

- Policy CBI Evaluation of the Superintendent

Policy Review Second Reading

- Policy GBEAB Mandatory Code of Conduct Reporting

11. COMMITTEE ASSIGNMENTS

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

12. PLAN AGENDA FOR NEXT MEETING

13. BOARD COMMENT

14. PUBLIC INPUT

15. ADJOURNMENT

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

PITTSFIELD SCHOOL BOARD
MINUTES

Pittsfield School Board Meeting May 16, 2024
Pittsfield Middle High School

- MEMBERS PRESENT: Sandra Adams- Chair Person
Molly Goggin- Vice-Chair person
Adam Gauthier
Tim Robinson
Eric Nilsson
- OTHERS PRESENT: Bryan Lane- Superintendent of Schools
Derek Hamilton- Principal PMHS
Kristen White- Principal PES
Charlene Vary- Director of Student Support Services
Melissa Brown- PMHS Assistant Principal
Members of the Public

I. Mrs. Adams calls the meeting into session at 5:30 and led the Pledge of Allegiance

II. ACTION ON AMENDED AGENDA

- a) Mrs. Adams- Add May 2 to approval of minutes
- b) Bryan Lane- Letter from DOE
- c) Mr. Hamilton- Exhibition of Learning
- d) Mr. Nilsson- Clarify process for policy approval

Motion by Mr. Gauthier
Second by Mr. Robison
Vote 5-0 to approve the motion

- III. APPROVAL OF MINUTES of May 2, 2024
Page 1 School Board space, past tense
Page 2 SW members should be S and W Sports, Correct HiSET, V Capitalizations 3rd paragraph, clarify intent of student body
Page 3 Past tense. Letter C- CariedAway correct spelling
Page 4 Past tense
Page 5 Mr. Nilsson's name spelled incorrectly, change language for
Page 6 Spacing on statements, Mrs. White. Due to other school engagements Motion Gauthier, 2nd by Mrs. Goggin
Page 7 Spacing on A Add submission on the last page

Motion to approve the minutes as amended made by Mrs. Goggin
 Motion seconded by Mr. Nilsson

Vote 5-0 to approve the motion 5-0

IV. PUBLIC INPUT

- a) None

V. STUDENT REPRESENTATIVE

- a) Site council has not met

VI. DIRECTOR OF STUDENT SUPPORT SERVICES- Charlene Vary

- a) Educational Environment

- i. Room 113 needs to become a program because of how it serves students. Mrs. Vary is working with the DOE and staff to accomplish this. DOE will come after one year to review the program

- b) Resource Room

- i. All three levels have a resource room that allows students to receive services at PMHS.

- c) Self-Contained Classroom

- i. Students have the majority of their time in this room

- d) Special Education Record

- i. SPED records are required to be kept until the 26th birthday unless requested by a student who is 18 or by the legal guardian

- e) Special Education Survey

- i. Letters going out to parents via the DOE

Mr. Nilsson wanted to clarify if there is additional staff or a room for the Program for Life Skills at PES. Mrs. Vary clarified that they do not.

VII. SUPERINTENDENT OF SCHOOLS-Bryan Lane

- a) A list of open positions was described and contracts are to be signed by the Board chair at the meeting. An additional Special Education teacher position is open at PMHS with the resignation of Nora Jones.
- b) The Superintendent has forwarded an email to the Board from legal counsel concerning the Open Enrollment decision from the State Board of Education. No formal notification has come from the DOE as of May 16. Once the notice is received, legal counsel will serve notice of a request to appeal.
- c) The Superintendent forwarded an email to the Board regarding the status of a claim for damages through PRIMEX. There is no resolution at this time, the Superintendent will keep the Board apprised of any updates as they become known.
- d) The Superintendent described the financial report that includes the additional information requested by the Board with line items from active grants. The Superintendent is requesting a motion to approve a budget transfer in the amount of

\$46,500 from the General Fund to the Grant Fund in order to create a more accurate accounting of expenditures

- i. Mr. Nilsson made a motion to reclassify the \$46, 500 expense. Mrs. Adams seconded the motion.

Motion passed 5-0

- e) The Enrollment report for May shows little change from the previous month
- f) The Superintendent now has three notifications for retirement:
 - i. Pam Miller- secretary at PES
 - ii. Gina England- Speech Therapist
 - iii. Lynne Tiede- Instructional Aid at PES

VIII. SCHOOL BOARD

- a. CPR a graduation requirement

- b. Nomination of Kindergarten teacher

The Superintendent nominated Hayley King for the open position of Kindergarten teacher at Bachelor's Step 1, a salary of \$36,840

Motion to accept the nomination made by Mr. Gauthier

Seconded by Mrs. Goggin

Motion passed 5-0

- b. Second Reading of policies
 1. GBA- Equal Opportunity Employment
 2. GBE- Staff Rights and Responsibilities
 3. GBEA- Staff Ethics
 4. GBEAB- Mandatory Code of Conduct Reporting
 5. EH- Public Use of School Records
 6. EHB- Records Retention and Disposition Schedule.
 7. EHB-R- District Records Retention Schedule
 8. EBCB- Fire Drills

The Board discussed the concept of policies being brought to them after review from the Superintendent.

IX. Committee Assignments

- a) Budget Committee- Mrs. Adams and Mr. Robinson, no activity at present.
- b) Drake Field and Facilities- Mr. Gauthier, none.
- c) Negotiation- Mrs. Goggin and Mr. Robinson, none.
- d) Legislation- Mrs. Adams, school district budget cap passed Senate.
- e) Foss Family Foundation- Mrs. Adams, 22 applications: 19srs, 3grad.
- f) Mrs. Goggin- Facebook page

- X. PLAN FOR NEXT AGENDA
- a) CPR AS a requirement
 - b) Policies as listed above
 - c) Supervision of the Superintendent
- XI. BOARD COMMENTS
- a) Celebrations for staff who are retiring
 - b) Molly congratulated all who are retiring
 - c) Mrs. Adams- wellness conference in Laconia. She distributed some information for possible programming.
Mr. Gauthier- May 4 \$2,100 raised by PTO for celebration and craft fair. Thanks Mr. Hamilton for his help
Mr. Nilsson- enjoyed serving lunch
- XII. PUBLIC INPUT
- a) None
- XIII. NON-PUBLIC SESSION
- Motion to go into a non-public under RSA 91: a 3 (a) session made by Mrs. Adams at 6:45p.m.
- Seconded by Mr. Robinson
- Roll Call Vote:
- Mr. Nilsson- Yes
 - Mr. Robinson-Yes
 - Mrs. Goggin- Yes
 - Mr. Gauthier- Yes
 - Ms. Adams- Yes
- Personnel issue discussed- no action taken
- Motion to exit non- public Mrs. Goggin
Seconded by Mrs. Adams
- Vote 5-0 to approve the motion
- XIV. ADJOURNMENT
- Motion to adjourn made by Mr. Nilsson to adjourn
Seconded by Mrs. Goggin
- Vote 5-0 to approve the motion at 7:25p.m.

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

PITTSFIELD SCHOOLBOARD
MINUTES

Pittsfield School Board Meeting June 6, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Sandra Adams- Chair
Molly Goggin- Vice Chair
Adam Gauthier
Tim Robinson
Eric Nilsson

OTHERS PRESENT: Bryan Lane- Superintendent of Schools
Kristen White- Principal PES
Charlene Vary- Director of Student Support Services
Melissa Brown- PMHS Assistant Principal
Members of the Public

I. Mrs. Adams called the meeting into session at 5:30 p.m. and led the Pledge of Allegiance

II. ACTION ON AMENDED AGENDA

Mr. Robinson

Support for Parental Involvement

Library collection

Facilities walk through

Mr. Gauthier

Generator at PES

Signage at PES office

Anonymous letter

Mr. Lane

Three teacher nominations

Motion to accept the amended agenda by Mr. Gauthier

Second by Mrs. Goggin

Vote 5-0

III. APPROVAL OF MINUTES of May 16, 2024

Not all Board members received the minutes. This item will be moved to the June 20th meeting.

IV. PUBLIC INPUT
None

V. STUDENT REPRESENTATIVE

The student representative was not present. Mr. Hamilton indicated that meetings were scheduled for two dates in the summer and that the cell phone policy would be brought up. Mrs. Goggin offered to provide a book for reference, The Anxious Generation giving some perspective on the stressors that constant connections may bring to students.

Mrs. Goggin excused herself from the meeting at 6:28 p.m.

VI. PITTSFIELD ELEMENTARY- Kristen White

The Spring Concert was a great success, Mrs. White thanked the staff at PMHS for their help. The participation of the students and the support of teacher volunteers was excellent along with a great turnout by parents.

This was the first "Exhibition" event that Mrs. White had been to and she was enthusiastic in describing the work of students. She went through the events by grade and was so appreciative of the staff for their efforts.

Lego and Art Night was a success as well. Mrs. White thanked Mrs. Stevens, art teacher, for her efforts and creating displays of student work. The event was well attended.

Mrs. White described the growth that has occurred in the academic assessments that students have been participating in. She described that a majority of students are meeting growth goals even though they may not be at grade level yet. There was growth in the percentage of students becoming proficient in every grade.

Mr. Robinson commented that it was important for the citizens to better understand the meaning of these assessments and that as long as the students are growing toward their goals, it is a success.

Mrs. White is enthusiastic about the growth and has confidence with new programs being implemented that students will continue to meet proficiency at a higher rate.

The Painted Rock project has been a great success. We owe a huge thank you to PMHS for their incredible support and kindness. The students from the Rock Painting Learning Studio, along with Angela Bridges, a paraprofessional at PMHS, painted kid-friendly rocks with uplifting and motivational quotes.

Mrs. White described the events of Staff Appreciation Week and wants to celebrate the staff in all they do.

Events around the transition from 5th to 6th grade have gone well and the collaboration between PES and PMHS has been excellent.

The new materials for the HMH reading program have arrived and the staff is excited about the possibilities this brings. Professional development around the curriculum will occur later in June.

VII. PITTSFIELD MIDDLE HIGH SCHOOL- Derek Hamilton

Senior awards night and graduation will be coming up. Mr. Hamilton distributed information for Board members. Board members confirmed the schedule on when they should arrive.

Exhibition of learning was a success, a good turnout. The staff feedback gave kudos to the students for their presentations as well as their behavior. Feedback from parents included creating a more definitive schedule so that they can ensure they will be at their children's presentation.

Mrs. Goggin thanked the staff on looking for and taking feedback from parents.

The events for transition into sixth grade have gone well. The second day was a more student-centered event that allowed them to really ask questions about what their day will look like. The final event will be in August during open house on August 22.

There will be multiple summer programs at PMHS. ESY for special needs students along with credit recovery and Title I support for grades 6-8. There will be three options for the high school summer academy, which will run July 8-12.

Mr. Hamilton presented some questions to the Board as to the direction to move forward with regarding CPR as a graduation requirement. He verified that the most logical time to offer this would be during health classes in grades 9 or 10.

Mr. Robinson and Mr. Nilsson confirmed that they did not see certification for students as the requirement, rather that all students have experience and knowledge in how to do manual CPR and AED devices. Mr. Nilsson also indicated that the Pittsfield Fire Department would be willing to participate in the instruction as well as providing equipment.

Mr. Hamilton thanked the Board for their clarification and will come back to the Board with specifics on how to implement this.

VIII. SUPERINTENDENT OF SCHOOLS- Bryan Lane

The Superintendent described the current situation in hiring staff. If the nominations being brought to the Board were approved, there would be three special education teachers that needed to be hired as well as a reading specialist and an art teacher at PMHS. The Superintendent indicated that with the nominations that would be brought forward, there was a surplus of \$85,520 to date.

The notification through certified mail regarding the Open Enrollment decision by the State Board was received on June 6. Legal counsel has filed notice of intent to appeal. The Board would need to wait for the decision of the State Board to determine if they would hear the

appeal. At the request of the Board, the Superintendent inquired as to the cost of moving this cause to the State Supreme Court. Legal counsel gave an approximate cost of \$5,000. Inquiries are being made to see if other school districts would like to join Pittsfield if the case moves forward.

The Board received the action plan that will be given to the Department of Education to resolve the issues that have occurred in the area of Food Service. At the request of the School Board, the Superintendent provided a document indicating that the cost to continue the Food Service program with Fresh Picks for another year would be a reduction of \$28,755 compared to the current contract due to a smaller student body.

The Superintendent described the work that has been done with various grants and applications to the state over the past two weeks in the area of ESEA, Special Education and Food Service.

IX. SCHOOL BOARD

Mr. Robinson wanted to make sure that we were working toward giving parents what they needed to support their children as they go through their academic journey.

Nominations

Nomination of Maura Burns- First grade teacher Bachelor's step 31, at a salary of \$64,235

Motion to accept the nomination by Mrs. Adams

Second by Mr. Gauthier

Vote 4-0 to approve the motion

Nomination of Wade Sauls- Sixth grade teachers Master's + 30 step 6, at a salary of \$40,028

Motion to accept the nomination by Mr. Gauthier

Second by Mr. Nilsson

Vote 4-0 to approve the motion

Nomination of Barbara McGrath- Title I teacher Bachelor's step 30, at a salary of \$63,725

Motion to accept the nomination by Mr. Nilsson

Second by Mr. Robinson

Vote 4-0 to approve the motion.

Mr. Nilsson inquired as to what would occur if in the hiring process there were more funds requested than were budgeted. The Superintendent responded the administration would determine where in the budget reductions would be made in order to not exceed the budget. That information would be given to the Board prior to any over expenditure.

Motion - Mr. Nilsson
Second by Mr. Robinson
5-0 Vote

Mrs. Goggin returned to the meeting at 7:32 p.m.
Policy review

EHB- RECORDS RETENTION and DISPOSITION SCHEDULE
EH- PUBLIC USE OF SCHOOL RECORDS

Amendment to include policy letters on each page
Motion to approve as amended by Mr. Robinson
Second by Mr. Gauthier
Vote 5-0 to approve the motion

EFD- ACCESS TO SCHOOL-PROVIDED MEALS

Superintendent requested to table until a future meeting

GBEA- STAFF ETHICS

Amendment to add page numbers
Motion to approve as amended by Mr. Robinson
Second by Mrs. Goggin
Vote 5-0 to approve the motion

EHB-R- DISTRICT RECORDS RETENTION SCHEDULE

Amendments to include:
Correct page numbers
Delete text that was struck out
Include the chart from the NHSBA
 Modifying the chart to remove asterisks on page 13
 Add word annual before attendance in the sections on "Grades" and
 "Attendance on page 17
Motion to accept as amended by Mr. Gauthier
Second by Mr. Nilsson
Vote 5-0 to approve the motion

EBCB- FIRE DRILLS

Amendments to include:
Change the name to Emergency Preparedness Drills
Delete text that was stricken
Change the text to read:
"Emergency preparedness drills will be scheduled by the school's
administration. The school administration will create a calendar of drills
annually in accordance with RSA 153:1 and coordinate these drills with
the authority having jurisdiction as well as outside agencies as
appropriate."
Motion to accept as amended by Mr. Nilsson
Second by Mr. Robinson
Vote 5-0 to approve the motion

X. Committee Assignments

The Board discussed and assigned committee assignments as follows:

- a) Budget Committee- Mrs. Adams and Mr. Robinson
- b) Drake Field and Facilities- Mr. Gauthier roof repair updates?
- c) Negotiations- Mrs. Goggin and Mr. Robinson
- d) Legislation- Mrs. Adams shared 3 items
- e) Foss Family Foundation- Mrs. Adams through June 2024. Mr. Nilsson for the coming school year \$49,000 awarded to 22 students
- f) Public Relations- Mrs. Goggin

XI. PLAN FOR NEXT AGENDA June 20th

Policy EFD
Policy CBI- Evaluation of the Superintendent
Update on Open Enrollment issue
Policy GBEAB- Mandatory Code of Conduct Reporting

XII. BOARD COMMENTS

XIII. PUBLIC INPUT

Citizen identified only by first name indicated they had moved into town and wanted to see how the Town's entities worked. Complimentary of the meeting, the Board and the staff.

XIV. NON-PUBLIC SESSSION

Motion to go into a non-public session made by Mr. Gauthier at 7:58 p.m.
Seconded by Mr. Nilsson

Roll Call Vote:

- Mr. Nilsson- Yes
- Mr. Robinson-Yes
- Mrs. Goggin- Yes
- Mr. Gauthier- Yes
- Ms. Adams- Yes

Board discussed program issue affecting personnel
Board discussed topic as recommended by legal counsel

Motion to exit non- public made by Mr. Nilsson at 8:45 p.m.
Seconded by Mr. Robinson

Vote 5-0 to approve the motion

XV. ADJOURNMENT

Motion to adjourn made by Mr. Robinson
Seconded by Mrs. Goggin

Vote 5-0 to approve the motion at 8:46 p.m.

Pittsfield School District

To: Pittsfield School Board
From: Charlene Vary
Subject: Board Meeting – June 20, 2024
Date: June 12, 2024

INFORMATION

1. Extended School Year Services: Our ESY services and program will run from 8:30am to 11:30 am Monday through Thursday from July 8, 2023 to July 25, 2024. Students with special needs that need continued support during the summer in order to make progress in the general education curriculum will be offered these services. High school students will also have the opportunity to complete comp recovery in order to earn credit for a class. This year PES students currently in Kindergarten through fourth grade will receive services at PES. Students currently in fifth through eleventh grade will be at the middle high school. Students will not only work on reading, math, and writing but also if needed will receive Speech, Occupational Therapy and Physical Therapy. Students will be served breakfast and lunch while they are at school.
2. Staffing: Contracts have been given to paraprofessionals, as of June 12th most contracts have been returned. We are fully staffed at the elementary school. It is anticipated we will need five paras at the middle high school. This number includes students who require additional support in the upcoming school year and current staff who will be leaving at the end of the school year. We also need a middle school Special Education Teacher and two Special Education Teachers at the elementary school. I have interviewed one candidate and I have a second candidate to interview next week. I'm hopeful both candidates will be a good fit for Pittsfield.



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

SUPERINTEDENT’S REPORT

June 20, 2024

It is hard to believe that another school year is ending. For me this is the end of year 46 and each time I take a moment to look back and reflect. I am extremely pleased with the efforts of the staff throughout the District in the service of children. Our students have shown growth at every level and the student body shows that they come to school ready to learn and they enjoy the school environment they enter every day. It should also be noted that the parents/guardians of our students have consistently been supportive of our efforts. While there is still a lot to do, we are moving forward with energy and a dedication to improving every day.

As of the writing of this report, the following is the status for hiring for the upcoming school year:

Position	Budged Salary/Benefits	New Hire	New Salary/Benefits	Variance
Kindergarten teacher	\$ 93,148	Hailey King	\$ 47,893	\$ 45,254
First Grade Teacher	\$ 50,289	Maura Burns	\$100,567	\$(50,728)
SPED PMHS	\$ 98,426	Darien Stratton	\$ 50,289	\$ 48,137
SPED PMHS	\$ 79,950	Ken Leonard	\$ 48,479	\$ 31,471
Bus. Manager	\$120,366	Rheanna Anderson	\$106,392	\$ 13,944
Adm. Asst. SAU	\$ 91,739	Krystal Santos	\$ 83,702	\$ 8,037
Adm. Asst. PES	\$ 95,765	Dusty Durant	\$ 90,639	\$ 5,126
Grade 6 Teacher	\$ 48,869	Wade Sauls	\$ 71,471	\$(22,872)
PMHS Music	\$ 73,772	Evan Whitfield	\$ 71,167	\$ 2,605
SPED PES	\$ 73,506			
SPED PES	\$ 60,177			
SPED PMHS	\$ 78,528			
Art PMHS	\$ 71,506			
Reading Specialist	\$ 95,000			

Currently, there is a surplus in salaries and benefits of \$81,425 with all current hires. As of the writing of this report, there are no new nominations for the Board.

At the request of the Board I have reached out to Rob Freese in regard to the generator that is at the elementary school. As of the writing of this report, I am waiting to hear back from Mr. Freese.

I continue to work with the DOE to on finalizing all state reporting as well as grants for the upcoming year.

Beginning in June, my work days will be Monday. Tuesday and Thursday.

Pittsfield School District

VISITORS TO THE SCHOOLS

All persons, other than staff, lunch service staff, and students enrolled in the school, who may come to the school for any reason during the school day are considered visitors and must report and sign in at the school office. Visitors must report to the school office and receive permission to be on the school's grounds.

Persons wishing to meet with a teacher or other school district employee for the purpose of discussing a particular issue shall do so only at a time when it does not interrupt the normal school program. Persons wishing to make arrangements for such may do so by securing an appointment with the appropriate employee through direct contact with the employee or through the school office.

Parents/guardians wishing to visit a classroom during instruction or other school activity during the school day shall do so at a time when it does not interrupt the normal school program and does not violate the privacy interests of students. Persons wishing to make arrangements for such may do so by contacting the appropriate supervising ~~dean~~ administrator.

No person shall visit a school without first reporting to the office to advise of the purpose and place of the visit.

Adopted: February 23, 1983 (as Policy KK)
Proposed: January 11, 1990 (as Policy KKA, KKB, and KKB-R)
Adopted: January 25, 1990 (as Policy KKA, KKB, and KKB-R)
Amended: September 18, 2015
Reviewed: January 17, 2019

Pittsfield School District

WEBSITE ACCESSIBILITY AND GRIEVANCE

The district is committed to ensuring accessibility of its website for students, parents/guardians, and members of the community with disabilities. All pages on the district website will conform to the W3C Web Accessibility Initiative (WAI) Web Content Accessibility Guidelines (WCAG) 2.1, Level AA conformance, or updated equivalents of these guidelines.

The superintendent is directed to establish procedures whereby students, parent(s) / guardian(s), and members of the public may present a complaint regarding a violation of the Americans with Disabilities Act (ADA), Section 504, and Title II related to the accessibility of any official district web presence which is developed by, maintained by, or offered through the district or third party vendors and open sources.

- A. Website Accessibility. With regard to the district website and any official district web presence which is developed by, maintained by, or offered through third party vendors and open sources, the district is committed to compliance with the provisions of the Americans with Disabilities Act (ADA), Section 504, and Title II so that students, parents, and members of the public with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same benefits and services within the same timeframe as those without disabilities, with substantially equivalent ease of use; and that they are not excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in any district programs, services, and activities delivered online.

All existing web content produced by the district, and new, updated existing web content provided by third-party developers, will conform to Web Content Accessibility Guidelines (WCAG) 2.1, level AA conformance, or updated equivalents, by September 30, 2019. This regulation applies to all new, updated, and existing web pages, as well as all web content produced or updated by the district or provided by third party developers.

- B. Complaints and Grievances Concerning Accessibility of District Websites. A student, parent, or member of the public who wishes to submit a complaint or grievance regarding a violations of the Americans with Disabilities Act (ADA), Section 504, or Title II related to the accessibility of any official district web presence that is developed by, maintained by, or offered through the district, third party vendors, and/or open sources may complain directly to a school administrator. To best assure timely processing and resolution of any complaint / grievance under this policy, the initial complaint or grievance should be made in writing.

KEE

The written complaint may be submitted in hard copy or via email to the dean of operations. The Board designates the dean of operations as the Website Accessibility Compliance Coordinator. Notwithstanding the above, however, a verbal complaint or grievance may be made. Any district employee who receives such a verbal complaint or grievance is directed to immediately refer the matter to the Website Accessibility Compliance Coordinator – dean of operations – who shall take steps as are necessary to reduce the complaint / grievance to writing.

- C. Investigation and Resolution of Complaints and Grievances. Whether or not a formal complaint or grievance is made, once the district has been notified of inaccessible content, effective communication shall be provided as soon as possible to the reporting party to provide access to the information. The complainant should not have to wait for the investigation of the complaint to be concluded before receiving the information that he/she was unsuccessful in accessing.

The formal ADA non-compliance complaint should include the following:

- Name;
- Address;
- Date of complaint;
- Description of the problem encountered;
- Web address of location of problem page;
- Solution desired;
- Contact information in case more details are needed (email and phone number).

The complaint or grievance will be investigated by the Website Accessibility Compliance Coordinator or another person designated by the superintendent. The student, parent(s) / guardian(s), or member of the public shall be contacted no later than five working days following the date the Website Accessibility Compliance Coordinator receives the information.

The procedures to be followed are:

1. An investigation of the complaint shall be completed within fifteen working days. Extension of the timeline may only be approved by the superintendent.
2. The investigator shall prepare a written report of findings and conclusions within five working days of the completion of the investigation.
3. The investigator shall contact the complainant upon conclusion of the investigation to discuss the findings, conclusions, and actions to be taken as a result of the investigation.

KEE

4. A record of each complaint and grievance made pursuant to this policy shall be maintained in the district office. The record shall include a copy of the complaint or grievance filed, report of findings from the investigation, and the disposition of the matter.

Adopted: June 20, 2019

KH

Pittsfield School District

PUBLIC SOLICITATIONS

As a general policy, there will be no solicitation within the schools for any purpose whatsoever. No commercial enterprise may be represented in the schools and there will be no sale of goods or services on the premises.

Any request for the exception to this rule must be submitted in writing to School Board through the superintendent of schools at least thirty days prior to the implementation of the requested activity.

The School Board reserves the right to grant exceptions.

Adopted: March 1, 1980 (as Policy KI)
Reading: November 4, 2004
Amended: November 18, 2004
Amended: September 3, 2015
Reviewed: January 17, 2019

Pittsfield School District

PUBLIC CONDUCT ON SCHOOL PROPERTY

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

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

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

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

KFA

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

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

Pittsfield School District

EVALUATION OF THE SUPERINTENDENT

The Board shall annually evaluate the Superintendent based on written criteria as established by the Board.

The superintendent is responsible for the services described in applicable statute and Department of Education rules. In addition to and related to those responsibilities, the following areas are representative of those in which objectives may be set and progress appraised:

1. Fiscal management;
2. Curriculum;
3. Student achievement and assessment;
4. Delivery of instruction;
5. Relationship with the Board;
6. Administration of educational services;
7. Administration of school facilities;
8. Governance of students;
9. Hiring and supervision of school district staff;
10. Overall leadership on educational issues.

The Board may choose not to annually evaluate and review every area listed above.

The Board desires that the annual superintendent evaluation and goal setting will clarify the superintendent's role within the school community, address areas for the superintendent to improve, and address areas for which the superintendent should be commended.

Reading: May 7, 2009
Adopted: May 21, 2009
Amended: November 16, 2017

Pittsfield School District

MANDATORY CODE OF CONDUCT REPORTING

A. General.

The Code of Conduct for New Hampshire Educators, sections 510.01- 510.05 of the N.H. Dept. of Education Administrative Rules (the "NH Code of Conduct") imposes various reporting requirements upon each "Credential Holder" as that term is defined by N.H. Dept. of Ed. Administrative Rule 501.02 (h). The reporting requirements include, among others:

1. reporting any "suspected violation of the code of conduct" (see NH Code of Conduct at Ed 510.05 (a)); and
2. self-reporting within five (5) days any arrest for violations of crimes enumerated in RSA 189:13-a, V ("Section V Offenses") (see NH Code of Conduct, at Ed 510.01 (b)(2)).

By way of Policy GBEB the Board has adopted the provisions of the New Hampshire Code of Conduct as employment rules and standards applicable to all employees and consultant/independent contractors, irrespective of whether or not such persons are credential holders. Consequently, each district employee designated volunteer, or contracted service provider (collectively referred to in this policy as a "Covered Individual"), is required to report certain acts, incidents, and misconduct as provided in this policy.

Reports under this Policy are in addition to other reports as may be mandated by law or other policies (e.g., abuse or neglect of children, required by RSA 169-C:29 and Policy JLF, acts of "theft, destruction, or violence" as defined under RSA 193-D:4, I (a), incidents of "bullying" per Policy JICK, and hazing under RSA 671:7).

B. Reports by Covered Individuals of Suspected Misconduct or Violations.

Any covered individual having reason to suspect that any other district or SAU employee, designated volunteer, or third party consultant/contractor has violated any provision of the New Hampshire Code of Conduct, and/or Policy GEBE, whether on or off duty, shall report the same to such covered individual's building principal, or to the superintendent.

If the person who is the subject of the alleged misconduct/violation is the superintendent, then the covered individual shall report the suspected violation to the individual's building principal, who is hereby granted authority to consult with the district's attorney on the matter.

Additionally, if the covered individual is also a credential holder, s/he shall report the superintendent's suspected violation/misconduct directly to the New Hampshire Department of Education. Likewise, if a credential holder has made a report to the principal and/or the superintendent, and believes that the district's reporting

GBEAB

procedures as expressed in this Policy have not been followed, the credential holder shall so notify the New Hampshire Department of Education directly.

Covered individuals are encouraged to make their reports in writing. Doing so will provide the covered individual with evidence that they have complied with the requirements of this Policy and the New Hampshire Code of Conduct (if applicable).

C. Self-Reporting of Certain Crimes.

Self-reports of the Section V Offenses as described in A.2 above, shall be made in the same manner as reports under B, above. Because the list of Section V Offences is subject to change by the New Hampshire Legislature, employees, etc. who are arrested for any reason should promptly review the then statute, which may be found online at:

<http://www.gencourt.state.nh.us/rsa/html/XV/189/189-13-a.htm>

D. Provisions Applicable to Principals.

Upon receiving a report of suspected violation of Policy GBEAB or the New Hampshire Code of Conduct, or otherwise has knowledge of a violation, the principal or any other administrator shall immediately report the same to the superintendent. If the superintendent is the subject of report, then the principal's report shall be made in the same manner as described in B.2, above.

E. Superintendent's Report to the Department Regarding Credential Holders.

The superintendent shall report misconduct by credential holders to the New Hampshire Department of Education in accordance with section 510.05 (c) of the New Hampshire Code of Conduct.

F. Procedures.

The superintendent may establish such administrative procedures, forms, etc. as s/he may deem necessary or appropriate to implement this policy.

G. Dissemination.

The content or a copy of this policy should be included in every employee/staff member handbook, and/or otherwise provided annually to each employee, designated volunteer, and contracted consultant.

Adopted: August 20, 2020