



SCHOOL ADMINISTRATIVE UNIT #51
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Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD
MEETING AGENDA

5:30 PM April 11, 2024
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. INTERVIEW OF SCHOOL BOARD CANDIDATES
4. ACTION ON AMENDED AGENDA
5. APPROVAL OF MINUTES March 21, 2024
6. PUBLIC INPUT ON AGENDA ITEMS
7. STUDENT REPRESENTATIVE
8. PES PRINCIPAL
 - March Assessments
 - Behavior Report
 - Kindergarten and Preschool Registration
 - One on One Meetings with Kindergarten Team
 - Preschool Classroom Play Sessions
 - Calendar of Upcoming Events
9. PMHS PRINCIPAL
 - End of Third Quarter & Spring Conferences
 - Family Support Coordinator
 - National Honor Society

- Senior Scholarships
- Upcoming School Events

10. SUPERINTENDENT OF SCHOOLS

- Open School Board Position
- Federal Grant Reimbursement
- ED 306 Proposed Modifications Review
- COVID-19 Protocol

11. SCHOOL BOARD

- 2024-2025 School Calendar
- 2024-2025 Nomination List

Policy Review First Reading

EEAG - Use of Private Vehicles to Transport Students

EFA - Availability and Distribution of Healthy Foods

EFAA - Meal Charging

Policy Review Second Reading

EC - Building and Grounds Management

ECA - Buildings and Grounds Security

ECAC - Vandalism

EEAA - Video and Audio Recordings in School and On School Property

12. COMMITTEE ASSIGNMENTS

- Budget Committee
- Drake Field and Facilities
- Negotiations
- Legislation
- Foss Family Scholarship
- Public Relations

13. PLAN AGENDA FOR NEXT MEETING

14. BOARD COMMENT

15. PUBLIC INPUT

16. NON PUBLIC SESSION RSA 91A:III (a)

17. ADJOURNMENT

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

PITTSFIELD SCHOOL BOARD
MINUTES

Pittsfield School Board Meeting March 21, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Sandra Adams, Chairperson
Molly Goggin, Vice Chairperson
Tim Robinson
Adam Gauthier

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

- I. Mr. Lane called the meeting into session at 5:30 and led the Pledge of Allegiance
- II. NOMINATION FOR BOARD CHAIR
 - Motion made by Mrs. Goggin and seconded by Mr. Robinson to nominate Mrs. Adams as Board ChairVote: 1 abstain 4-0 to approve the motion
- III. NOMINATION FOR VICE CHAIR
 - Motion made by Mrs. Goggin to nominate Mr. Gauthier for Vice Chair, there was no second.
 - Nomination for Mrs. Goggin made by Mr. Gauthier and seconded by Mr. Robinson.Vote: 3-0-1 to approve the motion. Mrs. Goggin abstained
- IV. ACTION ON AMMENDED AGENDA
 - Update on posting for school board vacancy
 - Update on Resolution and Fair Funding Project meeting
 - Update on March 14th DOE visit
 - Non-Public RSA 91a II letters A & C
 - Citizens Bank on-line banking form
 - Statement from Jerrica Smith on Special Education Team

Motion made by Mr. Robinson and seconded by Mrs. Goggin to accept the amended agenda.
Vote: 4 – 0 approved

V. APPROVAL OF MINUTES

- Page 3 space between supply and review
- Page 8 last bullet there is no comma in the future
- Page 5 add policy BGF Suspension of Policies was discussed and there were no changes
- Page 2 #6 fundraiser is one word
- Page 3 under #8 2nd bullet sentence should read “given free or reduced because of lack of documentation should not have been”.
- Page 1 #2 spelling error
- Page 3 #8 final bullet no comma between record keeping in the future.

Motion to approve minutes by Mrs. Goggin, seconded by Mrs. Adams

Vote 3-0-1 to approve the motion, Mr. Robinson abstains

VI. PUBLIC INPUT ON AGENDA ITEMS

None

VII. STUDENT REPRESENTATIVE

Site council met today on recommendations for attendance policy and will discuss at the next board meeting.

VIII. DIRECTOR OF STUDENT SERVICES

Alternative Assessments

9 students total. 7 in PES and 1 Middle and 1 High School. Students have until June 7, 2024 to complete their assessments in English, Math and Science. There are 8 to 10 modules to this so that is why it may take a while to complete.

Staffing Updates

- Dena Cillo is a new Special Education teacher for 3rd grade. She has been settling in nicely
- Lisa Smilley is a Behavior Tech working with a 6th grade student.
- Additionally, we have had 2 para educators resign from PMHS and one more just resigned for family reasons. We will be making sure paras are para 2 certified or at least a para 1 working toward a para 2 certification.

Mrs. Vary read the letter from Jerrica Smith, the team leader for Special Ed in PES, regarding special education updates and funding needs.

Mrs. Goggin commented that it is good to have the case management scenario in a better place at PES with the addition of a contracted service.

IX. SUPERINTENDANT OF SCHOOLS

Note: Audio interrupted from 20:18 through 26:10. Video was also lost during this time.

- April DOE meeting will continue the discussion on open enrollment. The Superintendent described some of the activity from the State Board meeting held in March where the issue was discussed in a public session.
- Citizens Bank document for on-line banking needs to be signed by Leslie Vogt, School Treasurer who is amenable to sign it. This gives us the ability to pay bills efficiently and timely. Is the Board agreeable to this?

Motion made by Mrs. Goggin and seconded by Mrs. Adams to allow the treasurer to sign the document

Vote: 4 – 0 to approve the motion

- **General Assurances**

Superintendent needs to go over grants and what they are used for by the School. They become part of the minutes, once the minutes are approved they are uploaded to DOE, along with Board Chair who needs to sign and initial all pages which are uploaded and then able to access grant money on July 1, 2024.

- Title I - \$340,000 but changes annually. The grant is for elementary and secondary education act as amended by Every Student Succeeds act – for low income families determined by free and reduced lunches which is about 45% to 50% of our population. These funds are specific and need to go back to support students in their education. 6 Title 1 teachers are funded through this and there is a set-aside for homeless students after school, and summer program for Title I funded through this grant. The amount changes annually.
- Title II - \$50,000 to \$60,000. This is for professional development. The mentor program is paid through this; also the summer workshop by staff and an instructional coach for staff working with teachers to enhance their instructional practice this year.
- Title IV – \$28,000 to \$30,000. This grant is split into 3 parts; well-rounded success, improve school conditions for learning and the use of technology. The robotics program is funded through this.
- Title V - \$10,000. This is a catch-all grant. Tiger program from PES was funded through this grant.
- IDEA Grant \$180,000. This is a special education grant. The school psychologist and 2 para educators are funded through this grant. Special Education has funds through this for any special supplies they may need.
- CSI Grant - \$59,000. This grant ends this year. It was a one-time grant for not meeting graduation requirements though they were met later in the year. We were still able to get and use this to help us for funding summer programs for students.

The Superintendent is responsible to ensure all the grant requirements are followed.

Nomination for Evan Whitfield for music teacher in Middle School.

Mr. Lane and Mr. Hamilton have spoken with him over the phone as Mr. Whitfield is in Florida currently. \$73,772 includes health insurance and NH retirement and all things we provide. Salary allocation for this position is \$71,659 so less than budgeted salary with benefits. Mr. Lane recommended a motion to nominate Evan Whitfield as music teacher of PMHS at Master Step 8 with a salary of \$47, 577. He would start Fall of 2024.

- He has his certificate of eligibility and has 3 years to finalize the program. We also need to find a mentor, paid through Title II grant, for getting Mr. Whitfield his teaching certification. He is an Alt. 4 candidate.

The question is raised as to what an Alt. 4 certification is and whether or not it delays the process of hiring. Why is a mentor from outside the district required?

Mr. Lane described the process for certification under Alternative 4 and the reasons for mentors within the area of certification. He will investigate if this is still a requirement.

Mr. Hamilton: He would also be assigned an in-house mentor. It is common for teachers to go this route for certification.

Motion made by Mr. Gauthier and seconded by Mrs. Goggin to approve the nomination.
Vote: 4-0 to approve the motion

Document for Education Rule 306.02 sent by Mr. Robinson.

It will be discussed at an upcoming state board of education meeting. Mr. Lane encouraged the Board to read it as he has concerns with this document. What we do well is meet students where they are and this would limit our ability to do that by reducing the amount of electives they have to take which will reduce credits. Currently graduation is up to 5 days before the end of school. These suggestions would make graduation after last day of school. The language may sound innocent but the changes will be significant. Mr. Lane will send his notes to Mr. Robinson and the Board so they can see our perspective on it. Social and emotional learning are not in this document and our students come from backgrounds that make social and emotional learning important to accessing their education.

Mr. Hamilton stated he agrees with Mr. Lane, especially about the SEL curriculum limitations stated by Mr. Lane. The document reflects personal finance as a standalone course and reflects a need for courses of logic and rhetoric for NH history and limits credits for open electives from 6 to 2.5.

Mrs. Goggin agreed that SEL is important to all students and asked what we can do as a board to advocate and voice a collective decision?

Mr. Lane stated the Teachers Association and NH School Boards and other Associations across the state will have chance to voice their concerns with the document.

Resolution to the Food Service and the Meeting on March 14th with the DOE

On March 14, 2024 Mr. Lane attempted to deliver the documents to the DOE but they were not in the office. They were out of the office on an audit of another school. Mr. Lane delivered the document to Ruth Gordon on March 15, 2024, and we have satisfied all requirements from DOE. Since then, they requested adjustments to the meal counts for October, November and December. Mr. Lane has also input January, and February data so they have all the documents now. Amanda Marshall will review the documents and send confirmation stating we have fulfilled our obligation.

Proposed calendar

Mrs. Goggin was pleased with adding a teacher workshop day and an open house prior to first day in August.

Mr. Lane said we can create a schedule for teachers for the open house from noon to 7 pm so parents who are working can participate.

Mrs. Adams said the September early release day is the 25th. Is school open on election day?

Mr. Lane said since it's a Presidential election we would not be open because the amount of traffic.

Mrs. Adams asked if there should be 15 school days in November? In January, should be 21 not 22 days. Also January 20th is Civil Rights /MLK day. How many school days for the year?

Mr. Lane: You have to add 5 days for snow days. This year only 1 day for a water issue so we are out of school earlier. He will add school days in June to make 179.

Enrollment

Enrollment is stable. We have not had any home school applications in several months. Normally after January or February changes are minimal. Average daily membership is what the adequacy grant is dependent on.

Mr. Robinson asked when they reimbursed?

Mr. Lane explained that we get money September, November, January and April 1st based on previous years' enrollments. The grant is based on enrollments a year behind.

X. SCHOOL BOARD

- a. Update on Resolution (re: Franklin School Funding Resolution)
 - i. Mrs. Goggin sent resolution to our Representatives.

- ii. The response from Cyril Aures was disappointing and dismissive. There was no response from Clayton Wood. The response from Howard Pearl while nice, was not encouraging.
- iii. She suggests that if we are advocating for schools on this, we have to get the Representatives to take action. She asked, as a school board we move forward with actions.
- iv. Mrs. Adams suggested the Board reach back out to Fair Funding to see what next steps can be taken or that they can help with.
- v. Mr. Lane stated the Fair Funding project folks might be the ones to enter a proposal that goes to state legislature.
- vi. Mrs. Goggin: Carly Prescott wants to meet with Mr. Lane to do a long-term projection. Anyone from School Board may attend

Pittsfield Post now has the ad to fill the school board vacant seat. The Board has discretion to review applicants. Mr. Lane suggested that if over 3 applications are received, we would interview at least 3.

- b. Policy Review First Reading
 - EC- Building and Grounds Management
 - ECA- Buildings and Grounds Security
 - ECAC- Vandalism
 - EEAA- Video and Audio Recordings in School and On School Property
 - c. Policy Review Second Reading
 - CCB- Line and Staff Relations
 - Change interchange to exchange in last paragraph
 - Mrs. Goggin made a motion to accept the policy as amended, and was seconded by Mrs. Adams
 - Vote: 4 – 0 to approve the motion
 - d. CLA Treatment of Outside Reports
 - Upon receiving reports from such outside agencies and the Auditor by department and others, the Superintendent shall inform the Board by the next Board Meeting of said report as well as the action and/or plan of action he/she chose to take.
 Motion to accept that policy as amended was made by Mr. Gauthier and seconded by Mrs. Goggin.
 Vote 4 – 0 to approve the motion
- EB Safety Program
- Change dean of operations to principal because it would be specific to each building.
 - First paragraph change to: "The superintendent will establish and the District Safety/Joint Loss Management Committee as required by RSA 281-A:64III, and a Crisis Management Plan that conforms to the National Management Incident System."
 - Motion to accept policy modification made by Mrs. Adams and seconded by Mr. Gauthier.

- Vote: 4 – 0 to approve the motion

EBCB Fire Drills

- Change dean of operations and dean of instruction to principal.
- Change fire drills to emergency drills suggested but have to check on statute so will be tabled. Mr. Robinson will be checking on the statute.

XI. COMMITTEE ASSIGNMENTS

- a. Budget Committee- none
- b. Drake Field and Facilities- none
- c. Negotiation- none
- d. Legislation- none
- e. Foss Family Foundation- none
- f. Public Relations- none
- g. Board members will email the chair as to their level of interest in the committee assignments. The board will then elect committee members at the April 4, 2024 meeting.

XII. PLAN FOR NEXT AGENDA April 4, 2024

- a. Policy EBCB
- b. Review of applicants
- c. Committee Assignments

XIII. BOARD COMMENTS

- a. Sadly, former teacher of speech and language for over 30 years Peter has passed away and our condolences go out to his family.
- b. Despite impending weather for Saturday, March 23, 2024 the craft fair is still on.

XIV. PUBLIC INPUT

No comments made.

XV. ADJOURNMENT

- a. Mr. Lane: recommend to go to a nonpublic session under RSA 91- II-3 A and C.
- b. Roll call vote was taken and all agreed.
- c. Nonpublic at 7:20pm

NON-PUBLIC

- The Board discussed personnel issues with the Superintendent.
- The Board discussed a student issue with the Superintendent.

Motion to exit non-public made by Mr. Adams, second by Mrs. Goggin
Vote 4-0 to approve the motion

Motion to adjourn made by Mr. Gauthier, second by Mrs. Goggin

Vote 4-0 to adjourn the meeting at 7:52

Pittsfield School District

To: Pittsfield School Board
From: PES Administration, Kristen White and Barbara Kelly
Subject: Board Meeting – April 4th, 2024
Date: March 28th, 2024

INFORMATION:

March Assessments:

In March, students in grades 3 through 5 participated in the NHSAS Writing assessment, which is typically administered in May. Over the past three years, the Office of Assessment has received numerous questions and comments regarding the Writing portion of the NH Statewide Assessment System and the associated scoring rubric for the Writing Prompts. To ensure the scoring validity of these new prompts, each Writing assessment must undergo hand-scoring, which requires significantly more time than the usual scoring process. We anticipate having the results before the end of the school year.

Across all grade levels, students demonstrated remarkable perseverance, grit, and dedication throughout the assessment process. Their active participation reflected a deep commitment to academic achievement and a readiness to confront challenges head-on. The dedication of our staff to preparing students for the assessment was instrumental in the overall performance, ensuring that students were equipped with the essential skills and knowledge needed to be successful.

Title One staff are currently engaged in administering the Developmental Reading Assessment (DRA) to our students. This essential data serves as a linchpin during Data Team meetings, empowering us to customize student instruction based on their unique abilities. As a school, we conduct these assessments every six weeks to monitor academic progress and proactively address any reading challenges students may face.

Next week, our Title One staff will convene with classroom teachers to meticulously review their data, classroom observations, and student progress. This collaborative effort will enable us to recalibrate our WIN (What I Need) groups, ensuring they are optimally configured to cater to the diverse needs of our students.

Behavior Report:

The staff at Pittsfield Elementary has diligently worked to instill values of respect, responsibility, safety, and kindness among students. The efforts of the Student Success Center staff in teaching the Zones of Regulation, the activities conducted during morning meetings, and the ongoing education when expectations are not met underscore our commitment to prioritizing students' social and emotional well-being.

During the period from December through March, there were 234 referrals sent to the SSC, a decrease from the 345 referrals received from August to November. Administration entered 105 behaviors into Alma from December to March, compared to 157 entered from August through

November. Our current areas of focus are Defiance, Physical Aggression, Disrespect, and Inappropriate Language, staff will continue addressing these to support students in making better decisions.

We take pride in the progress we've achieved. Students are becoming more aware when they fall short of expectations and are taking ownership of their behavior. Referrals are on the decline, daily communication with parents and guardians is ongoing, and a strong partnership with our community has formed to guide students in making positive choices. We eagerly anticipate further success in the remaining months of this school year.

Kindergarten and Preschool Registration:

As we prepare for the enrollment of new students into our kindergarten and preschool programs for the upcoming 2024 - 2025 school year, I am excited to highlight the significant emphasis we place on fostering collaborative relationships between families and our school community. These partnerships are not only integral to optimizing student growth and development but also fundamental to cultivating a supportive and enriching learning environment for all our students. To facilitate this collaboration, we have organized several initiatives aimed at engaging incoming families and familiarizing them with our educational programs:

One-on-One Meetings with Kindergarten Team:

On April 3rd, incoming kindergarten families will have the opportunity to meet individually with our dedicated kindergarten team. These sessions offer a personalized forum for families to interact with our experienced educators, inquire about the kindergarten curriculum, and gain insights into classroom dynamics and expectations. By fostering open communication and mutual understanding, these meetings lay the groundwork for a successful transition into kindergarten.

Preschool Classroom Play Sessions:

On May 10th, families of incoming 3 and 4-year-old students are invited to participate in classroom play sessions within our preschool environment. While children engage in playful learning activities, parents will have the chance to learn more about our preschool program, curriculum objectives, and available resources. These sessions are designed to acclimate both parents and children to the preschool setting, fostering a sense of familiarity and comfort.

To facilitate participation, families can schedule their one-on-one meetings or reserve a spot for the classroom play session by contacting our Main Office at 603-435-8432. We encourage families to take advantage of these opportunities to connect with our educators and become active partners in their child's educational journey.

Spring Family/Teacher Conferences: We are preparing for our upcoming Spring family/teacher conferences. These conferences are scheduled to take place during the week of April 15th to 19th. During this time, students in grade 5 will be taking the lead in conducting student-led conferences, a unique and empowering approach to parent-teacher interaction. In these conferences, teachers and students collaborate to foster independence and self-reflection among the students.

These meetings hold significant importance for our fifth graders as they prepare for middle school. They serve as a platform for students to actively engage in their own learning process. By taking ownership of their progress and achievements, students develop vital skills such as self-assessment, goal setting, and communication, which are essential for their academic and personal growth.

The goal of spring family/teacher conferences is to promote collaboration, celebrate success, address any issues or concerns, and create a supportive environment for the student's continued growth and success.

Here at PES, we value the time we are able to collaborate with families around their children. It is critically important to us that we set aside time to meet with families. Parent/guardian-teacher conferences serve as a pivotal platform for communication between educators and guardians, facilitating the exchange of information regarding a student's strengths, weaknesses, and areas for improvement. This open dialogue ensures alignment among all parties involved in monitoring the student's progress. Additionally, these conferences serve as assessment sessions, where teachers provide feedback on academic performance, behavior, and class participation, addressing achievements, challenges, and any concerns. Collaboratively, parents/guardians and teachers set goals for the student's academic and personal growth, pinpointing areas for support or enrichment and outlining strategies for improvement. Furthermore, conferences offer a space for parents/guardians to voice concerns regarding their child's education or well-being, with teachers offering guidance, resources, or referrals as needed. Importantly, these interactions contribute to relationship-building between parents/guardians and teachers, fostering a sense of partnership in supporting the student's success. Such collaboration between home and school environments can significantly enhance the student's academic performance and overall development.

Calendar of Upcoming Events:

- Autism Awareness Week April 1st - April 5th
 - Monday - Mindful Mind Monday - Celebrate how amazing it is that all our minds work in different and wonderful ways by wearing a fun hat!
 - Tuesday - Love and support go a long way, wear RED or BLUE or even GOLD to show your support for people with Autism.
 - Wednesday - One characteristic of some people with Autism is to show how incredibly focused and passionate they are for topics of interest. What are you passionate about? Dress to show something you love.
 - Thursday - To celebrate the beauty in the diverse spectrum of the human mind. Wear a rainbow or tie dyed clothes to school.
 - Friday - People with Autism have a variety of sensory sensitivities. Dress up today in your most comfortable clothes.
- Girls on the Run - Starts April 2nd - 2:45 PM
- Monday, April 1st - Tier 2 Meeting - 8:15- 9:15
- Tuesday, April 2nd - Building Leadership Team Meeting
 - Fire Drill at 9:15 AM
- Wednesday, April 3rd - Kindergarten Registration 2PM- 6PM
 - Early Release at 12:15 PM

- Professional Development with Kathy Collins - Readers and Writers Workshop
 - Paraprofessional Training-- 1:15- PMHS Media Center
- Thursday, April 4th -
 - PG&E Work Session- SAU 3:00- 4:30
 - School Board Meeting- 5:30 PM- PMHS Media Center
- Friday, April 5th - PES Behavior Team meeting- 8:30- 9:30
- Saturday, April 6th - PES School Beautification Day 10:00 AM - 2:00 PM
- Tuesday- April 9th -
 - PES- Building Leadership Team meeting 9:00 - 10:00
 - Technology Tuesday - 2:45 - 3:45 in room 107
- Wednesday, April 10th - Early Release at 12:15 PM -
 - Professional Development with Kathy Collins - Readers and Writers Workshop
 - Paraprofessional Training-- 1:15- PMHS Media Center
- Thursday, April 11th -
 - District Leadership Team meeting- 9:00 -10:00 - SAU
 - PES PTO Meeting- 5:30 PM- PES Library - or join us virtually at meet.google.com/o vd-my es-fbv
- Friday, April 12th
 - PES Behavior Team meeting- 8:30- 9:30
 - UNH Theater - Assembly 1:15PM
- Family/Teacher Spring Conference Week- Monday April 15th - April 19th
- Monday, April 15th - Erin Moore Consultation - Instructional Best Practices
 - Perron Family Fundraiser
- Tuesday, April 16th -
 - PES- Building Leadership Team meeting 9:00 - 10:00
- Wednesday, April 17th - Early Release at 12:15 PM-
 - Family Conferences
- Thursday, April 18th - Bike at Recess Day
- Friday, April 19th - No School
 - CPI Training
- Spring Break - Monday, April 22nd - Friday, April 26th

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton & Melissa Brown, PMHS Administration
Subject: Board Meeting – April 4, 2024
Date: March 29, 2024

INFORMATION

1. End of Third Quarter & Spring Conferences. The third marking period came to a close on Friday, March 29. Teachers are in the process of updating course scores and comments. We are planning to distribute third quarter progress reports on Monday, April 8, which is the beginning of the Spring Conference window. PMHS conferences will continue to include a student component, which looks a little different at each grade span. Middle school students may reflect on work samples and/or their course progress to date. High school students will reflect on goals, course progress, and look ahead to next year. Students are working with advisers in grades 8-11 to select courses for the 2024-2025 school year. Students will review their course selections with parents/guardians for approval at their Spring Conference.
2. Family Support Coordinator. We are pleased to report that Katherine Price, or new Family Support Coordinator, has fit seamlessly into our school community and has provided students, staff, and family members with a wealth of information and resources. Ms. Price has assisted families district-wide with obtaining Medicaid insurance, applying for food stamps, and establishing therapy sessions with a local provider. She has connected a family to services for their child with a brain injury and assisted a single mom of four with apartment and landlord issues. Ms. Price reports that families are seeking assistance with obtaining mental health support and that housing is the primary stressor for families. Ms. Price has been able to establish relationships with local community members and leaders, such as town officials and church members, to ensure Pittsfield families are able to access critical resources.
3. National Honor Society. The National Honor Society is preparing to hold its annual Induction Ceremony on Thursday, March 11, at 6:00 p.m. in the PMHS lecture hall. We are proud to be inducting five new members befitting of the NHS principles. The Induction Ceremony will include a brief slideshow, a ceremony led by student members, and new members taking a pledge to uphold high standards of scholarship, service, leadership, and character. Family, friends, and community members are welcome to join us.
4. Senior Scholarships. The application period for the Foss Family Scholarship opens on April 1. Many other local scholarships are also available to PMHS students. The Guidance Department maintains a Google Classroom for students to access scholarship applications and resources. This year students will have the opportunity to apply for the following local scholarships (please note this a working list):
 - Carol L. Grainger Memorial Scholarship
 - District Nursing Scholarship
 - Edmund J. Stapleton Scholarship

- Florence Batchelder Trust Scholarship
- Forest B. Argue Scholarship
- Foss Family Scholarship
- Frank H. Donovan Scholarship
- Greater Pittsfield Scholarship Fund
- Harvey A. Marston Scholarship
- Lt. John J. Dunne Scholarship
- Nathan Vincent Memorial Scholarship
- Pittsfield Alumni Association Scholarship
- Pittsfield Clothes Closet Scholarship
- Pittsfield Middle High School Boosters Club Scholarship
- Pittsfield VFW Peterson-Cram Scholarship
- Pittsfield Youth Workshop Scholarship
- Suncook Valley Rotary Club Scholarship
- VFW American Legion Post 4029 Scholarship

We want to express our sincere gratitude to all of the families and local organizations offering generous financial support to our students. Local scholarship recipients will be announced at Senior Awards Night on June 7. All Foss Family scholarship recipients will be recognized at the Commencement Ceremony on June 8.

5. Upcoming School Events. The following is an overview of upcoming school events and dates in the month of April:

- Foss Family Scholarship – April 1-May 1
- Class of 2026: MS/HS Spring Dances – April 6 at 5:00/7:00 p.m.
- SAT Test Date – April 9
- Granite Edvance: Applying to College 101 – April 9 at 6:00 p.m.
- Spring Conference Window – April 8-19
- National Honor Society Induction Ceremony – April 11 at 6:00 p.m.
- Class of 2024: Senior Social – April 16 at 5:30 p.m.
- School Beautification Day – April 18
- No School: Spring Conferences – April 19
- Spring Break – April 22-26
- Grades 6-8: SAS Testing – April 29-May 3



SCHOOL ADMINISTRATIVE UNIT #51

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Bryan Lane – Superintendent of Schools

SUPERINTEDENT’S REPORT

APRIL 4, 2024

The nomination list for certified professional staff is being presented at this meeting. The administrative staff brings forward this listing of teachers, nurses, school counselors, administrators, and district-wide staff for your approval.

The School Calendar for the 2024-25 school year has been modified from the draft version to eliminate the additional day for professional development and add one additional instructional day to the end of the school year, making the last academic day, with five snow days, Monday June 23. The response from the EAP President was:

“It seems that you are offering a sidebar agreement to add a TW day and remove an instructional day. Past practice has been that we have a TW day that includes the Open House. The practice extends back to a time even before we shifted the work day time, when we held the freshman & grade 7 orientation during one of the initial two TW days.

The Feb sidebar agreement seemed to indicate a desire to shift the ratio of instructional time to professional time in the opposite direction. I think we need to follow the parameters of the Master Agreement, and bring these discussions to the negotiations sessions that begin in a few months.”

With this response, I did not want to subject the District to a possible grievance from the collective bargaining agreement. I am looking for a motion to approve the calendar as presented.

As of the writing of this report, there are two interested candidates for the open School Board position. Letters of interest were forwarded to you on Monday April 1 for your consideration.

I continue to work with the Federal Grant process to ensure that we are submitting reimbursement requests to the Department of Education. There are eight salaried positions that are part of the grant along with after-school tutoring programs, professional development, special education services, and technology purchases involved. We cannot receive reimbursement until after we have paid for the services covered by the grant.

I have reviewed the proposed modifications to ED 306 that was brought forward by Mr. Robinson. My reflections are as follows:

REFLECTIONS ON MODIFICATIONS TO ED 306

Page 3

303.01 1-3 All of this is already on the website as required.

303.01-4 The requirement to have student records kept in a fire-resistant file, vault, or safe does not allow for digital records.

Page 4	
303.01-5	Whose definition for these items are we to adhere to. There is no guidance.
303-5 a-h	This seems as though there will be a push to create activities for school credit that are beyond the development of the local school district
303-18 a:b	The language seems to indicate that home schooled can earn credit and therefore earn high school diplomas
Pages 5-9	Eliminates long standing language and gives no guidance as to how to implement the new language in 306.05-306.08
Page 9	
306-06 a	Takes out references to diversity and the need to specifically not tolerate non-discriminatory behavior for ethnic, racial or sexual stereotypes.
306.06 b	Eliminates student achievement
Page 10	
306.06 c	Inserts the language of “equitable and safe”; by whose definition
306.08	Eliminates the term instructional, this may lead to out of school programs being given resources.
Page 11	
306.08 c	New language “Integrates the following learning opportunities across the curricular areas when appropriate” again leading toward cross curricular credit for programs not created by the local school district.
Page 13	Removes the requirement for a school nurse to be certified by the DOE.
Page 14	
306.14	Removes all Basic Instructional Standards
Page 18	
306.15-4	Senior class no longer gets the ability to graduate prior to 990 hours being completed.
Page 19	The entire section on “Alternative Course of Study” could create a scenario where parents request a program outside of the school to earn credit. Home schooled students would earn credit with limited oversight.
	Who pays for this alternative program and the resources the implement the program.
Page 20	
306.17	District provides food service, health service and counseling services for student in an alternative program. District expense for home schooled students.
Page 21	
306.22.3	“As articulated in a parent-approved alternative course of study approved by the local school board.” This would give parents the ability to determine if a course met standards for credit.

Page 21-22

306.23-24 Language eliminated- takes away local control

Page 23

306.19 Eliminates language around school psychologists, doesn't make sense why.

Page 25

306.20 Takes away language that would allow us to "diagnose" student needs
 Eliminated language the phrase early childhood best teaching practices?

Page 26

306. Program for K-8, language changes seem to have no purpose other than to eliminate the definitions for what curriculum should include.
 306.21 Gives the ability to earn credit through co-curricular outside of school that is not part of an ELO.

Page 28

306.21 b "Based on New Hampshire academic standards, these standards are not reviewed and in some cases not current.
 The language in general seems to allow for home based credit for graduation requirements.

Page 29

306.21-5 Co-curricular programs earn credit. Who determines what activities count?

Page 30-31

306.21g-1 "A competency based assessment that supports a collection of a defensible body of evidence in how students demonstrate proficiency of competencies", who determines defensibility? Who determines level of rigor?

Page 33

306.21-6 Remote learning if implemented could be costly.

Page 34

306.21g Graduation requirements shall l1- Encompass a complete body of interrelated student accomplishments and be considered as a whole, not discrete silos", slippery slope.

Page 37

Changes in graduation requirements are very prescriptive and do not allow for students to choose courses.



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1

Pittsfield, New Hampshire 03263

Phone: (603) 435-5526 • Fax (603) 435-5331

Bryan Lane – Superintendent of Schools

TO: The Pittsfield School Board
FROM: Bryan Lane
DATE: 3/29/24
RE: COVID-19 PROTOCOL

The protocols recommended by the CDC for COVID-19 has changed in recent weeks. In the past, the Board has approved the District's protocol for this issue.

The current recommended protocol is:

When people get sick with a respiratory virus, the updated guidance recommends that they stay home and away from others. For people with COVID-19 and influenza, treatment is available and can lessen symptoms and lower the risk of severe illness.

I recommend a motion to accept this protocol.

PITTSFIELD SCHOOL DISTRICT 2024-2025 DRAFT CALENDAR

AUGUST. 4 SCHOOL DAYS
 8/19-20 New teacher orientation
 8/ 21-22 Teacher workshop
 8/ 22 Open house
 8/23 Special Education Staff Workshop
 8/ 26- FIRST DAY OF SCHOOL
 8/ 28 Early Release
 8/ 30 No school

AUGUST						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	NT	NT	TW	TW	SW	24
25	26	27	ER	29	X	31

FEBRUARY- 15 SCHOOL DAYS
 2/ 24-28- Mid Winter Break
 2/ 5, 12, 19- Early release

FEBRUARY						
S	M	T	W	Th	F	S
						1
2	3	4	ER	6	7	8
9	10	11	ER	13	14	15
16	17	18	ER	20	21	22
23	X	X	X	X	X	

SEPTEMBER 20 SCHOOL DAYS
 9/2- Labor Day
 9/ 4, 11, 18, 28 Early Release

SEPTEMBER						
S	M	T	W	Th	F	S
1	X	3	ER	5	6	7
8	9	10	ER	12	13	14
15	16	17	ER	19	20	21
22	23	24	ER	26	27	28
29	30					

MARCH – 21 SCHOOL DAYS
 3/21- End of third quarter
 3/ 5, 12, 19, 26 Early release

MARCH						
S	M	T	W	Th	F	S
						1
2	3	4	ER	6	7	8
9	10	11	ER	13	14	15
16	17	18	ER	20	21	22
23	24	25	ER	27	28	29
30	31					

OCTOBER – 21 SCHOOL DAYS
 10/ 11-Teacher workshop
 10/ 14- Columbus Day/Indigenous Peoples Day
 10/ 2, 9, 16, 23, 30 Early release

OCTOBER						
S	M	T	W	Th	F	S
		1	ER	3	4	5
6	7	8	ER	10	TW	12
13	X	15	ER	17	18	19
20	21	22	ER	24	25	26
27	28	29	ER	31		

APRIL- 18 SCHOOL DAYS
 4/7-4/18 Student led conferences
 4/18 Conference day
 4/28- 5/ 2 Spring Break
 4/2, 9, 16, 23 Early release

APRIL						
S	M	T	W	Th	F	S
		1	ER	3	4	5
6	7	8	ER	10	11	12
13	14	15	ER	17	X	19
20	21	22	ER	24	25	26
27	X	X	X			

NOVEMBER – 15 SCHOOL DAYS
 11/1- End of first quarter
 11/ 5- Election day
 11/ 11- Veterans Day
 11/12-11/22 Student led conferences
 11/22- Conference day
 11/ 27-29 Thanksgiving break
 11/ 6, 13, 20 Early release

NOVEMBER						
S	M	T	W	Th	F	S
					1	2
3	4	X	ER	7	8	9
10	X	12	ER	14	15	16
17	18	19	ER	21	X	23
24	25	26	X	X	X	30

MAY – 19 SCHOOL DAYS
 5/1 2 Spring Break
 5/26 Memorial Day
 5/ 7, 14, 21, 28 Early release

MAY						
S	M	T	W	Th	F	S
				X	X	3
4	5	6	ER	8	9	10
11	12	13	ER	15	16	17
18	19	20	ER	22	23	24
25	X	27	ER	29	30	31

DECEMBER- 15 SCHOOL DAYS
 12/ 23- 1/1 Holiday Break
 12/ 4,11,18 Early release

DECEMBER						
S	M	T	W	Th	F	S
1	2	3	ER	5	6	7
8	9	10	ER	12	13	14
15	16	17	ER	19	20	21
22	X	x	X	X	X	28
29	X	X				

JUNE- 11 SCHOOL DAYS
 LAST DAY OF SCHOOL WITH 5 SNOW DAYS JUNE 23
 6/4, 11, 18 Early release

JUNE						
S	M	T	W	Th	F	S
1	2	3	ER	5	6	7
8	9	10	ER	12	13	14
15	16	17	ER	19	20	21
22	23	24	25	26	27	28
29	30					

JANUARY- 21 DAYS
 1/ 1- New Year's Day
 1/17- End of second quarter
 1/ 20-Civil Rights/MLK Day
 1/ 8, 15, 22, 29 Early release

JANUARY						
S	M	T	W	Th	F	S
			X	2	3	4
5	6	7	ER	9	10	11
12	13	14	ER	16	17	18
19	X	21	ER	23	24	25
26	27	28	ER	30	31	



SCHOOL ADMINISTRATIVE UNIT #51

23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

TO: The Pittsfield School Board
FROM: Bryan Lane
DATE: 4/4/24
RE: NOMINATIONS FOR CONTRACT APPROVAL

I recommend a motion for the Pittsfield School Board to approve the nomination of the following certified professional staff for contract renewal for the 2024-25 school year.

PITTSFIELD ELEMENTARY SCHOOL

Teachers

Lindsey Bickford	Mary Beth Burgess	Lilliana Campbell	Melissa Catauro	Krista Critchett
Abbey Farias	Heather Galley	Wendy Holbrook	Rachel Horton	Kathryn Ingerson
Kris Marineau	Maryann McNeil	Cara McNevech	Monique Medeiros	Bonnie Perry
Jessica Roselund	Jamie Severance	Leslie Schuster	Jerrica Smith	Lisa Stevens
	Darien Stratton	Jason Tanguay	Lynne Tiede	

Principal- Kristen White Assistant Principal Barbara Kelly
Counselor- Michael Curtin School Nurse- Laura Clar
Library/Media Spec.- Melissa O’Leary

PITTSFIELD MIDDLE/HIGH SCHOOL

Teachers

Richard Anthony	Kiza Armour	Donald Belanger	Ajang Bjor	Quinn Boyce
Martha Carnes	Aubrey Carr	Sarah Carson	Nicolette Clark	James Cobern
Mary Cote	Amy Guimond	Brianna Hawes	Alissa Heppler	Nora Jones
Logan LaRoche	Ken Leonard	Theresa Marshall	Jennifer Massey	Daniel Mlcuch
Thomas Pouliot	Stanley Smith	Tianna Szarka	Jennifer Tyrell	

Counselor- Jeffrey Martel School Nurse- Cynthia Caravalla
Principal- Derek Hamilton Assistant Principal- Melissa Brown

SAU Professional Staff

Dir. of Student Support Services- Charlene Vary	Board Certified Behavioral Analyst- Kim Morganti
School Psychologist- Amy Philbrick	District Reading Specialist- Nicole Davis
Speech Pathologist- Gina England	Debra Brooks- Out of District Coordinator

EEAG

Pittsfield School District

USE OF PRIVATE VEHICLES TO TRANSPORT STUDENTS

Any use of private vehicles to transport students to or from school, field trips, athletic events, or other school functions, must have prior authorization by the Superintendent or his/her designee. The Board specifically forbids any employee to transport students, except the employee's own children, for school purposes without prior written authorization by the Superintendent or his/her designee. Individuals providing unauthorized student transportation do so at their own expense and liability.

Persons under contract with the School District to provide school transportation services must have a valid School Bus Driver Certificate / License in accordance with the applicable rules and laws. All vehicles must be approved by the New Hampshire Department of Safety as meeting all applicable school bus safety standards. Parents transporting their own children are exempt from this requirement, per Department of Safety regulations.

Persons providing transportation on an incidental basis, i.e., not specifically as part of a contract to transport, must do so only with the approval of the dean of operations. Such persons must have a valid driver's license; the vehicle used must have a current New Hampshire inspection sticker, and proof of automobile insurance with minimum liability limits of \$100,000 / \$300,000 must be provided. Additionally, persons who anticipate incidental transportation on a periodic basis must provide a Driver Record issued by the Department of Motor Vehicles on an annual basis. A commercial license is required for any vehicle that has a capacity of sixteen or more. Persons providing incidental transportation are to ensure that a second adult accompany them within the vehicle when transporting students.

Exception to the provisions in the above paragraph may be made in extenuating or individual circumstances, such as a person providing transportation as an element of an extended learning opportunity. Such exception must be made in writing by the dean of operations and only with written parent / guardian permission.

No student will transport another student for school authorized transportation without written consent of parents of all students involved and approval of the school administration.

Reimbursement for use of private vehicles may be made, but only if the employee or other person has prior approval of the supervising administrator.

Reading: June 24, 2010
Adopted: July 22, 2010
Amended: April 10, 2014

Reviewed: April 19, 2018

EFA

Pittsfield School District

AVAILABILITY AND DISTRIBUTION OF HEALTHY FOODS

The School District will support the availability and distribution of healthy foods and beverages in both school buildings during the school day.

The superintendent and his/her designee is responsible for ensuring that all foods and beverages distributed within the district will meet nutritional standards established by state and federal law relative to (1) nutrient density, (2) portion size, and (3) nutrition targets, as defined in pertinent law.

It is not the Board's intent to regulate the practices of independent organizations that may support the students and schools of the district – for example, the Booster Club, the Parent Teacher Organization, and others; therefore, the Board considers such organizations exempt from this policy.

The superintendent or his/her designee is responsible for implementing developmentally appropriate opportunities to learn food preparation skills that support nationally recognized research-based nutrition standards. The superintendent or his/her designee is responsible for providing annual communication information about the policy and procedure and related curricula to the school community.

Adopted: June 6, 2013
Reviewed: April 10, 2014
Reviewed: April 19, 2018
Reviewed: June 16, 2022



New Hampshire

Department of Education

TECHNICAL ADVISORY

<p style="text-align: center;">Subject: Food and Nutrition Programs—Meal Availability for all enrolled students</p> <p style="text-align: center;">Issued: March 27, 2024</p>	<p>Legal Reference—RSA 189:11-a, Ed 306.11</p>
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This Technical Advisory is to provide guidance on meal availability pursuant to RSA 189:11-a.

The Department is issuing this Technical Advisory to ensure that districts are aware of their obligation to provide one meal for each student, including kindergarten and pre-kindergarten students pursuant to RSA 189:11-a.

RSA 189:11-a, I-II requires that each school must make a meal available during school hours to every student under its jurisdiction. The legislative goal of this requirement is to support student well-being and create an environment where hunger doesn't hinder a child's ability to learn.

- RSA 189:11-a, and supporting administrative rules, Ed 306.11(a)(1), require that each school board make at least one meal — breakfast or lunch — available during school hours to all enrolled students in the district.
- The school board is also required to have a meal payment policy that ensures all students have “access to a healthy school lunch” and, communicate the policies to parents and ensure that all students receive equal treatment in the lunchroom (RSA 189:11-a, VIII). This meal program is not optional.
- School boards must ensure that the districts provide at least one meal to students, whether that meal is breakfast or lunch is at the discretion of the school board.
- The law permits a school board to elect to make both breakfast and lunch available to students. Note, that if the school elects to serve breakfast, the meal must be provided during school hours and, pursuant to RSA 306.11(d), students must be provided with adequate time to consume the meal.

Access RSA 189:11-a in its entirety [here](#).

Access Ed. 305.11 Food and Nutrition Services [here](#).

Applicability of RSA 189:11-a:

The obligation to ensure that one meal is provided to students, is not limited by grade or full day enrollment. RSA 189:11-a is equally applicable to kindergarten and pre-kindergarten programs whether these programs are full day or half day programs. For example, for a school district that is operating a half-day kindergarten program, the district is required to provide one meal to these students. The morning program could be provided breakfast, and the afternoon program could be provided lunch or both programs could be provided lunch — as long as the district is providing the required one meal to all enrolled students.

There have been instances in which a school district's food service program is available for grades 1 through 12, but not available to the kindergarten and pre-kindergarten program. That is not compliant with the law, as a meal must be made available to all students.

Waiver:

As stated in RSA 189:11-a, "The school board of any school may make application for a waiver to the state board. Requests for such waiver may be granted by the commissioner of education upon the receipt of such application and shall remain in force until the state board determines otherwise as hereinafter provided. The state board is authorized and directed to study the schools which have been granted a waiver and to formulate a plan to implement the requirements of this section in such schools. The state board shall, after formulating such a plan, notify the school board granted such a waiver of the date when said waiver will terminate. After the termination of a waiver, a school board shall comply with the requirements of RSA 189:11-a, I. The state board may also grant a waiver to any school which is being phased out of use; however, such waiver may not exceed the period of one school year."

If a school board identifies that they are unable to meet the requirements listed in section I of RSA 189:11-a then a waiver request as outlined above must be made to the state board of education. The commissioner of education, upon receipt of the application for a waiver, may grant such request until the state board makes a final determination regarding the applicability and length of the waiver. The state board must formulate a plan with the school board to implement the requirements of RSA 189:11-a and provide students with a meal. After termination of the waiver, the school board shall comply with the requirements of RSA 189:11-a, I.

For questions related to this Technical Advisory, please contact:

Amanda Marshall, Administrator
Office of Nutrition Programs and Services, NHED
603-271-3860
Amanda.A.Marshall@doe.nh.gov

This institution is an equal opportunity provider.

EFAA

Pittsfield School District

MEAL CHARGING

The District encourages all parents and guardians (hereinafter "parents") to provide a healthy breakfast and lunch for their student(s). Parents are welcome to send students to school with a "brown bag/lunch box" meal. The District provides the opportunity to purchase breakfast and lunch from the school cafeteria. Each meal meets or exceeds the federal nutrition standards. Payment is expected no later than when the meal is served. Payment may be in cash, check, or as a debit against funds deposited into an established student lunch account.

The school lunch program is required by federal law to operate as a non-profit which must end each fiscal year without a negative balance. Uncollected debt must be paid to the school lunch program from other funds. Therefore, parents of students required to pay the full or reduced price for meals must ensure that the school lunch program is paid for their student's meals. The district's policy is to quickly escalate efforts to bring student meal accounts into positive balance, to avoid circumstances where these accounts build significant debt.

The District uses a point-of-sale computerized meal payment system which has an account for all students. Parents of students who will be purchasing meals using this system are required to establish and maintain a positive balance in the student's meal account.

Funds may be deposited into a student lunch account by cash, check, or on-line payment. Cash or checks made out to Café Services should be presented to the cashier at the cafeteria or school office. A check may also be mailed to the school. The use of checks or on-line payments is encouraged, as each provides a record. Parents are responsible for any fees charged by the on-line service. In accordance with United States Department of Agriculture ("USDA") guidance SP 02-2015, there will be no processing fee for deposits to a student meal account made by cash or check.

Bank fees incurred on any check returned for insufficient funds will be charged to the parent. In accordance with RSA 358-C:5, notice of the fee charged for a check that is returned for insufficient funds shall be included in any letter sent to a parent seeking payment because the student meal account has a negative balance.

Each notice to parents will include information on how to verify a student meal account balance, to resolve concerns regarding the accuracy of the account balance, or to obtain information on the school meal program, including the name, title, hours when available, phone number, and e-mail address of an appropriate member of the food service contractor and district staff.

Parents who establish a meal account for their student are responsible for establishing with their student any restrictions the parent chooses to place on use of the account. Unless restricted by the parent, a student may purchase a la carte items in addition to the regular meal choices. Some students purchase more than one meal at one sitting. Setting and ensuring compliance with limitations on the use of the student's meal account afford families an opportunity to develop their student's understanding of the responsible use of credit and debit accounts, which will benefit the student throughout life. Parents must monitor the student's use of the meal account to ensure that a sufficient balance is available at all times for their student to charge meals.

The district's policy is to ensure that students have access to healthy meals and that no student will be subject to different treatment from the standard school meal or school cafeteria procedures. Therefore, the district will allow students to purchase a meal, even if the student's meal account has insufficient funds. This policy applies to all meal offerings generally available at the cafeteria, both breakfast and lunch.

The district works proactively with parents to maintain a positive balance in their student's meal account. The dean of operations shall establish a procedure at each school requiring that a low balance statement be sent to parents whenever the balance in a student's meal account falls to or below a set amount that approximates the amount typically necessary to pay for one week of meals.

The notices will be sent by e-mail when practical, otherwise by a note, sealed in an envelope, sent home with the student. Only those District staff who have received training on the confidentiality requirements of federal and state law, including the United States Department of Agriculture's (USDA) guidance for school meal programs, and who have a need to access a child's account balance and eligibility information may communicate with parents regarding unpaid meal charges. Volunteers, including parent volunteers, will not be used to communicate with parents regarding unpaid meal charges. 42 U.S.C. 1758(b)(6).

Notice prior to the account reaching zero is intended to reinforce the requirement that a positive balance be maintained in the student meal account. If a student meal account falls into debt, the initial focus will be on resuming payments for meals being consumed to stop the growth of the debt. The secondary focus will be on restoring the account to routinely having a positive balance.

The district recognizes that unexpected financial hardships occur and will work with parents in this circumstance to limit the amount of accumulated debt. To do so, it is essential that parents respond to notices and cooperate with district staff efforts. Fairness and equal treatment requires that those able to pay, but who fall behind, must promptly bring their students meal account into a positive balance. The district's proactive approach is intended to help ensure students have healthy meals and that parents do not accumulate significant debt to the school meal program.

The district participates in the federally supported program to provide free or reduced price meals to students from families whose economic circumstances make paying for meals difficult. Income guidelines for eligibility are based on family size and are updated each year by the USDA. The district ensures that parents are informed of the eligibility requirements and application procedures for free or reduced cost meals as well as the requirements of this policy.

Parents shall be provided with a copy of this policy and an application for free or reduced cost meals annually at the start of the school year or in the parents' handbook, upon enrollment of a transfer student during the school year, and as a component of all notices sent to parents seeking payment to correct a negative balance in the student meal account. The communication explaining the availability of the free or reduced price meals shall include all the elements required by federal regulation, 7 C.F.R. 245.5. Each notice shall also identify a member of the food service contractor and district staff, with contact information, who is available to answer questions or assist the parents with applying for free or reduced price meals.

As required by the Civil Rights Act of 1964 and USDA guidance, parents with Limited English Proficiency (LEP) will be provided with information on this policy and the free and reduced price meal program in a language the parents can understand. The district will utilize USDA and community resources to fulfill this requirement. This policy and links to application materials for the free or reduced price meal program will be posted on the school web site and made available to parents at each school.

The district will proactively enroll students found to be categorically eligible into the free or reduced price meal program. The district will seek to enroll eligible students in the free or reduced price meal program upon learning from any source of the student's potential eligibility. When eligibility is established, the district will apply the earliest effective date permitted by federal and state law.

The district will provide a copy of this policy and application materials for free or reduced price meals to town welfare offices/human services offices and other local social service agencies who may have contact with parents who are confronting layoffs or other financial hardship.

Regardless of whether a student has money to pay for a meal or has a negative balance in the student meal account, a student requesting a meal shall be provided with a meal from among the choices available to all students. The only exception will be where the student's parents have provided the district with specific written direction that the student not be provided with a school lunch program meal, the student has a meal sent from home, or otherwise has access to an appropriate meal. Under no circumstances will a student's selected meal be discarded because of the status of the student's meal account.

It is the parents' responsibility to provide their student with a meal from home or to pay for school prepared meals. Therefore, the district's policy is to direct communications to parents about student meal debt. When parents chose to provide meals sent from home, it

is the parents' responsibility to explain to their student the necessity of the student not using the school meal program.

Initial efforts to contact parents will be by e-mail or phone, however if those efforts are unsuccessful, letters to parents may be sent home in sealed envelopes with the student. Where the District has not received a response from the parents or the parents do not cooperate in resolving negative student meal account balances and the student continues to use the school meal program, for students in grade seven or higher, the dean of operations or designee may communicate directly with the student in a manner that is private and which does not publicly identify or stigmatize the student. Resolution of the problem should seek to ensure the student has ongoing access to an appropriate meal.

Should the student's meal account balance fall below zero, a balance statement requesting immediate payment shall be sent to parents no less than once each week.

If the student's meal account balance debt grows to \$15.00 or more, a letter demanding immediate payment shall be sent by US Mail to the parent or the parent shall be contacted by the Principal or designee by phone or in person. Where warranted, the dean of operations may arrange a payment schedule to address current meal consumption and arrearages while the school continues to provide the student with meals.

If the student's meal account debt grows to \$30.00 or more, the parents will be requested to meet with the dean of operations. When appropriate, the dean of operations should explore with the parents whether an application for free or reduced cost meals is warranted. Where extenuating circumstances of financial hardship exist and the family is not eligible for free or reduced cost meals, the district will work with the parents to identify and engage governmental and private charitable resources which are available to assist the family.

If a student with a negative balance in his or her meal account seeks to purchase a meal with cash or check, the student will be allowed to do so. There is no requirement that the funds be applied first to the debt.

If the dean of operations determines that the best available information is that the parents are able to pay the expenses of the student's meals and the parents decline to cooperate with resolving the debt in a timely manner, the dean of operations shall send a letter to the parents directing them to have their student bring meals from home and cease utilizing the school meal program. The student may resume using the school meal program when a positive account balance is restored in the student's meal account.

If the student continues to use the school meal program, a second letter shall be sent to the parents using certified mail, return receipt requested.

If parents continue to fail to provide the student with a meal sent from home, continue to fail to provide funds for their student to use the school lunch program, continue to refuse to cooperate with reasonable requests by food service contractor and district staff to

address the overdue debt, and the parent is believed to have the ability to pay, the superintendent may pursue payment through civil legal action, including filing a claim in small claims court pursuant to RSA Chapter 503. The superintendent is delegated authority to assess the likelihood that civil action will lead to payment, the resources required to pursue collection, and to pursue such action only when doing so is in the best interest of the district.

The superintendent shall try to identify non-profit charities that are willing to contribute funds to the district to assist in keeping a positive balance in the meal account of students whose parents do not qualify for free meals and who due to financial hardship are unable to consistently keep the student meal account in a positive balance. If at the end of the fiscal year uncollected debt in student meal accounts must, as a last resort to fulfill federal requirements, be paid to the school meal program from other district funds, the parents' debt for unpaid meal charges shall be owed to the district.

Applying the policy set forth above, the superintendent shall determine if further collection efforts are in the best interest of the district. Any payments collected on debt that has been offset with district funds, shall be credited to the district. All debt collection efforts shall comply with RSA Chapter 358-C, New Hampshire's Unfair, Deceptive, or Unreasonable Collection Practices Act.

A copy of this policy and refresher training shall be provided annually to all food service contractor and school staff responsible for serving student meals or enforcing this policy. New staff with these responsibilities shall be provided with a written copy of the policy and training on the policy during their initial training or orientation. In accordance with federal requirements, a record shall be maintained documenting that new staff receive the policy and training. The record must also document that all applicable staff receive a copy of the policy and refresher training annually.

Nothing in this policy prohibits providing an appropriate meal to a student with special dietary needs such as, but not limited to, diabetes, provided these needs have been documented in a health plan, Sec 504, or IEP. If the meal is medically required, and the student has a negative student meal account balance, or does not have cash to purchase the meal, the necessary dietary needs will be met.

To request meal accommodations for students whose dietary needs qualify them for accommodation under law or to file a school meal program complaint with the District, contact the dean of operations.

To file a program complaint of discrimination with the USDA, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture; Office of the Assistant Secretary for Civil Rights; 1400 Independence Avenue, SW; Washington, D.C. 20250-9410;

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This district is an equal opportunity provider.

It is the district's policy that in the operation of child feeding programs, no child will be discriminated against because of race, sex, color, national origin, age, or disability, 7 C.F.R. 245.5(a)(1)(viii). Students will not be denied meals due to the existence of other unpaid charges at the school or for disciplinary reasons.

If a student who has been determined to be ineligible for free or reduced cost meals or whose parents have refused to cooperate with filing an application for free or reduced cost meals is consistently not provided with meals, either through a meal sent from home or the payment for a meal through the school meal program, the dean of operations will assess whether a report of child neglect is warranted to the New Hampshire Department of Health and Human Services, Division for Children, Youth, & Families, as required by RSA 169-C:29-31.

If a student's meal account has a negative balance of \$30.00 or more, the student will be allowed to charge only an alternative meal. In accordance with state law, the alternative meal will be one of the meal choices generally available to all students, but which has the lowest cost to the lunch program to produce. The purpose of limiting students with negative balance meal accounts to the alternative meal is to mitigate the losses to the district from providing uncompensated meals, while ensuring that the student has access to a healthy meal. These students will also not be allowed to charge a la carte or extra items. It is the parents' responsibility to explain to the student that only alternative meals may be charged.

A notice which directs the parent to have their student select only the alternative meal and not to charge a la carte or extra items, until the student's meal account is brought into positive balance, will be included with the communication demanding payment of the negative balance. The notice will include the information necessary for the parent to explain to the student how to select the alternative meal. For students in grade seven and above, if the student continues to select other meal choices, the student may be spoken with privately and advised that in accordance with the notice provided to the parents, the student may only select the alternative meal and may not charge a la carte or extra items until the meal account is brought into a positive balance.

Adopted: April 19, 2018

EFC

Pittsfield School District

FREE AND REDUCED-PRICE LUNCH

In accordance with federal regulations, the District shall make available to all children of low economic means and children of moderate income families experiencing financial difficulties free or reduced-priced lunches through the School Lunch Program in each school.

The administration is responsible for making information about free and reduced- price lunches and application forms available to parents and guardians.

Parents who believe their children are eligible may contact the dean of operations and a determination will be made relative to their eligibility. Parents may appeal a negative determination to the superintendent and the School Board.

Reading: February 18, 2010
Adopted: April 22, 2010
Amended: April 10, 2014
Reviewed: April 19, 2018
Revised: April 6, 2023