



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, January 18, 2024
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 January 4, 2024 November 16, 2023, December 7, 2023 &
5. PUBLIC INPUT
6. STUDENT REPRESENTATIVE
7. DIRECTOR OF STUDENT SERVICES
 - a. Disabilities
8. SUPERINTENDENT OF SCHOOLS
 - a. Per Pupil Expenditure from the 2021-22 School Year
 - b. Public Hearing – Budget Committee
 - c. January 9th Fire Department Visit, Propane Monitors
 - d. Town & School District Budgets/Payment Distribution
 - e. School District Warrant
 - f. Enrollment Report
9. SCHOOL BOARD
 - a. Information & Discussion
 - i. Policies – First Read
 1. KEB, Resolution of Disputes between Individuals and the School District
 2. EB, Safety Program
 3. BBAA, School Board Member Authority
 4. BHE, School Board Use of Email
 - ii. Policies – Second Read
 1. EHB, Records Retention and Disposal Schedule
 2. JFA, Residency
 3. JFA-R, Residence – Legal Requirements
 4. GCQC, Resignation of Instructional Staff Members
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 16, 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
Charlene Vary, Director of Student Services
Derek Hamilton, PMHS Principal ? or Melissa?
Kristen White, PES Principal
Members of the Public

Chairperson Gauthier opened the meeting at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE led by Mr. Gauthier.

III. AGENDA REVIEW

- a. The following items were added to the agenda:
 - i. Transportation contract (Mr. Lane)
 - ii. Update on staffing (Mrs. Vary)

IV. ACTION ON AMENDED AGENDA

On a motion made by Mrs. Schiff, and seconded by Mr. Cote, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

- The minutes from November 2, 2023 were considered, and changes included:
page 2;
- Spelling of CURRICULUM;
- Staff who want to be involved; page 3;
- PG&E is Professional Growth and Evaluation; page 3;
- Emergency Management Team meeting on October 25th; VIII C. student -led method which the conferences are conducted; page 4 ;
- Mrs. Brown stated . . .Homeland Security Assessment, IX. A. bus ridership numbers for the District. D. 4th paragraph, general supplies (no caps); p. 5 ;
- Mrs. Adams asked Mr. Lane where . . .not yet received; p. 6 ;
- Mrs. Goggin shared the importance of the Alice training.

VI. PUBLIC INPUT – none at this time

VII. DIRECTOR OF STUDENT SERVICES

There was a third grade resignation – Jaqueline A. Malley. Ms. Vary has reached out to two different agencies to find replacements for special education paras. Mr. Gauthier made a motion to accept Ms. Malley’s resignation, seconded by Mrs. Schiff. The Board voted unanimously to also accept para resignations Emily Williams and Claire Drew, with thanks.

Mrs. Vary described the referral process used when there are concerns about the academic progress or sometimes behavior issues their child is having in the classroom. A referral form is used to gather information about the student.

The steps are: referral, evaluations, determination of eligibility, development of the individual education plan (IEP), and determination of placement. Mrs. Vary also shared that in order to be eligible for special education, a child must be identified with a disability in at least one of an included list of 13 areas.

VIII. SUPERINTENDENT OF SCHOOLS

Mr. Lane shared that at this time there were no questions from the Budget Committee regarding the proposed budget. The budget as it is presented to the budget committee stands at \$10,921,787.05, a 5.22%

Mr. Lane has contacted the Executive Director of the NH School Boards Association, Barrett Christina, regarding the Board's letter to the State School Board regarding the Prager U. curriculum. The Superintendent is waiting to hear back from the NHSBA.

Mr. Lane described meeting with a DOE representative and the Administrative Leadership team regarding a multi-tiered student support system for behavior to meet the needs of students who struggle to regulate themselves during the school day. More information is to come.

The District is looking into contracting with Tobi Chaisse for Para educator professional development to occur January through May.

The District has received a right to know request from a Florida organization requesting financial records. Mr. Lane is reaching out to legal counsel to see what obligations the District has in this matter.

IX. SCHOOL BOARD

Second Read on the following policies:

- KFA, Public Conduct on School Property; KCD, no action;
- KCD Public Gifts and Donations:
 - Proposed amendment" The Superintendent may accept gifts in the amount of \$1,000 or less. Gifts in excess of \$1,000 may only be accepted by the Board. Additionally, gifts in the amount of \$10,000 or more shall require a Public Hearing. For gifts less than \$10,000, the Board will post a notice of the gift in the Board agenda;
 - Motion by Mr. Cote second by Mr. Gauthier to approve the policy as amended.
 - Vote 5-0 to approve the motion.
- KDA, Public Information Program, no action;
- DJE, Bidding Requirements, no action;
- GBCD, Background Investigation and Criminal Records Check;
 - Proposed amendment: Include "Bus Drivers" the list of those who receive background checks.
 - Motion made by Mr. Cote, second by Mrs. Adams to approve the policy as amended.
 - Vote 5-0 to accept the motion.
- JCA, Chang of School or Assignment, no action;
- JKAA, Use of Restraints or Seclusion, no action'
- BEDG, Minutes, no action;

- IHBAA, Evaluation Requirements for Children with Special Learning Disabilities
 - Proposed amendment.” District will ensure that all screening (added) and evaluation requirements”
 - Motion by Mr. Gauthier, seconded by Mrs. Adams to approve the policy as amended.
 - Vote 5-0 to approve the amendment.

X. COMMITTEE ASSIGNMENTS

BUDGET COMMITTEE – Mrs. Adams shared that on November 29 the Committee will begin with a review of the smaller departments.

DRAKE FIELD & FACILITIES – Mr. Gauthier – nothing at this time
 NEGOTIATIONS – nothing at this time

FOSS FAMILY SCHOLARSHIP – Mrs. Adams – nothing at this time
 PUBLIC RELATIONS – Mrs. Goggin

XI. PLAN AGENDA FOR NEXT MEETING

Mrs. Schiff will not be in attendance.

XII. BOARD COMMENT – none at this time

XIII. PUBLIC INPUT – none at this time

XIV. ADJOURNMENT at 7:12 p.m. by a motion made by Mr. Cote, and seconded by Mrs. Goggin, and unanimously approved by the Board.

DRAFT MINUTES BY THE PITTSFIELD SCHOOL BOARD
STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT # 51

MINUTES
Pittsfield School Board
December 7, 2023

Pittsfield Middle High School Library Media Center

I. CALL TO ORDER

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

Others Present: Bryan Lane, Superintendent
Charlene Vary, Director of Student Services
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Assistant Principal
Kristen White, PES Principal
Members of the Public

Chairperson Gauthier opened the meeting at 5:31 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:

Rescinding of September 21 non-public minutes and approval of October 5 non public minutes (Mrs. Adams)
Non Public Session, Warrant Articles, Policy IKJ, school funding court decision (Mr. Lane)

IV. ACTION ON AMENDED AGENDA On a motion made by Mr. Gauthier and seconded by Mrs. Goggin
Vote 4-0 to approve the motion

V. Public Input- No public input

VI. Student Representative- Mr. Hamilton states that the site council is discussing parking lot proposal for senior parking.

VII. APPROVAL OF PREVIOUS MEETING MINUTES

Superintendent explains that the non-public minutes previously approved for September 21 occurred on October 5.

On a motion by Mr. Gauthier second by Mrs. Goggin, the non-public minutes from September 21, 2023 were rescinded, Vote 4-0

On a motion by Mr. Gauthier, second by Mr. Cote the non-public minutes from October 5, 2023 were approved as presented, vote 4-0.

VIII. PES ADMINISTRATION – Kristen White

- Mrs. White describes the good work done between the buildings and appreciates the cooperation that occurs consistently.
- Describes the events of World Kindness Day.
- Collections of cereal boxes for food pantry, great deal of pride in the kids to work together.
- Describes significant growth in reading levels for Title 1 students and kindergarten.
- Describes the WIN “What I Need” initiative to help students.
- Using time at the end of the day to get every minute of time to work with students.
- Scholastic Book Fair was a big success, many thanks to the PTO for their efforts.
- Description of the Student Success Center on how they are working with students. Lunch bunches are offered to all student to see SSC is a positive environment. Students can be referred or may go to find their way through the school day. Number of referrals are decreasing. Describes “color zones” that help students identify needs during the school day.
- Goes over the calendar of upcoming events.

Mr. Cote inquired regarding SSC and ALMA referrals, how are they categorized? Mrs. White replies that SSC referrals are for students who need help in regulating their day. ALMA referrals are those that require a student consequence. Mrs. White is encouraged by the number of referrals decreasing and student who are recognizing that they need to regulate their behavior during the school day

Mr. Cote inquired regarding Title I progress report. How do you interpret the larger growth in lower grade levels than in higher grade levels. Mrs. White responds that the younger students are experiencing basic skills vs. more complex skills of older students. There is also a timing issue in getting access to additional assistance in grade 5 for instance.

Mrs. Goggin adds that early interventions are helpful in decreasing gaps that exist with younger students than older students. Decoding skills are harder to recoup in older students vs. more basic skills in lower grades.

Mr. Cote inquires what are the effects of staffing. Mrs. White expresses that she is encouraged by the efforts of staff working outside the classroom time including the teacher's lunch.

IX. PMHS ADMINISTRATION- Derick Hamilton

- a. Mr. Hamilton asks for the Board to give permission for the senior class trip to occur this spring in Bingham, Maine. Costs will be approximately \$150 per students which would be offset by fund raising. . Motion by Mr. Gauthier, seconded by Mrs. Goggin.

Mr. Cote requires if there are GPA requirements. or graduation requirements for a student to qualify to go on the trip. Mr. Hamilton clarifies that as long as a student is on track to graduate, they are eligible. There is discussion that take place for those students who are at risk of not completing graduation requirements on time to determine if going on the trip is prudent.

Mr. Cote inquires if there are any reservations regarding, the trip. Mr. Hamilton has none.

Vote 4-0

- b. Mr. Hamilton reviewed the results of the fire inspection. There were few issues and they have been addressed. Compared to inspections of the past, this was a very positive report.
- c. Mr. Hamilton describes that PMHS was one of 11 schools in NH that exited status for needing improvement. The school is in good standing with the DOE. Recognition with the staff and students are upcoming as well as a community announcement.
- d. Mr. Hamilton discusses Granite State Edvantage and the college presentations made to students and families. Mrs. Brown was extremely happy with the turnout.
- e. Fall conferences participation data include 205 of 252 students participated in fall student led conferences. This is an increase of 5% over the previous year. Mr. Hamilton Commends the 7th and 8th grade teams. Mr. Hamilton presents an example to the Board and public.
Mrs. Adams inquired what grade levels of student involved. Mr. Hamilton indicates that this will result in a portfolio of work for students in their careers at PMHS. Mrs. Goggin commends these efforts because it is a great opportunity for students as individuals to show their learning.
- f. Mr. Hamilton will be sending out a notification of the NEASC report with our continuing accreditation status and the continuous improvement plan for instructional practices. Staff will be working on book studies of four different books to identify effective teaching strategies for the staff. Mr. Hamilton describes teachers who are participating in instructional rounds. Representatives from WestED have been meeting with the staff on instructional practices.

Mr. Gauthier commends both Mrs. White and Mr. Hamilton for the efforts they put into their reports.

X. SUPERINTENDENTS REPORT- Bryan Lane

- a. The School District Budget will be presented on December 20 with the Principals and the Superintendent. The Superintendent has asked the Budget Committee to reach out with

questions in advance. Mr. Lane clarifies to Mrs. Adams that documents will be sent out the next day.

- b. Student enrollment has remained consistent since the beginning of the school year and is comparable to September. This is a contrast to last year when enrollment declined.
- c. The Professional Development Committee will be reestablished with a meeting to begin in January with the goal of creating an effective and efficient staff evaluation tool. Evaluation tools will be created for those with different job responsibilities. In addition, the committee will look to create professional development experiences that staff feel are valuable.
- d. A representative from the state came to meet with the leadership team to discuss MTSS-B (multi-tiered student support) systems. We will be moving forward by identifying and meeting with community partners.
- e. There are two facilities projects that have been identified regarding school safety. Initially the fire police department suggested a film to put over glass at PES. A better option could be to change the project to upgrading the entrance in the vestibule at PES for better security. The other project is addtional security doors at PMHS. The Superintendent is asking for a consensus to go forward in finding funds for these projects though the grant process. The Board has no objections.
- f. Current tax rates for the Town that are broken down for Board members to answer questions that may be asked when discussing the budget.

Mrs. Adams inquires that the numbers do not add up correctly and the text needs to be corrected. The Superintendent will make corrections and have new

- g. The Superintendent brings forward a document that is the result of a court finding that the current funding process for NH to fund schools. The court found that the current process is not constitutional. It is unclear as to the future and how this will be dealt with under appeal. The new dollar figure would increase the funding for Pittsfield significantly. The Superintendent encourages the Board to reach out to state legislators to find a resolution on how to find a resolution to creating a constitutionally appropriate funding formula.

XI. XI. SCHOOL BOARD

- a. Policy First Reading
 - i. KH- Public Solicitations
 - ii. EH- Public Use of School Records
 - iii. JICK- Pupil Safety and Violence Prevention (Bullying)
 - iv. JICK-R- Pupil Safety and Violence Prevention (Bullying) Report Form
 - v. The Superintendent brings forth policy IKJ for consideration of waiving a first reading and taking a vote at this meeting. The policy describes the types of movies that can be viewed by students. The current policy reads that students in grades K-8 can only view movies rated G. The issue was brought forward that movies that are rated PG cannot be viewed. The Superintendent proposes that the policy be changed to allow students in grades K-8 to have the ability to watch

both G and PG movies. PG movies will require parent/guardian permission forms and if any student in the class objects' the movie will not be shown.

Mr. Gauthier makes a motion to waive the first reading of policy IKJ, second by Mrs. Adams for discussion.

Mrs. Adams requests clarification on permission forms. Movies rated G parents would be informed, movies rated PG would require a parent/guardian permission.

Mrs. Goggin recommends that instead of the whole class not being able to view a film if there is one objection, that the student would have the objection be given an alternative activity. Mrs. Goggin compares to parents who object to books, the student is given an alternative book.

For any reason a parent objects to the movie, the student will be given an alternative activity.

Mr. Cote agrees that making the process for objecting to books and movies is appropriate. Also to change Dean of Instruction to Principal.

Vote 4-0

- b. Board Meeting Schedule for December 21
 - i. Motion to cancel the December 21 meeting by Mr. Gauthier, second by Mrs. Goggin.
Vote 4-0 to approve the motion.
- c. Superintendent brings forward a Warrant Article to fund the Food Service Program. Motion to recommend the Food Service Warrant Article by Mr. Gauthier, second by Mr. Cote.
Vote 4-0 to approve the motion.
- d. Superintendent brings forward a Warrant Article to Accept and Expend Grant Funds, Motion by Mr. Gauthier, second by Mrs. Adams.
Vote 4-0 to approve the motion.
- e. Mrs. Adams brings forward a request to bring forward a Warrant Article to approve the Warrant Article to close the Dumpster Capital Reserve Fund. Motion by Mrs. Adams, second by Mr. Gauthier.
Vote 4-0 to approve the motion.

Mrs Adams inquires if there is a need to bring forward any additional funding in a warrant for facilities projects. Mr. Lane clarifies that with the current fund balance it does not appear that using Capital Reserve Fund would be needed.

XII. Committee Assignments

- a. Budget Committee- Mrs. Adams states there is a meeting on December 20 and
- b. Drake Field and Facilities
- c. Negotiations

- d. Foss Family Scholarship
 - e. Public Relations- Mrs. Goggin heard back from Fair Fundi9ng Project and commented on the great job done with Mr. LaRoche’s class as well as next steps.
- XIII. Plan Agenda for next meeting January 4th
- a. Policies
 - b. Budget update
- XIV. Board Comments- none
- XV. Public Input
- a. Sabrina Smith- comments on films that would be good for students. Comments on Zones of regulation. Asks for clarification on the room environment in SSC, is it a comfortable environment for students. Mrs. Vary states that it is s a more relaxed and comfortable area for students and describes the environment. What is the SSC options at PMHS? Mrs. Vary describes the “Chill Room”. Mrs. Brown describes the SSC options at PMHS.

Mrs. Goggin inquires if funding has been used to furnish the SSC environment. Superintendent will put forward any requests. Mr. Hamilton describes comfortable areas set up by teachers.

Motion to go into non-public session under RSA 91:A iii A as well made by Mr. Gauthier, second by Mrs. Goggin.

Vote-4-0 to approve the motion.

Non Public session begins at 7:28

Non-Public Minutes

Negotiations issue discussed

Student Issue discussed

Staff issue discussed.

No action taken.

Mrs. Adams makes a motion to exit the non-public session, seconded by Mrs. Goggin.

Vote 4-0 to approve the motion.

Mr. Cote makes a motion to adjourn the meeting, seconded by Mrs. Goggin,

Vote 4-0 to approve the motion, meeting ends at 7:54.

Pittsfield School District

To: Pittsfield School Board
From: Charlene Vary, Director of Student Services
Subject: Board Meeting – January 18, 2023
Date: January 11, 2023

INFORMATION

Disabilities

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.

- Autism
- Deaf-Blindness
- Deafness
- Emotional Disturbance
- Hearing Impairment
- Intellectual Disability
- Multiple Disabilities
- Orthopedic Impairment
- Other Health Impairment
- Specific Learning Disability
- Speech and Language Impairment
- Traumatic Brain Injury
- Visual Impairment

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

Students in the Pittsfield School District with an IEP, including Out of District Placement have the following disabilities:

Disability	Number of Students	PES PrK - 5th gr	PMHS 6th gr - 22 yrs
Autism	16	7	9
Deaf-Blindness	0	0	0
Deafness	0	0	0
Emotional Disturbance	12	0	12
Hearing Impairment	0	0	0
Intellectual Disability	10	3	7
Multiple Disabilities	3	1	2
Orthopedic Impairment	1	0	1
Other Health Impairment	39	10	29
Specific Learning Disability	53	26	27
Speech and Language Impairment	27	10	17
Traumatic Brain Injury	1	0	1
Visual Impairment	1	1	0
Developmental Delay	21	21	0
Multiply Diagnosis	34	10	24
In Referral Process	4	4	0

A total of 155 students including out of district and those in the referral process are part of Special Education. We also have 56 students who qualify for a 504.

Section 504 of the Rehabilitation Act of 1973 is otherwise known as a “504”

There are three categories that may qualify someone as an individual with a disability. These are:

1. A person who has a physical or mental impairment which substantially limits one or more major life activities;
2. A person who has a record of such an impairment; or
3. A person who is regarded as having such impairment.

Major Life Activities include:

1. Caring for oneself;
2. Performing manual tasks;
3. Seeing;
4. Hearing;
5. Eating;
6. Sleeping;
7. Walking;
8. Standing;
9. Lifting;
10. Bending;
11. Speaking;
12. Breathing;
13. Learning;
14. Reading;
15. Concentrating;
16. Thinking;
17. Communicating;
18. Working; and
19. The operation of a major bodily function. This includes function of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, and endocrine.

Students with a 504:

	PES	PMHS
Number of Students	25	31



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 Bryan Lane – Superintendent of Schools

SUPERINTENDENT’S REPORT

January 15, 2024

I have received the latest data from the Department of Education regarding per pupil expenditure by school district from 2021-22. The valuation data is from 2022-23. Pittsfield is below the state average and the majority of school districts of similar size have per-pupil expenditures greater than our school district. In addition, Pittsfield has the second lowest valuation, highlighting the information the Board received in the inadequacy of state funding.

	Elementary	Middle School	High School	District	Valuation
State Average	\$20,060	18,529.	\$18,399	\$19,400	
Pembroke	\$19,713		\$16,004	\$17,773	\$ 794,380,722
Barnstead	\$17,809			\$17,809	\$ 657,725,499
Pittsfield	\$22,632`	\$12,836	\$19,174	\$19,098	\$ 355,411,891
Winnesquam Regional	\$19,872	\$18,394	\$18,803	\$19,134	\$1,781,218,351
Gorham Randolph Shelburne	\$19,969	\$17,204	\$20,051	\$19,306	\$ 554,639,330
Shaker Regional	\$20,272	\$18,741	\$19,028	\$19,411	\$1,483,273,882
Wilton-Lyndeborough	\$19,354	\$19,838	\$20,096	\$19,664	\$ 778,890,797
Gilford	\$22,608	\$20,060	\$19,606	\$20,598	\$2,601,781,920
Epping	\$20,316	\$22,317	\$20,567	\$20,819	\$ 975,298,396
Epsom	\$20,901			\$20,901	\$ 519,134,426
Northwood	\$20,983			\$20,983	\$ 935,955,223
Sanborn Regional	\$22,085	\$22,298	\$20,902	\$21,653	\$1,520,815,498
Fall Mountain	\$22,801		\$19,990	\$21,839	\$1,451,641,054
Chichester	\$21,185			\$21,855	\$ 334,429,496
Newmarket	\$21,196		\$23,907	\$21,901	\$ 995,277,048
Plymouth	\$22,271			\$22,271	\$ 495,522,343
Alton	\$24,097			\$24,097	\$2,175,762,548
Inter-Lakes	\$27,997		\$29,224	\$28,371	\$3,565,292,297

The Public Hearing with the Budget Committee was held on Wednesday January 10. There were about 30 people in attendance. The School District was presented with the advantage of having the Town go first. This allowed me to answer potential questions during the presentation rather than waiting until the questions were answered. There were not questions or concerns raised at the meeting. The Budget Committee will meet on January 17 to vote on whether or not to recommend Warrant Articles. At the end presentation, I took a moment to thank the Fire Chief, Police Chief and Road Agent for the great work they do with the School District.

On Tuesday January 9, I received phone call that PES needed to be evacuated due to a smell of natural gas. The Fire Department came and found that there was a smell due to the propane tanks going empty, there was residual gas that seeped out. The building was ventilated and the staff as well as students participating in the Boys and Girls Club morning program were back in the building by about 6:35. Propane was delivered to the building by 8:00AM that morning so the building did not lose heat for too long. When the tanks were but in last summer, the device that monitors the tanks with Rymes Propane was not installed. That was rectified and now the auto-fill will be monitored by Rymes so that we can make sure this does not occur again.



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Bryan Lane – Superintendent of Schools

I have communicated with Cara Marston, Town Administrator, regarding the payments from the Town to the School District and when they occur. Once the budgets for the Town and the School District have been approved by the voters, we can work together to create a schedule that accommodates our cash flow needs in meeting payroll. This will need to be an annual conversation to ensure that we have transparency in our mutual needs.

The Warrant for the School District Budget is being posted on Thursday January 18. The Deliberative Session needs to be scheduled for Thursday February 1, 2024. The normally scheduled time would be 7:00PM and we could hold shortened School Board meeting from 5:30 to 6:45. The Board needs to vote to approve this date so that we can meet the scheduled required in the RSA.

	Aug. 1	Aug. 15	Sept. 7	Sept. 15	Oct. 15	Nov. 15	Dec. 7	Jan. 15	February	March	April	May	June
Pres School	5	6	17	16	16	16	16	17					
Kindergarten	29	30	29	28	28	28	28	29					
First Grade	31	33	32	32	32	32	33	33					
Second Grade	30	29	27	27	27	27	27	27					
Third Grade	43	44	43	43	43	43	43	43					
Fourth Grade	35	35	34	33	33	33	33	33					
Fifth Grade	46	46	43	43	45	45	45	46					
Sixth grade	34	36	33	32	32	32	32	32					
Seventh Grade	41	41	38	37	37	37	37	37					
Eighth Grade	58	56	43	43	43	43	43	43					
Ninth Grade	51	53	61	64	64	63	62	64					
Tenth Grade	44	44	43	42	42	42	39	38					
Eleventh Grade	35	36	29	29	30	30	33	34					
Twelfth Grade	27	27	26	27	26	26	27	28					
Total	509	516	498	496	498	497	498	504					
PES	219	223	225	222	224	224	225	228					
MS	133	133	114	112	112	112	112	112					
HS	157	160	159	162	162	161	161	164					
Total	509	516	498	496	498	497	498	504					

Pittsfield School District

RESOLUTION OF DISPUTES BETWEEN INDIVIDUALS AND THE SCHOOL DISTRICT

Any complaint presented to the Board about school personnel, employees, students, or administration will be referred back to the superintendent of schools. The Board will not hear or review complaints until such complaints have first been brought forth through the appropriate and applicable administrative procedures and the superintendent and his/her designee has had a reasonable opportunity to seek to resolve the complaint.

The Board may decline to hear any complaint which will interfere with its ability to serve as an impartial trier of fact in any related student or personnel matter. This complaint procedure shall not supersede or modify any right held by employees of the district under federal law, state law, contract, or collective bargaining agreement.

To the extent it is deemed appropriate by the superintendent, an individual who is the subject of the complaint may be advised of the nature of the complaint and may be given an opportunity for explanation, comment, and presentation of facts. The superintendent shall seek to resolve the matter and report to the Board.

Complaints about the superintendent may be made directly to the Board through the chairperson, but only after reasonable efforts have been made by the complaining party to resolve their complaint directly with the superintendent. The Board may, to the extent it is appropriate, advise the superintendent of the nature of the complaint and may give the superintendent an opportunity for explanation, comment, and presentation of facts.

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

1. The Board member shall refer the person making the complaint to the superintendent for investigation. The superintendent may delegate the investigation to another administrator.
2. If the member of the public will not personally present the complaint to the superintendent or other administrator, the Board member shall then ask that the complaint be written and signed. The Board member will then refer the complaint to the superintendent for investigation.
3. If the person making a complaint believes that a satisfactory reply has not been received from the superintendent, he/she may request that the Board hear the complaint. The Board will hear and act upon the complaint, adhering to the due process procedure outlined below. The Board will act upon the complaint by majority vote. The Board may decline to act on any complaint which, in its sole

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judgment, would interfere with the superintendent's ability to properly administer the district. If the Board does hear and act upon the complaint, all Board decisions shall be final at the local level.

4. If the Board decides, in accord with Paragraph Three, to hear and act upon a complaint that pertains to personnel, employee, student, or administrative matters, it shall determine whether the complaint shall be heard in public or non-public session in accord with RSA 91-A:3 and the laws pertaining to student and family privacy rights. The Board shall also determine whether it is appropriate to inform the individual who is the subject of the complaint to the meeting and to provide said individual with further opportunity for explanation, comment, and presentation of facts to the Board.
5. If the superintendent is the subject of the complaint, the Board shall determine whether the complaint should be heard in public or non-public session in accord with RSA 91-A:3. The Board may, to the extent it is appropriate, advise the superintendent of the nature of the complaint and may give the superintendent an opportunity for explanation, comment, and presentation of facts.

In accordance with Ed 204.01, the Board shall adhere to the following due process procedures prior to a party filing a dispute as a contested case with the New Hampshire Department of Education except when other rules govern the specific circumstances of the dispute:

1. Provide opportunity for a hearing when the legal rights, duties, or privileges of a party are threatened;
2. Provide notice of such a hearing;
3. Conduct a hearing in a manner assuring due process;
4. Establish an adequate record of all contested cases; and
5. Issue timely decisions and orders.

The Board shall provide an opportunity for a hearing if requested at which the following procedures shall apply:

1. The party, together with a parent / guardian, if applicable, or legal counsel, if applicable, may waive the right to a hearing as indicated above;
2. Formal rules of evidence shall not be applicable;

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3. The hearing shall either be public or non-public consistent with the provisions of RSA 91-A:3, II(a); and
4. During the hearing, the Board shall allow a party or a designated representative of the party, to examine any and all witnesses.

The Board shall include a statement that the Board has complied with all the requirements of RSA 91-A, including compliance with all the recordkeeping requirements of the law. The Board shall provide a written decision determined by a quorum of the Board which shall include notice that the decision may be appealed to the state board. The decision of the Board shall, at a minimum, include the following:

1. The date of the decision;
2. A description of the issue at dispute;
3. The Board's decision; and
4. The rationale for the Board's decision.

The written decision shall be considered a final decision at the local level.

A party may appeal a final decision of the Board to the state board within thirty calendar days of receipt of the written decision of the Board in accordance with RSA 541-A and Ed 200. The state board may waive the thirty-day requirement for good cause shown including, but not limited to, illness, accident, or death of a family member.

Adopted: March 1, 1980 (as Policy KL)
Amended: January 7, 2016
Reviewed: January 17, 2019

Pittsfield School District

SAFETY PROGRAM

The superintendent will cause the formation of the District Safety / Joint Loss Management Committee as required by RSA 281-A:64 III, and a Crisis Management Plan that conforms to the national Incident Command System.

The practice of safety shall also be considered a facet of the instructional plan of the district schools by incorporating educational programs in traffic and pedestrian safety, driver education, fire prevention, emergency procedures, and others, appropriately geared to students at different grade levels.

The dean of operations shall be responsible for the supervision and implementation of the safety program for the schools. General areas of emphasis shall include, but not be limited to, staff training, accident record-keeping, facility inspection, driver and vehicle safety, fire prevention, catastrophe planning, emergency procedures, and traffic safety problems relevant to students and employees.

The dean of operations shall be responsible for developing student safety procedures to be used on school buses, school grounds (including playgrounds), during authorized school activities (such as field trips and excursions), within school buildings (including classrooms, gymnasiums, laboratories, etc.), off school grounds during school sanctioned activities (including, but not limited to, extended learning opportunities), and in the use of online resources. The district's safety plan will be on file in each school building and in the school district office.

Reading: September 27, 1990 (as Policy EPS)
Adopted: October 11, 1990
Amended: September 24 1992
Reviewed: April 7, 1997
Reading: January 8, 2009
Amended: January 22, 2009
Amended: January 23, 2014
Reviewed: March 15, 2018

BBA

Pittsfield School District

SCHOOL BOARD MEMBER AUTHORITY

The authority of individual Board members is limited to participating in actions taken by the Board as a whole when legally in session. Board members shall not assume responsibilities of administrators or other staff members. The Board or staff shall not be bound in any way by any action taken or statement made by any individual Board member except when such a statement or action is pursuant to specific instructions and official action taken by the Board.

Each Board member shall review the agenda and any study materials distributed prior to the meeting and be prepared to participate in the discussion and decision-making for each agenda item. Each agenda will provide an opportunity for Board members to comment on district activities and/or educational issues. These comments may become topics for future Board discussions.

Board members may occasionally serve on committees or organizations for the purpose of reciprocal communication and reporting back to the Board. Committee assignments will be made by the chairperson with Board approval.

Each member is obligated to attend Board meetings regularly. Whenever possible, each Board member shall give advance notice to the chairperson or superintendent of his/her inability to attend a Board meeting.

Adopted: November 2, 2017

BHE

Pittsfield School District

SCHOOL BOARD USE OF E-MAIL

The Board encourages its members to not communicate to each other via electronic communication (e-mail) regarding official school district business. The Board will not use e-mail as a substitute for deliberations at board meetings, for other communications, or for business properly confined to board meetings. Communications via e-mail of private or confidential school district matters is strictly prohibited.

If an e-mail originated by a board member is communicated to a quorum of the Board and discusses official school district business, the e-mail will be considered a public document for purposes of the Right to Know Law, RSA 91-A. As such, the contents of the e-mail communication will be publicly disclosed and included in the minutes of the next regularly scheduled board meeting.

Reading: December 4, 2008
Adopted: December 18, 2008
Reviewed: November 2, 2017

Pittsfield School District

RECORDS RETENTION AND DISPOSTION SCHEDULE

The superintendent shall develop procedures for a records retention system that is in compliance with RSA 198:29-a and Department of Education regulations, and also addresses retention / destruction of all other records which are not subject to specific statutes or regulations. The procedures should ensure that all pertinent records are stored safely and are stored for such durations as are required by law. Additionally, the superintendent shall develop procedures necessary to protect individual rights and preserve confidential information.

Litigation Hold. Upon receipt of notice from legal counsel representing the district that a litigation hold is required, the routine destruction of governmental records, including paper and electronic records, which are or may be subject to the litigation hold shall cease. The destruction of records subject to a litigation hold shall not resume until the district has received a written directive from the attorney representing the district authorizing resumption of the routine destruction of those records.

Right-to-Know Request Hold. On receipt of a Right-to-Know request to inspect or copy governmental records, the superintendent shall cease any destruction of governmental records which are or may be the subject of the request. The records shall be retained regardless of whether they are subject to disclosure under RSA 91-A, the Right-to-Know law. If a request for inspection is denied on the grounds that the information is exempt, the requested material shall be preserved for no less than ninety days and until any lawsuit pursuant to RSA 91-A:7-8 has been finally resolved, all appeal periods have expired, and a written directive from the attorney representing the district authorizing destruction the records has been received.

Special Education Records.

1. Upon a student's graduation from high school, his / her parent(s) / guardian(s) may request in writing that the district destroy the student's special education records, including any final individualized education program.
2. The parent(s) / guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.
3. Absent any request by a student's parent(s) / guardian(s) to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the district shall destroy a student's records and final individualized education program within a reasonable time after the student's

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twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation.
5. The district shall provide parent(s) / guardian(s), or where applicable, the adult student, with a written notice of the district's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.
6. The district shall provide public notice of its document destruction policy at least annually.

Reading: May 14, 1998
Adopted: May 29, 1998
Reading: April 22, 2010
Adopted: June 24, 2010
Amended: May 22, 2014 (combining former EHB and EHB-R)
Amended: June 14, 2018
Amended: June 20, 2019

JFA

Pittsfield School District

RESIDENCY

Residency for the purpose of enrollment in a district school shall be determined by RSA 193:12, as reflected in Policy JFA-R.

Adopted: December 5, 2019

Pittsfield School District

RESIDENCY – LEGAL REQUIREMENTS

Purpose. The purpose of Policy JFA-R is to clarify existing law with respect to a student’s district of residency and school district liability for the educational costs when a child is placed in a home for children; the home of a relative or friend by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463; health care facility; or state institution.

Definitions. The following definitions shall apply:

- A. “Legal residence” means, in the case of a minor, where the parents reside, except:
 - 1. If parents live apart and are not divorced, legal residence is the residence of the parent with whom the child resides.
 - 2. If parents are awarded joint legal custody, the legal residence of a minor child is the residence of the parent with whom the child resides.
 - 3. If a parent is awarded sole or primary physical custody, legal residence of a minor child is the residence of the parent who has the sole or primary physical custody.
 - 4. If the parent with sole or primary physical custody lives outside the state of New Hampshire, a minor child does not have residence in New Hampshire.
 - 5. If the parents are awarded joint or shared physical custody, the legal residence of a minor child is the residence of whichever parent has primary physical custody. If primary physical custody is not awarded by a court of competent jurisdiction, the legal residence of a minor child is the residence of the parent with whom the child resides more than 50% of the school week, or three days out of the five-day school week.
- B. “Legal guardian” means a person appointed by a probate court in New Hampshire or a court of competent jurisdiction in another state, territory, or country. A legal guardian shall not be appointed solely for the purpose of allowing a student to attend school in a district other than the district of residence of the minor’s parent or parents
- C. “Legal resident” as defined in RSA 193:12, III, means:
 - 1. Legal resident of a school district is “a natural person who is domiciled in the school district and who, if temporarily absent, demonstrates an intent to

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2. maintain a principal dwelling place in the school district indefinitely and to return there, coupled with an act or acts consistent with that intent.
 3. A married person may have a domicile independent of the domicile of his or her spouse.
 4. If a person removes to another town with the intention of remaining there indefinitely, that person shall be considered to have lost residence in the town in which the person originally resided even though the person intends to return at some future time.
 5. A person may have only one legal residence at a given time.
- D. “Home for children or health care facility” means any
1. Orphanage;
 2. Institution for the care, treatment, or custody of children;
 3. Child care agency as defined by RSA 197-E: 25, II and III;
 4. A residential school approved under RSA 186:11, XXIX; or
 5. A program approved pursuant to Ed 1133.
- E. “Child of homeless parents” means a child whose parents:
1. Lack a fixed, regular, or adequate residence; or
 2. Have a primary nighttime residence in a supervised publicly or privately operated shelter for temporary accommodations, such as:
 - a. Public assistance hotels,
 - b. Emergency shelters,
 - c. Battered women’s shelters and transitional housing facilities, or
 - d. A public or private place not designated for, or ordinarily used as, a regular sleeping accommodation for human beings.
- F. “Home of a relative or friend” means an unlicensed home of a relative or friend where a child has been placed by the Department of Health and Human Services or a court of competent jurisdiction. “Friend” means any non-relative.

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- G. “Legal custody” means an award of legal custody by a court of competent jurisdiction, in this state or in any other state. A parent shall not have legal custody if legal custody has been awarded to some other individual or agency, even if that parent retains residual parental rights.
- H. “Placement” means the physical placement of a child in a residence. For purposes of assigning financial or programmatic responsibility for a child’s education or special education or related services, it shall not include incidental, transient, or short-term stays of an emergency nature.

Legal Residence and Right of Attendance.

- A. No person shall attend school, or sent a student to a school, in any district of which the student is not a legal resident, without the consent of the district or of the School Board.
- B. In accordance with RSA 189: 1-a, “It shall be the duty of the school board to provide, at district expense, elementary and secondary education to all pupils who reside in the district until such time as the pupil has acquired a high school diploma or has reached age 21, whichever occurs first; provided, that the board may exclude specific pupils for gross misconduct or for neglect or refusal to conform to the reasonable rules of the school, and further provided that this section shall not apply for pupils who have been exempted from school attendance in accordance with RSA 193:5.”
- C. “Whenever any child is placed and cared for in any home for children, or is placed by the Department of Health and Human Services in the home of a relative or friend of such child pursuant to RSA 169-B, RSA 169-C, or RSA 169-D, or RSA 463, such child, if of school age, shall be entitled to attend the public schools of the school district in which said home is located unless such placement was solely for the purpose of enabling a child residing outside said district to attend such schools, provided that the school district for which a child placed in a group home, as defined in RSA 197-D:25, II(b), within a cooperative school district, shall be placed in the cooperative school district.”

Education of a Child Placed and Cared For in Any Home for Children.

- A. Nothing shall limit or abridge the right of any child placed and cared for in any home for children, as defined in RSA 193:27, to attend school in the district in which the home is located.
- B. Any child placed in the home of a relative or friend by the Department of Health and Human Services, or by a court pursuant to RSA 169-B, RSA 169-C, RSA

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169-D, or RSA 463, may attend the public schools of the school district in which the home for children or home of the relative or friend is located.

- C. Whenever a parent or guardian voluntarily places a child with the relative at the recommendation or request of the Department of Health and Human Services, that child shall be permitted to attend the public schools of the school district in which that relative resides provided that “Upon request of the school district, the Department of Health and Human Services shall confirm that the Department recommended or requested that the child be placed with the relative to promote the child’s well-being, and not for the purpose of allowing the child to attend school in the district where the relatives lives;”

“Upon request of the school district, the Department of Health and Human Services shall confirm that the Department recommended or requested that the child be placed with the relative to promote the child’s well-being, and not for the purpose of allowing the child to attend school in the district where the relative resides;” and

“Upon request of the school district, the relative shall take reasonable steps to secure a court award of guardianship over the child, the child being allowed to attend school in that district while the relative seeks guardianship.” (RSA 193:12 V a)

Legal Guardianship.

- A. Legal guardianship shall not be appointed solely for the purpose of allowing a pupil to attend a school in a district other than the district of residence of the minor’s parent or parents
- B. Whenever a petition for guardianship or legal custody is filed in a court of competent jurisdiction on behalf of a relative of a child, other than a parent, the child shall be permitted to attend school in the district in which the relative of the child resides, pending a court determination relative to custody or guardianship.
- C. Upon the request of the school district, the relative shall take reasonable steps to secure a court award of guardianship over the child, and the child shall be allowed to attend school in the district while the relative seeks guardianship.
- D. Any change of legal guardianship shall be filed with and approved by the probate court.
- E. If guardianship papers are filed with the probate court, the pupil shall be entitled to attend school in the district in which the guardian resides.

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- F. Once guardianship is approved, the pupil shall be a resident of the school district in which the guardian resides.

Liability of the School District for Special Education Costs.

- A. If a child is:
 - 1. Placed in a home for children, the home of a relative or friend by the Department of Health and Human Services, or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, health care facility, or state institution; and
 - 2. The child is not in the legal custody of a parent or if the parent resides outside the state, then the school district in which a child most recently resided prior to such placement shall be liable for the cost of special education and related services. However, if the child is retained in legal custody of a parent residing within the state, the school district in which the parent resides shall be liable for the cost of special education and related services.
- B. If custody is transferred subsequent to the original placement of a child in a home for children, the home of a relative or friend in which a child is placed by the Department of Health and Human Services, or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, health care facility, or state institution, then the “sending district” shall be, from the change in legal custody or guardianship forward, that district in which the child resided at the time of the original placement.
- C. If a pupil seventeen years of age or older, who is living independently, is placed in a non-residential facility by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, the pupil shall be considered a resident of the school district in which he/she is living.
- D. If a pupil seventeen years of age or older is placed in a residential facility by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, the school district which was liable for the cost of special education and related services immediately prior to the pupil’s seventeenth birthday shall remain the school district of liability.
- E. If a child is placed by the Department of Health and Human Services or a court of competent jurisdiction pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463, and the parent resides outside the state of New Hampshire, the district of liability shall be determined in accordance with the interstate agreement.

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Appeals Regarding Residency.

- A. The superintendent shall decide all residency issues within the school district.
- B. If more than one school district is involved in a residency dispute or the parents who live apart cannot agree on the residence of a minor child, the respective superintendent shall jointly make such decision.
- C. In those instances, when an agreement between superintendent cannot be reached within ten days, the Commissioner of Education shall make a determination.
- D. The superintendents shall jointly submit to the Commissioner a written Request for Determination of Residency identifying the specific issues involved in the residency dispute.
- E. The Commissioner, upon receipt of the written Request for a Determination of Residency, shall utilize the provisions of Ed 200, except that Ed 213 shall apply to a proceeding before the Commissioner.
- F. A decision of the Commissioner of Education may not be appealed to the State Board of Education.
- G. If the residency dispute does not involve more than one school district, the dispute shall be resolved by the local School Board. Such decision may be appealed to the State Board in accordance with Ed 200.
- H. During the pendency of a determination of residency, a pupil shall remain in attendance in the pupil's current school.

Appeals Regarding District of Liability.

- A. The State Board of Education shall determine the district of liability in disputes involving a special education child placed in the home of a relative of that child by the Department of Health and Human Services, or placed in the home of a relative or friend by a court pursuant to RSA 169-B, RSA 169-C, RSA 169-D, or RSA 463.
- B. Such determination shall be made in accordance with the rules adopted by the State Board of Education.

Non-Residents.

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- A. No person shall attend school, or send a pupil to a school, in any district of which the pupil is not a legal resident, without the consent of the district or of the School Board except as otherwise provided by law or a local School Board policy.
- B. Each school district shall adopt an admission and attendance of non-resident students policy.

Regarding Education of Homeless Students. An additional purpose of Policy JFA-R is to provide clarification concerning the education of homeless students. Varying interpretations of homelessness, school placement, and the New Hampshire residency law regarding homeless students have led to confusion and, in certain instances, have prohibited children from enrolling and attending school. Policy JFA-R is intended to address the basic requirements for the school district and seeks to answer the most frequently asked questions.

Definition. The Stewart B. McKinney Homeless Assistance Act, Subtitle VII-B, Education of Homeless Children and Youth, protects homeless children and youth from being excluded from school enrollment due to the nature and impermanence of their nighttime residence. Under the McKinney Act, school districts must review any rules and regulations, practices, or policies that may act as barriers to the enrollment of homeless children and undertake steps to revise such regulations, practices, or policies to assure that homeless children and youth are afforded the same opportunities as non-homeless children and youth.

“New Hampshire Education for Homeless Children and Youth” means, as part of the Stewart B. McKinney Homeless Assistance Act, that a homeless child has the right to:

- A. A free, appropriate public education;
- B. Remain in the school of origin (last school attended or school attended when child lost housing) for the remainder of the academic year, or if the child or youth became homeless between academic years, for the following academic year, or attend the school nearest their shelter or temporary home; to the extent feasible, the district shall comply with the request made by the parent or guardian regarding school placement, regardless of whether the child or youth lives with the homeless parent(s) or guardian(s) or is temporarily living elsewhere.
- C. Immediate enrollment, even when school or medical records cannot be produced at the time of enrollment;
- D. A priority to pre-school programs.

Questions and Answers Regarding Homeless Students.

A. Which school may a homeless child attend?

Attendance options are guided by the dictate whichever is in the best interest of the child or youth, either:

1. The school or origin, which is the school attended when last permanently housed, or the school in which the child was last enrolled, or
2. Any school in which non-homeless students living in the attendance area are eligible to attend; in making a determination of school attendance, the best interest of the child and the request of the parent/guardian and/or youth are to be considered.

B. Is there any reason to delay enrolling a homeless child or youth?

No. Lack of school records or immunizations cannot prevent a homeless student from enrolling in a new school. It is the responsibility of the new school to request health and academic records from the previous schools in a timely manner and to refer parents/guardians and/or youth to a physician or to a free or low-cost clinic for any required immunizations. Homeless students do not need to wait until academic or health records arrive to attend a new school. Federal law requires immediate enrollment of homeless children and youth.

C. Who is considered homeless?

If a family, out of necessity, because of lack of housing, must reside in a shelter, motel, vehicle, campgrounds, on the street, or doubled up with family or friends, they are homeless. Children and youth living under these or similar circumstances with or without family members are considered homeless.

D. Does homelessness have to be proven?

No. If a family reports that they are homeless, the case must be decided individually. Present living conditions (i.e., shelter, campground, motel, hotel, or doubled-up families) should be reviewed according to present situation of the family and relative permanence and adequateness of the living environment.

E. Does residency have to be proven in order for a homeless child to enroll in school?

No. Proof of residency is not required for the enrollment of homeless children. A school may require the parents or guardians of a homeless child to submit an address or other information for contact purposes, as they would for any non-homeless child enrolling in their school.

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- F. How does the New Hampshire Residency Law deal with school enrollment of homeless students?

RSA 193:12 IV provides the definition of a homeless child and exceptions to legal residence requirements for homeless pupils. Homeless pupils may attend school in either the district the child/youth is presently residing or, if parents/guardians and another district agree, in the best interest of the child, for continuity of education, remain in the school the child/youth was attending when he/she became homeless (known as the school of origin).

- G. What if there is a disagreement on school placement between two superintendents?

The following procedures are in place if superintendents are not able to reach a placement agreement, taking into consideration the best interest of the student/youth and the request of the parents/guardians:

1. The New Hampshire Department of Education's Coordinator for the Education of Homeless Children and Youth may be called upon to help resolve the disagreement.
2. In those instances when an agreement between superintendents cannot be reached within ten days, the Commissioner of Education will make a determination.
3. The superintendents shall jointly submit to the Commissioner a written Request for Determination of Residency, identifying the specific issues involved in the residency dispute.
4. The Commissioner, upon receipt of the written Request for Determination of Residency, shall utilize the provisions of Ed 200, except that Ed 213 shall apply to a proceeding before the Commissioner.
5. A decision of the Commissioner of Education may not be appealed to the State Board of Education.

- H. What is there is a school placement dispute between homeless constituents and school districts?

The following steps are provided when there is a placement dispute between parents/guardians or youth and the district:

1. Informal discussion between school district personnel and homeless parents/guardians and /or homeless youth to reach a mutually agreeable solution;

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2. The state Coordinator for the Education of Homeless Children and Youth may be called upon to help resolve continued differences;
 3. If the residency dispute does not involve more than one school district, the dispute shall be resolved by the local School Board. Such decision may be appealed to the State Board of Education. The Coordinator will provide information to the homeless parents/guardians and/or youth and the district about the state appeals process in accordance with the New Hampshire Code of Administrative Rules, Chapter Ed 200.
 4. During the pendency of a determination of residency, a student shall remain in attendance at the student's current school.
- I. Where can more information on homelessness education in New Hampshire be found?

Further information is available by contacting the New Hampshire Department of Education's Homeless Education Program.

Adopted: December 5, 2019

GCQC

Pittsfield School District

RESIGNATION OF INSTRUCTIONAL STAFF MEMBER

All Staff members who sign a contract are expected to honor the contract.

Resignations tendered between the time that the employee signs the contract and July 15 of a given year will not be accepted unless and until a suitable and fully qualified replacement is hired. Resignations tendered after July 15 of the year of the contract will not be accepted nor will the employee be released from his/her contractual duties.

However, the Board recognizes that extenuating circumstances may arise which warrants it giving special consideration to a resignation request. In these instances, the Board will make exceptions to this policy on a case by case basis.

If an employee under contract breaches his/her contractual obligations to the district, or fails to abide by the terms of this policy, the Board may initiate such legal actions as it deems appropriate, including monetary damages from the employee.

In addition, if a teacher reneges on his/her contract, the Board shall notify the teacher certification division of the New Hampshire Department of Education.

Adopted: September 6, 2018