION

Referral process

1. Referral

Parents or Teachers can refer a student to the special education team when they have concerns about the academic progress their child is making in the classroom. A referral form is used to gather information about the student. This includes:

- Concerns (academic or other),
- Summary of the strengths, talents, and interests of the student,
- Any other relevant information.

Typically parents start by talking to the classroom teacher or advisor. The teacher will then forward the verbal request to the grade level Special Education Teacher. The Special Education Teacher or the special ed administrative assistant will send the parent a short referral form to fill out. Once the completed form is received it is date stamped and the clock begins ticking. If the request is in writing the letter is date stamped, then the time begins. The grade level Special Education Teacher has 15 business days to schedule a team meeting with the parents to discuss their concerns. The team includes parents, classroom teacher, Special Ed Teacher, Speech Pathologist, Occupational Therapist, School Psychologist, and anyone else who has knowledge of the student. The parents can also invite any outside agencies who work with or have knowledge of the student.

When teachers make a referral to Special Education data is collected which includes general information from parent section along with :

- Primary academic concerns

- Primary functional concerns, in what settings for the concern(s) appear most/least often
- Teacher observations in the areas of: Physical, Communication , Participation, and Social
- Background information: Attendance, Discipline Records, Health/Medical
- State/District Testing and Classroom Level Assessments: Reading, writing, math
- Interventions that have been tried with fidelity
- Progress monitoring data and present performance

2. Evaluations

At the referral meeting the team will decide if further evaluations are needed. Parents' written permission is required for any evaluations. Evaluations will be completed within 60 calendar days from the date parents sign in agreement to the evaluations. Evaluations will be completed at school during the day. Parents will receive copies of the evaluations 5 days prior to the eligibility meeting, unless otherwise stated.

3. Determination of Eligibility

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

4. Development of the Individual Education Plan (IEP)

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

5. Determination of Placement

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

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

- Have a disability and, as a result of that disability...

- Need specially designed instruction in order to make progress in school.

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

Disability Classification

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

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

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



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SUPERINTENDENT’S REPORT
 November 16, 2023

As of the writing of this report on November 9, there have been no additional requests for information from the Board regarding the budget. The Administration continues to look through the budget and at this time cannot recommend any additional reductions beyond the \$399,558 brought forward to the board with the last version of the budget on November 2. The current proposed budget is \$10,921,787.05. This is an increase of \$541,869.05 over the current operating budget representing a 5.22% increase.

Estimates on revenue for the budget are as follows:

Grant	2022-23	2023-24	2023-24 Budgeted	Estimated 2024-25	Variance
IDEA/PS	\$180,059	\$181,655	\$120,000	\$253,816	\$133,816
Title I	\$271,255	\$356,696	\$342,883	\$356,696	\$ 13,813
Title II	\$ 48,989	\$ 54,281	\$ 42,137	\$ 54,000	\$ 11,863
Title IV	\$ 27,353	\$ 32,493	\$22,909	\$ 32,493	\$ 9,584
Title V	\$ 11,255	\$ 9,570	\$10,790	\$ 9,500	(\$ 1,290)
Total					\$ 167,789

The increase in IDEA came after a discussion with Lisa Moody at the DOE and information that came in a spread sheet on September 29, 2023. Hard copies will come to the Board on this meeting.

	2023-24 Actual	2024-25 Estimated	Variance
Adequacy/SWEPT	\$5,321,188	\$5,137,542	(\$183,646)

I will have firm numbers from the DOE on November 15.

I have contacted Barrett Christina in regard to the letter drafted stating the Board’s objection to continued approval of the personal finance curriculum from Prager U. approved by the DOE. I am waiting to hear back from him in regard to other Districts that may have a similar interest.

On November 9, the District Leadership Team met with a DOE representative, Stefanie King, to speak about Multi-Tiered Students Support system for behavior. (MTSS-B) This is a systemic approach to finding strategies to deal with student behavior based on local district data. This would

allow us to look at our issues and our resources to come up with straggles to meet our student's needs. We will be meeting in the next month to discuss next steps.

The District is looking to contract with Tobi Chassie to provide professional development for our para-educators. The training will occur on Wednesdays during PD time for staff. The sessions will begin with a meeting with the staff to see what their need are. From there, beginning in January, there will be 10 sessions held through March to work with our staff to give them a skill set to work productively with our students. The professional development will be financed through the Title II Grant.

The District has received a Right to Know Request from a group called American Transparency out of Boca Raton, Florida. This organization has requested a list of all payment transactions for the fiscal year 2022-23. This is basically a year-long check register. It is likely that this request went out to all School Districts in the state. I have reached out to legal counsel to confirm that we need to comply.

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

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

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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, I, 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.

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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 SECLUSION

Definitions,

1. “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.

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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

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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 of his / her designee will document in writing the reasons for the use of mechanical restraints.

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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.

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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

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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
Reviewed: February 2, 2023