Pittsfield School District
Strong Community • Strong Schools

SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street, Unit 1
Pittsfield, New Hampshire 03263
Phone: (603) 435-5526 • Fax (603) 435-5331
Bryan Lane – Superintendent of Schools

PITTSFIELD SCHOOL BOARD
MEETING AGENDA

5:30 PM May 2, 2024
PMHS Media Center
Pittsfield Middle High School
School Board Meeting

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

1. CALL TO ORDER
2. PLEDGE OF ALLEGIANCE
3. ACTION ON AMENDED AGENDA
4. APPROVAL OF MINUTES April 18, 2024
5. PUBLIC INPUT ON AGENDA ITEMS
6. STUDENT REPRESENTATIVE
7. PES PRINCIPAL - Mrs. White
   - Bike at Recess
   - Title I Night
   - Kindergarten Registration
   - Perron Family Fund Raiser
   - Upcoming Testing Schedule
   - End of Year Events
8. PMHS PRINCIPAL - Mr. Hamilton
   - Class of 2024 Update
   - CPR Classes
   - Dental Care Program
   - Exhibition Learning
   - Upcoming Events

9. SUPERINTENDENT OF SCHOOLS
   - Hiring update
   - Administrative meeting
   - Food Service
   - Reading Curriculum
   - Audit
   - Financial Report
   - Open Enrollment Decision

10. SCHOOL BOARD

DISCUSSION ITEMS

CPR as a Graduation Requirement

Policy Review First Reading
- GBA - Equal Opportunity Employment
- GBE - Staff Rights and Responsibilities
- GBEA - Staff Ethics
- GBEAB - Mandatory Code of Conduct Reporting

ACTION ITEMS

Reading Curriculum

Policy Review Second Reading
- EFD - Access to School-Provided Meals
- EH - Public Use of School Records
- EHB - Records Retention and Disposition Schedule
- EHB-R - District Records Retention Schedule
- EBCB - Fire Drills

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 April 18, 2024
Pittsfield Middle High School

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

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

I. Mrs. Adams called the meeting into session at 5:30 and led the Pledge of Allegiance. Mr. Robinson left the meeting at 5:42 p.m. to respond to an emergency call.

II. ACTION ON AMENDED AGENDA
- Adding CPR as a graduation requirement
- Drake Field Facility Request (2)
- 3rd Grade walking field trip
- Teacher appreciation week in May
- Senior class trip information for parents

Motion made by Mr. Gauthier seconded by Mr. Robinson to accept the amended agenda.
Vote: 5 – 0 approved

III. APPROVAL OF MINUTES for April 11, 2024
- Grammatical changes were noted
- Change to "2024-2025 Proposed Calendar" instead of just Calendar.
- Capitalize Free and Reduced-Price Lunch
- On page 7 change 11 to roman numerals II
- On the last page change last motion to "Mr. Robinson made motion to adjourn and Mrs. Goggin seconded".

Motion made by Mrs. Goggin and seconded by Mr. Robinson to accept the amended minutes.

Vote 4-0 to approve the motion and Mr. Nilsson abstained.

IV. PUBLIC INPUT ON AGENDA ITEMS

None

V. STUDENT REPRESENTATIVE

None

VI. DIRECTOR OF STUDENT SERVICES – Mrs. Vary

Paraprofessional Training:

- Completed last week by Tobi Chassie and Susan Bradley.
- The hours can be used toward their Para II certifications.
- Positive feedback was received especially from para's.
- Due to the snow day, there is one more meeting per the request of the para's.

Compliance and Indicator 13:

- This is now a yearly event for professional development.
- A goal is needed to match the IEP meeting that is held with the student.
- Goals should be relatable to student and their needs.
- 4 Files were pulled and out of those, we received infractions on the same issue in each of the 4 files that were pulled. Students did not get invitations that were separate from their parents so that will be corrected and we will be compliant going forward.

VII. SUPERINTENDENT OF SCHOOLS – Mr. Lane

Last day of school

- Friday, June 14, 2024 and it will be a half day.

Drake Field

- We found someone to take care of the fallen branch. The cost is around $2,000.00.

Administrative Team Day

- Tuesday, April 23, 2024
- Reports from the meeting will be provided to board.

Tyler Technology Software

- Encumbrance report auditing by Mr. Lane shows multiple issues to be accounted for.
- The district never has put dollar figures for grants into the actual budget.
- Both of these items will be fixed and once done, access by Mr. Lane will be removed.
- We will be adjusting funds out of the general fund into the grant fund to show exactly what was done with the grant money. This will be beneficial to show the public where funds are being spent.

Contracts:

- All contracts have been distributed and Mr. Lane has received some back already.
- As the due date draws closer, we will send out reminders to those who have not signed and returned their contract.
- One person was granted an extension on their contract due date.

Open Positions:

- All open positons have been posted in EDjobs and posted to Indeed tomorrow.

Enrollment Report:

- Enrollment is hovering around 503. One student is a possible homeschooling candidate due to health issues.

Mr. Gauthier questioned when the last time the grandstand roof was replaced. Mr. Nilsson stated the damage was minimal and should be patched. Mr. Nilsson didn't think there was critical damage to the roof.

VIII. SCHOOL BOARD

Audit Bid:

- Four requests to bid were issued. Two companies did not respond and one company declined to bid.
- Plodzik and Sanderson provided a bid of $15, 325.
- They will provide more extensive reporting than the previous auditing firm provided to us.
- The budget is $22,000.00 for auditing.
- Mr. Nilsson questioned the dates on page 19 of the contract being April and May of 2023 should that be 2024. Mr. Lane agreed it should be 2024.

Motion to approve made by Mr. Gauthier and seconded by Mrs. Goggin.
Vote 4 – 0 to approve the bid by Plodzik and Sanderson for $15, 325.00

Policy Review First Reading

- EFD – Access to School-Provided Meals
- EH – Public Use of School Records
- EHB – Records Retention and Disposition Schedule
- EHB-R – District Records Retention Schedule

Policy Review Second Reading

- EEAG – Use of Private Vehicles to Transport Students
  - Change dean of operations to superintendent of schools.

  Motion made by Mr. Gauthier and seconded by Mrs. Goggin to approve as amended.

  Vote 4 - 0 to approve

- EFA – Availability and Distribution of Healthy Foods
  - Superintendent or his designee

  Motion by Mr. Gauthier and seconded by Mrs. Goggin to approve as amended.
  Vote: 4 - 0 to approve.

- EFAA – Meal Charging
  - Add page numbers
  - Change dean of operations to superintendent
  - Parents choose to provide, not chose

  Motion by Mr. Gauthier and seconded by Mr. Nilsson to approve as amended
  Vote 4 – 0 to approve.

- EBCB – Fire Drills
    - Will be tabled to next meeting.

- EFC – Free and Reduced-Price Lunch
    - Change dean of operations to superintendent, and change superintendent to "the office of the superintendent".
    - If parent gets no relief they can appeal to the school board.
    -

Motion by Mr. Gauthier and seconded by Mr. Nilsson to approve as amended.
Vote 4 to 0

A request to use Drake Field by Joy Church was reviewed. Mrs. Adams made motion to approve and it was seconded by Mrs. Goggin.
Vote 4 to 0 to approve.
A second request to use Drake Field by Mr. Gauthier for Old Home Day was reviewed. Mrs. Goggin made a motion to approve and was seconded by Mrs. Adams.
Vote 4 to 0 to approve.

Teacher Appreciation Week is May 6 thru 10 and Teacher Appreciation Day is May 2. We should do something special for them or post in the paper. Mr. Gauthier is checking with Jill to see if there is something else we can do as a board.

For the senior class trip we are currently getting information to the parents about the event. Mr. Hamilton will provide that information to the parents.

IX. COMMITTEE ASSIGNMENTS – To be determined at next board meeting.

- Budget Committee- none
- Drake Field and Facilities- none
- Negotiations- EAP would like to start in July and Mr. Lane agrees with that recommendation and suggests that the board discuss in a meeting in June.
- Legislation-none
- Foss Family Foundation- none
- Public Relations-none

X. PLAN FOR NEXT AGENDA May 2, 2024

- Fire Drill Policy
- Financial Report from Superintendent
- Department of Education - Open Enrollment Decision

XI. BOARD COMMENTS

Mr. Gauthier stated the flags and banners need to be replaced around the school.
Mrs. Goggin complimented both schools for the school student-led conferences and how well attended they are by the families.

XII. PUBLIC INPUT

Sabrina Smith welcomed Tim Robinson and Eric Nilsson to the board and thanked the board for their time and consideration of her and others as candidates.

XIII. ADJOURNMENT

Mr. Gauthier made motion to adjourn and was seconded by Mrs. Goggin.
Vote: 4 – 0 to adjourn at 6:28 p.m.

Pittsfield School District

To: Pittsfield School Board
From: PES Administration, Kristen White and Barbara Kelly
Subject: Board Meeting – May 2nd, 2024
Date: April 25th, 2024

INFORMATION:

Bike at Recess: The Ride at Recess event was a resounding success, with over 120 kids having their bikes, scooters, and helmets checked for safety. None of this would have been possible without the invaluable support of our dedicated volunteers. Taylor Clark, Ryan Schock, and Matt from S and W Sports in Concord meticulously inspected each bike, ensuring the condition of tires, brakes, seat height, and chains. Chief Collins and Officer Boldoc from the Pittsfield Police Department diligently checked helmet fittings and generously provided spare helmets. Special recognition goes to our school nurse, Laurie Clar, who surpassed her daily bandage quota with flying colors! Witnessing the joy and excitement of the kids as they rode around was truly heartwarming. Here's to the beginning of a safe riding season. Remember, safety first—keep those helmets securely fastened! We would like to extend our gratitude to Mr. Curtin for the time and effort he puts in each and every year to make this event a success. During several of our recess times, students from PMHS came down on the field to cheer our students on, they shared stories of how this was one of their favorite memories from elementary school. We would also like to thank students in Mrs. Campbell and Ms. Bickord's fifth grade classrooms for helping us sweep up and clean the area to ensure the safety of our riders.

Title I Night: On April 18th, the Title 1 team hosted a Title 1 Game Night, at PES from 3 to 6 PM. We picked this date because many families were already attending conferences or visiting the Book Fair. Upon arrival, each student was greeted and asked, "What's your favorite ice cream?" After sharing their preference, they wrote their names on grade-specific colored sticky notes and participated in a fun voting activity on a large horizontal bar graph. (Mint chocolate chip emerged as the crowd favorite!) We are thrilled to report that 60 students went home that evening with reading and math games. We will be sending home the remaining materials when we return from break to as many students as possible.

Every attending student received a carefully prepared game packet, tailored to their grade level, which included engaging reading and math games along with dice. We assessed their grade level and provided either the K-1 packet, Grades 2-3 packet, or Grades 4-5 packet accordingly.

One of the highlights of the evening was our "Estimation Station," overseen by Mrs. Schuster. Here, students, teachers, parents, and families were challenged to make estimations about the number of cheese spheres and rectangular prisms in containers. Those who came closest to the actual numbers won the containers. Additionally, we distributed a sheet of Brain Teasers for families to enjoy together throughout the week. They could submit their completed sheets by April 30th for a chance to win a board game prize.

Looking ahead, we aspire to expand this event in the future, making it an independent and regular fixture in our school calendar, detached from Parent Conferences and the Book Fair.

We would like to congratulate the following winners for the Estimation Station:

Rectangular Prism Burst	**Actual**	**Best Estimate**
Grades K- 1	68 Candies	**Jackson M. - 69**
Grades 2 -3	73 Candies	**Everleigh D -69**
Grades 4 -5	105 Candies	**Iszy S - 110**
Parents/Teachers & Family	63 Candies	**Lindsey - 63 (Mother of a 5th Grader)**
Cheese Sphere	**Actual**	**Best Estimate**
Grade K- 1	272 Spheres	**Caleb F - 250**
Grades 2- 3	317 Spheres	**Curtis M. - 315**
Grades 4 - 5	776 Spheres	**Zoey H. - 766**

Kindergarten Registration Night: On Wednesday, April 10th we held our Kindergarten Registration Night. The event was a huge success as we had 28 students and their families join us. Each student was given a backpack filled with school supplies, information on Kindergarten Camp, PES and activities to get them ready for the 2024-2025 school year. Families were greeted by myself and I answered any initial questions they might have. Families signed up for Kindergarten Camp with Mrs. Smith, Mr. Curtin held a station to gather registration paperwork and to meet with families to introduce himself. Our School Nurse, Mrs. Clar gathered medical paperwork and provided resources to families. Students and their families then went on a tour into each of our two kindergarten classrooms where they had time to explore, play and ask questions. We look forward to spending more time getting to know our Pittsfield Class of 2037 during our Kindergarten Camp that runs from July 29th - August 8th. We would like to invite our School Board members to attend our family luncheons on August 1st and August 8th at 11:00 to celebrate the work our Kindergarten students did throughout the week and to welcome our families.

Perron Family Fundraiser:

Throughout the month of April all students and staff at PES worked collaboratively to collect money to support the Perron Family rebuild after a fire devastated their family home. We extend our heartfelt gratitude to the PES community and beyond for their generous contributions to the Perron Family fundraiser. On Monday, April 15th the entire PES team went outside to run, play, laugh and come together as a community. The weather couldn't have been more perfect for our outdoor festivities. We would like to extend a heartfelt thank you to Mrs. McNeil for her hard work to facilitate this very important event.

Upcoming State and District Testing Update:

Each year, New Hampshire public schools are required by state law (RSA 193-C) and federal accountability laws (Every Student Succeeds Act)to assess students' learning by using a standardized assessment. Several assessments are used to achieve these requirements. We here at PES are getting ready to start administering NHSAS in the areas of Reading, Math in grades 3-5 and Science in grade 5 in order to meet these standards. Throughout the month of May our students will be participating and demonstrating their individual knowledge. Results will be made available to parents once the state releases the results.

We also have NWEA for Reading and Math, Title 1 assessments, Dibels and DRA reading assessments for Kindergarten through 5th Grade throughout the month as well. These results will be available through the Quarter 4 report cards.

This can be a stressful time for the students. We as a staff try to reduce that stress with practice sessions, notes of encouragement for each student, mints, gum, making sure they have breakfast and snacks available. There are some things we ask families to do as well - go to bed early to get a good night's sleep, eat a healthy breakfast, talk about the importance of doing our best on the tests to show what you know. The support of both the school and families is greatly valued and appreciated by our students.

End of Year Events:

As the school year draws to a close, PES is filled with excitement as we prepare for a variety of memorable events. From the melodies of our upcoming Spring Concert to the hands-on creativity of Lego and Art Night, there's something for everyone to look forward to. Our students are eagerly working on their projects and presentations for Exhibition Night, ready to showcase their hard work and talents. Additionally, we're gearing up for heartfelt end-of-year celebrations for our kindergarten and grade 5 students, marking significant milestones in their academic journey. Field trips offer opportunities for adventure and exploration. Alongside these festivities, we're also eagerly anticipating our preschool Stay and Play registration event, where families can discover the enriching programs we offer for our youngest learners. Our hearts are filled with deep appreciation for our incredible faculty and staff members as we gear up for Staff Appreciation week. Their unwavering dedication, passion, and tireless efforts have been the cornerstone of our school's success, and we are profoundly grateful for everything they do. We extend our gratitude to the community for their collaboration and unwavering support throughout the year. Their involvement and encouragement have played a vital role in enriching the educational experience of our students..It's a busy yet heartwarming time at PES as we come together to celebrate, express gratitude, and reflect on the many achievements of the past year.

Calendar of Upcoming Events:

- Sunday, May 28th - School Beautification Day - 1PM- 4PM
- Monday, April 29th - Tier 2 Meeting - 8:15- 9:15
- Tuesday, April 30th - Building Leadership Team Meeting - 9:00- 10:00
    - NHSAS Testing - Grade 4 Reading
- Wednesday, May 1st- Early Release at 12:15 PM
    - NHSAS Makeups- Grade 4 Reading

- Professional Development with Kathy Collins - Readers and Writers Workshop
- Thursday, May 2nd - NHSAS Testing - Grade 3 Reading
  - Kathy Collins - Instructional Support
  - NHSAS Testing- Grade 3 Reading
  - PG&E Work Session- SAU 3:00- 4:30
  - School Board Meeting- 5:30 PM- PMHS Media Center
- Friday, May 3rd - PES Behavior Team meeting- 8:30- 9:30
  - NHSAS Makeups - Grade 3
  - Grade 4 Field Trip Squam Lake- Depart at 9:00 AM
- Saturday, May 4th - PTO Breakfast and Vendor Fair - May the 4th Be with You- PMHS
  - Breakfast - 8:00 - 10:00 AM
  - Vendor Fair - 9:00 AM - 2 PM
- Teacher Appreciation Week - May 6th - May 10th
  - To help our PTO - https://www.signupgenius.com/go/10C0D49ACAC2EA5FEC16-49142100-staff
- Monday, May 6th - NHSAS Testing - Grade 4 Math
  - Grade 5 Starbase Field Trip (Campbell)
- Tuesday- May 7th - PES- Building Leadership Team meeting 9:00 - 10:00
  - Grade 5 - Starbase Field Trip (Campbell)
  - Dress Rehearsal for Spring Concert - PMHS
  - Team Leader meeting- 2:45 Art Room
  - Spring Concert- 6PM - PMHS
- Wednesday, May 8th - Early Release at 12:15 PM -
  - NHSAS Testing- Grade 4 Makeups
  - Professional Development with Erin Moore- Instructional Best Practices
- Thursday, May 9th - NHSAS Grade 3 Math
  - Grade 5 - Starbase Field Trip Bickford)
  - PES PTO Meeting- 5:30 PM- PES Library - or join us virtually at meet.google.com/hrh-dcsn-ssb
- Friday, May 10th - NHSAS - Grade 3 Math Makeups
  - PES Behavior Team meeting- 8:30- 9:30
  - Grade 5 - Starbase Field Trip Bickford
  - Pre- School Stay and Play
    - 9:00 - 10:30 AM (3 Year Olds)
    - 12:00 - 1:30 PM (4 Year Olds)
- Monday, May 13th - Grades 3 and 4 - NWEA Reading
- Tuesday, May 14th - NHSAS Science Grade 5
  - Grades 1 and 2 Wildlife Encounter
  - Art and Lego Night - Grades
    - **5:20 - Students can enter the building to get ready.**
    - **5:30pm - 6:30pm:** Visit art exhibits and then the Lego teams. Use the handouts to ask students about their learning and their Lego projects. Projects are in the gym and cafeteria.

        - **6:30:** Join us outside for pizza. Pick up your pizza in the cafeteria.
- Wednesday, May 15th - Early Release at 12:15 PM
    - NHSAS Grade 5 Science Makeups
    - Data Team Meetings
- Thursday, May 16th - NHSAS Grade 5 Reading
    - NWEA- Math Grades 3 and 4
    - School Board Meeting- 5:30 PM- PMHS Media Center
- Friday, May 17th - NHSAS- Grade 5 Reading Makeups
- Monday, May 20th - Friday, May 24th - Title I Assessment Week
- Tuesday, May 21st - NHSAS - Grade 5 Math
    - NWEA - Reading Grades K, 1 and 2
    - Grade 6 - Information Night - PMHS Media Center - 6PM
- Wednesday, May 22nd - Early Release at 12:15 PM
    - NHSAS- Grade 5 Math Makeups
- Thursday, May 23rd - NWEA- Kindergarten Math
    - Exhibition Night - 5PM
- Friday, May 24th - NWEA Makeups
- Monday, May 27th - No School Memorial Day
- Tuesday, May 28th - NWEA - Grade 5 Reading
    - K-5 - Dibels - All week
- Wednesday, May 29th - Early Release at 12:15 PM
    - NWEA - Grade 5 Reading Makeups
- Thursday, May 30th - NHSAS Grade 5 Math
    - NWEA- Grades 1- 2
- Friday, May 31st - NWEA - 1-2 and 5

Pittsfield School District

To: Pittsfield School Board

From: Derek Hamilton & Melissa Brown, PMHS Administration

Subject: Board Meeting – April 26, 2024

Date: May 2, 2024

INFORMATION

1. Class of 2024 Update. Our advisers, guidance department team, and school administrators have been working collaboratively with students and families throughout the school year to monitor student progress towards graduation. The Class of 2024 includes thirty-nine (39) students. We are expecting twenty-nine (29) of those students to graduate in June. We also expect that three (3) fifth year students from the Cohort of 2023 will meet graduation requirements and participate in this year's graduation activities. Of the ten (10) students from the Cohort of 2024 that are not expected to graduate in June, seven (7) students are expected to return for a fifth year or finish over the summer and three (3) students are preparing to take the HiSET exam.

2. CPR Classes. This past fall our school nurse, Cindy Caravella, was recertified to provide CPR training. Mrs. Caravella has offered several trainings for PES and PMHS staff members during our Wednesday afternoon professional learning blocks. She has also coordinated a training for juniors and seniors on Wednesday, May 15. More than a dozen students have signed up to take the hybrid course, which includes an online component and in-person demonstration. We are grateful for the time and effort that Mrs. Caravella has committed to provide CPR training!

3. Dental Care Program. Pittsfield Middle School is partnering with Caried Away New Hampshire of Concord to offer a school-based cavity prevention and treatment program. Pittsfield Middle School is fortunate to be one of only three middle schools in NH to offer this opportunity through Caried Away! The enclosed letter to middle school families, which includes a flyer and registration form, was distributed prior to the April Break and will be included in our Panther Page newsletter this coming week.

4. Exhibition of Learning. This marks our *twelfth* annual Exhibition of Learning at Pittsfield Middle High School. Exhibition provides a unique opportunity for students to share high quality work to authentic audiences. Student work at Exhibition demonstrates critical thinking and problem solving skills, and work that has evolved through multiple revisions. Examples of student work that you can expect to see at Exhibition includes writing, art work, performances, experiments, projects, videos, and presentations. The school day for middle school students will be at the standard time (7:57-2:46). Middle school students will be expected to present at least *one* school-related artifact during the school day and have the option to return to school in the evening with family members to showcase their work in a gallery walk. The school day hours for high school students will be 12:00-7:00 p.m. Bus transportation to and from school will be available for high school students. High school students will be expected to present at least *two* school-related artifacts during the Exhibition. Please see the enclosed letter to families for more information regarding Exhibition. We will provide updates, including a schedule of events, later in the month.

Pittsfield School District
Strong Community•Strong Schools

Pittsfield Middle High School
23 Oneida Street Unit
Pittsfield, N.H. 03263
Tel. (603) 435-6701 Fax: (603) 435-7087

April 10, 2024

Dear Middle School Families,

We are pleased to notify you that Pittsfield Middle School is partnering with Caried Away New Hampshire of Concord to offer a school-based cavity prevention and treatment program. Pittsfield Middle School is fortunate to be one of only three middle schools in NH to offer this opportunity through Caried Away!

Students in grades 6-8 are eligible for the cavity prevention and treatment program. There are no out of pocket costs to participate, insurance is not required to receive dental care, and the program compliments regular dental care. The program will be offered during the school day at PMHS between May 13-17. All students that participate in the program will receive a dental screening, cavity and prevention treatment, and a report of your child's care.

To participate in the cavity prevention and treatment program, you can sign and return the enclosed consent form to the main office or you can scan the QR code on the flyer above to access the electronic consent form. We are able to accept consent forms through Friday, May 10. If you have any questions regarding the program, please contact Cindy Caravella, our school nurse, at ccaravella@sau51.org.

Sincerely,

Derek Hamilton
Principal
Pittsfield Middle High School

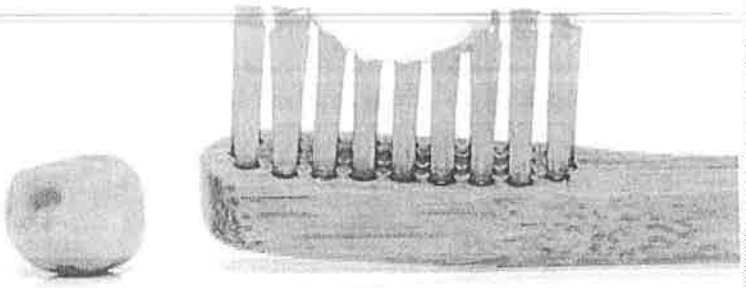
CariedAway™ BRINGING CARE TO KIDS

CariedAway™ New Hampshire Concord

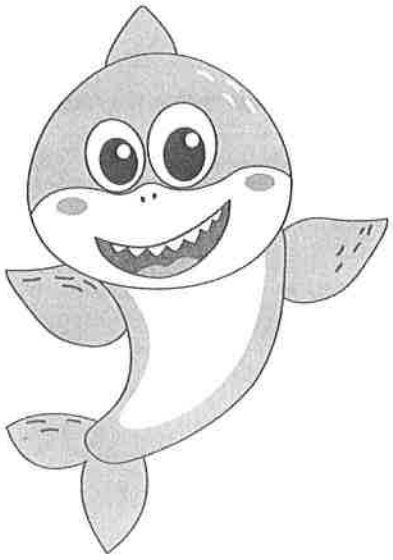
School-based Cavity Prevention and Treatment Program

Dental care provided conveniently in schools

No shots. No drilling. No pain. No spray.



80% cavity prevention



During their visit, your child will receive:

- A dental screening
- Guided tooth-brushing instructions
- Cavity prevention and treatment
- A toothbrush and tube of toothpaste
- A report on your child's care
- Assistance in finding a dentist that meets your needs, if needed

To participate in the Cavity Prevention and Treatment Program, follow one of the steps below:

1. Sign and return the attached paper consent form to school
2. Scan the QR code with your smartphone to access the electronic consent form

If you have any questions, contact Dr. Richard Niederman at (917) 280-5920.

Sponsored by Northeast Delta Dental on behalf of NH children

CariedAway™
Cavity Prevention and Treatment Program

Here is the care your child can receive:

Silver diamine fluoride (SDF)

SDF is a special type of fluoride painted on cavities. SDF will turn the cavity from brown to black showing that it has stopped the bacterial infection. SDF is placed on back teeth only.

Before After

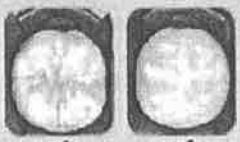
Temporary fillings (ITRs)

Temporary fillings also known as Interim Therapeutic Restorations (ITRs) are white cement coatings. They are placed on existing cavities to help stop them from getting worse.

Before After

Dental sealants

Sealants are thin, white cement coatings. They seal off the grooves and dips on the top of the teeth. This keeps bacteria and food from getting caught in them and causing cavities. The sealant is placed on top of the tooth.



Before After

Fluoride varnish

Fluoride varnish is a protective coating that is painted on the teeth to prevent new cavities and help stop cavities that have already started.

- There is no out-of-pocket expense.
- Free cavity prevention and treatment are provided up to two times/year.
- No insurance is required to receive free care. For those with Medicaid and private insurance, the insurance company will be billed, to ensure sustainability.
- Already have a dentist? Great. Our program compliments regular dental care.

REMINDER

1. Sign and return the attached paper consent form to school
2. Scan the QR code with your smartphone to access the electronic consent form

If you have any questions, contact Dr. Richard Niederman at (917) 280-5920.

Sponsored by Northeast Delta Dental on behalf of NH children

Pittsfield School District
Strong Community•Strong Schools

Pittsfield Middle High School
23 Oneida Street Unit
Pittsfield, N.H. 03263
Tel. (603) 435-6701 Fax: (603) 435-7087

April 29, 2024

Dear Families,

We are in the early stages of preparing for our annual Exhibition of Learning on Thursday, May 23. Exhibition provides a unique opportunity for students to share high quality work to authentic audiences that demonstrates critical thinking and problem solving skills. Examples of work that you should expect to see at Exhibition include student writing, art work, performances, experiments, projects, videos, and presentations.

We have made some adjustments to our schedule and expectations for this year's Exhibition. The school day for middle school students (grades 6-8) will be at the standard time (7:57 a.m. to 2:46 p.m.) and buses will run as normal. Middle school students will be expected to present at least *one* school-related artifact during the school day and have the option to return to school in the evening with family members to showcase their work in a gallery walk. We will provide a specific time for the middle school gallery walk when the schedule of events for May 23 is finalized.

The high school will continue to run on a non-traditional schedule on Exhibition Day. The school day hours for high school students (grades 9-12) will be 12:00-7:00 p.m. In addition to the normal bus run in the morning hours, a second bus will run in the late morning for high school students. Lunch will be available upon arrival for those that would like a bagged lunch and dinner will be available to high school students in the mid-afternoon. High school students will be expected to present at least *two* school-related artifacts during the Exhibition. A bus will be available at 7:00 p.m. for those that need transportation home.

Students will be expected to meet the above expectations in order to participate in Field Day activities on Friday, May 24, at Drake Field. Students that do not meet these expectations, or do not have an excusable absence from school on May 23, will be assigned to alternative activity at school on May 24.

We look forward to celebrating the incredible work of our students with you on May 23. Families, friends, and community members are welcome to join us for student presentations between 12:00-7:00 p.m. A detailed schedule of events and student presentations will be available in mid-May. In the meantime, if you have any questions, please feel free to contact me at dhamilton@sau51.org.

Sincerely,

Derek Hamilton
Principal
Pittsfield Middle High School

Pittsfield School District
Strong Community•Strong Schools

Pittsfield Middle High School
23 Oneida Street Unit
Pittsfield, N.H. 03263
Tel. (603) 435-6701 Fax: (603) 435-7087

April 29, 2024

Dear Seniors and Families,

The Class of 2024 is finalizing plans for our upcoming Senior Class Trip! We will be traveling to Bingham, Maine to stay at North Country Rivers and go white water rafting on the Kennebec River. We will depart from PMHS on Sunday, May 19, at 8:30 a.m. and return to PMHS on Tuesday, May 21, at approximately 5:00 p.m. Students will need to arrive at PMHS on Sunday, May 19, by 7:30 a.m. for a mandatory bag check prior to departure. Students should plan to bring the following items:

- Bathing suit or non-cotton synthetic clothing (a wet suit, life jacket, wind breaker, helmet and footwear will be provided for rafting)
- Towel
- Sunscreen
- Sunglasses (with straps) and/or a hat
- 2 Changes of clothes
- Toiletries (toothbrush, soap, and other essential items)
- Additional blanket or pillow (optional - bedding is provided)

To learn more about North Country Rivers and the rafting experience, you can visit the website linked above, which includes this FAQ page. As part of our package deal, lunch will be provided on the rafting trip and at other meal times as well. Our cabins come equipped with a kitchen area and refrigerator. We will be bringing food for meals, drinks, and light snacks. Students are also welcome to bring any preferred snacks. Please note we will have access to an outdoor fireplace and recreational areas (volleyball court, open fields, etc.); please plan accordingly.

If you have any questions regarding the class trip, please feel free to contact us!

Sincerely,

Amy Guimond
Senior Class Advisor
aguimond@sau51.org

Martha Carnes
Senior Class Adviser
mcarnes@sau51.org

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April 26, 2024

Dear Seniors and Families,

We hope this letter finds you and your families well. The school year is quickly coming to a close and we are finalizing end of year events. It is important to keep a number of dates in mind. Graduating seniors enrolled in VLACS courses need to complete their coursework by Friday, May 3, in order for transcripts to be approved and processed. The last academic day for seniors is Tuesday, June 4. By that date, graduating seniors are expected to have completed all academic expectations, returned all school materials and devices, and taken care of any financial obligations.

The Senior Awards Ceremony is scheduled for Friday, June 7, at 7:00 p.m. The Commencement Ceremony is scheduled for Saturday, June 8, at 10:00 a.m. Both ceremonies will be held in the PMHS gymnasium. These are general admission events with no limitations to the number of guests for each graduate. General admission will begin one hour prior to the start time of the event.

We will share more detailed information about Senior Awards, the Commencement Ceremony, and other activities in the coming weeks. Please note that although June 4 is the last academic day for graduating seniors, all graduating seniors will be expected to be at school on June 5-7th for rehearsal and other school-related events and activities. It is mandatory for graduating seniors participating in the Senior Awards and Commencement Ceremonies to be in attendance at all rehearsals (per school policy). If you have any questions regarding any of the upcoming deadlines or events, please feel free to contact me by email at dhamilton@sau51.org.

We look forward to celebrating the accomplishments of the Class of 2024!

Sincerely,

Derek Hamilton
Principal
Pittsfield Middle High School

Pittsfield Middle High School
Calendar of Events
April-June 2024

APRIL

29	MS NHSAS Testing (through May 3)
29	MS/HS Exhibition Kickoff Meetings

MAY

1	Foss Family Scholarship Application Deadline
3	VLACS Completion Deadline (Graduating Seniors)
4	MS/HS Spring Dances, 5:00 / 7:00 p.m.
6	NHSAS Science Testing (Juniors)
10	Junior/Senior Prom, Dell-Lea, Chichester (NH), 7:00 p.m.
13-14	MS Dental Prevention and Treatment Program
19-21	Senior Class Trip, North Country Rivers, Bingham (ME)
21	Fifth to Sixth Grade Family Information Night, PMHS Library, 7:00 p.m.
23	Exhibition of Learning, 12:00-7:00 p.m.
24	PMHS Field Day
27	No School: Memorial Day
30	CRTC Comp Night, Concord High School, 6:00 p.m.

JUNE

4	Last Day for Seniors
4	Graduation Walk, PES, 9:00 a.m.
4	Fifth Grade Step Up Day, PMHS Lecture Hall, 1:15 p.m.
7	Alumni Association Breakfast, PMHS Cafeteria, 8:30 a.m.
7	Senior Awards Night, PMHS Gym, 7:00 p.m.
10	Commencement Ceremony, PMHS Gym, 10:00 a.m.
13	MS/HS Awards Presentation, PMHS Gym, 9:45 a.m. / 12:15 p.m.
13	Eighth Grade Achievement Night, PMHS Gym, 6:00 p.m.
14	Last Day of School, Dismissal at 12:35 p.m.

The above calendar of events includes dates and events as of April 26, 2024. Other events, dates, and times may be announced in the coming weeks.

Pittsfield School District
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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
May 2, 2024

Contracts for certified staff are due back into my office on Monday April 29. As of the writing of this report on Friday April 29, no current staff that we have not already known about have decided to not return for the 2024-25 school year. The following positions are posted and we are looking for candidates:

- Sixth Grade Teacher
- Special Education Case Manager- PES, 2 positions
- Special Education Case Manager- PMHS
- PMHS Art Teacher
- Title I Teacher- PES
- Business Manager
- Reading Specialist

The Administrative team will be having a daylong meeting on Tuesday April 23. We will be looking at goal setting and determine the needs that we see as we move into the 2024 -25 school year. The discussion was good and we have agreed that an emphasis for the coming school year will be to solidify a multi-tiered system for student behavior (MTSS-B) to support for our students. We will be working with guidance from a DOE representative in creating terminology that is consistent throughout the district as well as a better communication system with community partners that will support our students.

In working with the DOE in regard to food service, the time frame in which to secure a food service contract would be difficult at best. The process should have been started in January. The DOE has advised that the District apply for a one-year extension with Fresh Picks under our current contract with the guarantee that we will begin the process for bidding out for contracts in January of 2025. This takes a large task away from my office as we navigate the end of the school year. I have made a formal request to the DOE on Friday April 26 to ensure that we have full service for the coming school year.

The staff at the elementary school has been reviewing reading curriculum's to determine which would be the best in order to meet our student's needs. The administration has recommended to me that the District purchase the Houghton-Mifflin- Harcourt reading curriculum with a six-year plan. The plan includes targeted instruction for those students with a significant deficit with "Read 180". The total cost of the program is approximately $118,000. I have received approval for $75,000 of grant funding through the ESSER III grant which expires in September of 2024. The professional development portion of the program is about $28,000, I will incorporate that into the Title II grant. The remaining $15,000 would either be incorporated into other grants or into the 2025-26 school year budget. We have until June of 2026 to pay off the full amount if the Board approves the curriculum. Mrs. White is giving a presentation on the specifics of the program at this evening's Board Meeting.

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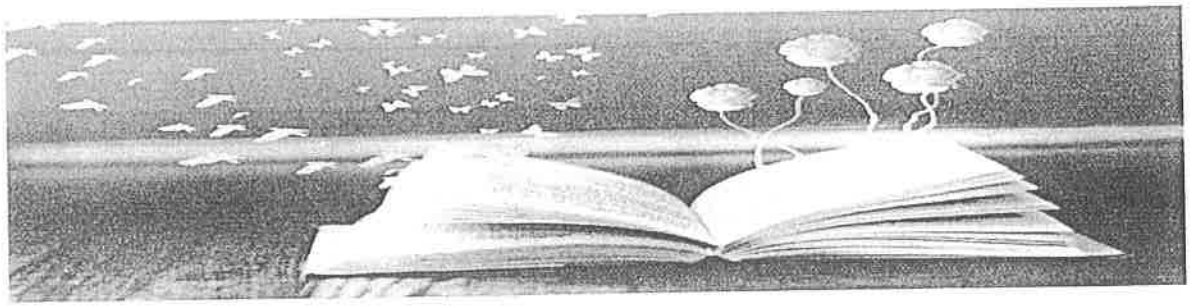
Bryan Lane - Superintendent of Schools

I have spent a good amount of time reviewing the status of the current school year's budget. This includes all grants and ensuring that we are being reimbursed appropriately for grants and that we have an understanding of the budget as we close out the school year. I have covered provided a separate memo to describe our status and the need for some budget transfers. All grants are up to date for reimbursement as of April 29.

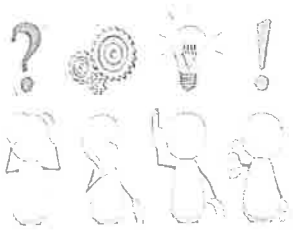
Plodzik and Sanderson are in the process of creating a schedule for the audit of the 2022-23 school year. The work should be completed by early June.

A financial report will be available at the Board meeting. It will be sent to the Board by Thursday May 2.

Enhancing Literacy: Proposal for Implementing HMH Reading Program at PES



Observing, Talking, Data Diving, Thinking and Acting

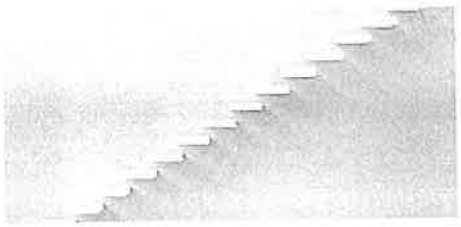


From the beginning; it was clear: our students possess a genuine love for reading. They eagerly delve into books, absorbing new knowledge and exploring different worlds. Despite their enthusiasm, many struggle with reading, stumbling over words or struggling with comprehension. This realization prompted us to take action. Through data analysis, observation, collaborative discussions, and questioning, we recognized the need for a change in our approach to teaching reading at PES. Thus, we embarked on a journey to better support both our teachers and students in mastering this vital skill.

Why HMH is the best fit

The process to determine that HMH was the best fit for PES involved a thorough and collaborative approach, grounded in the science of reading and focused on meeting the needs of our students and staff.

Here's an outline of the steps taken:



Initial Discussions

Mrs. White and Mrs. Kelly initiated discussions to identify the specific needs of our students and staff in terms of literacy instruction.

In-depth Review

The three selected programs were further evaluated through discussions and collaboration with the administration and the Title One team. Materials from each program were examined, and questions were generated to assess how well they aligned with the needs of PES

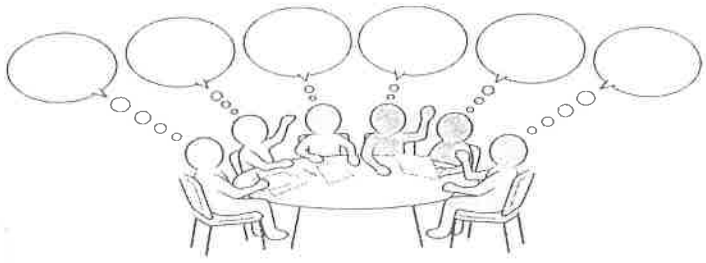
HMH

Amplify CKLA

imse

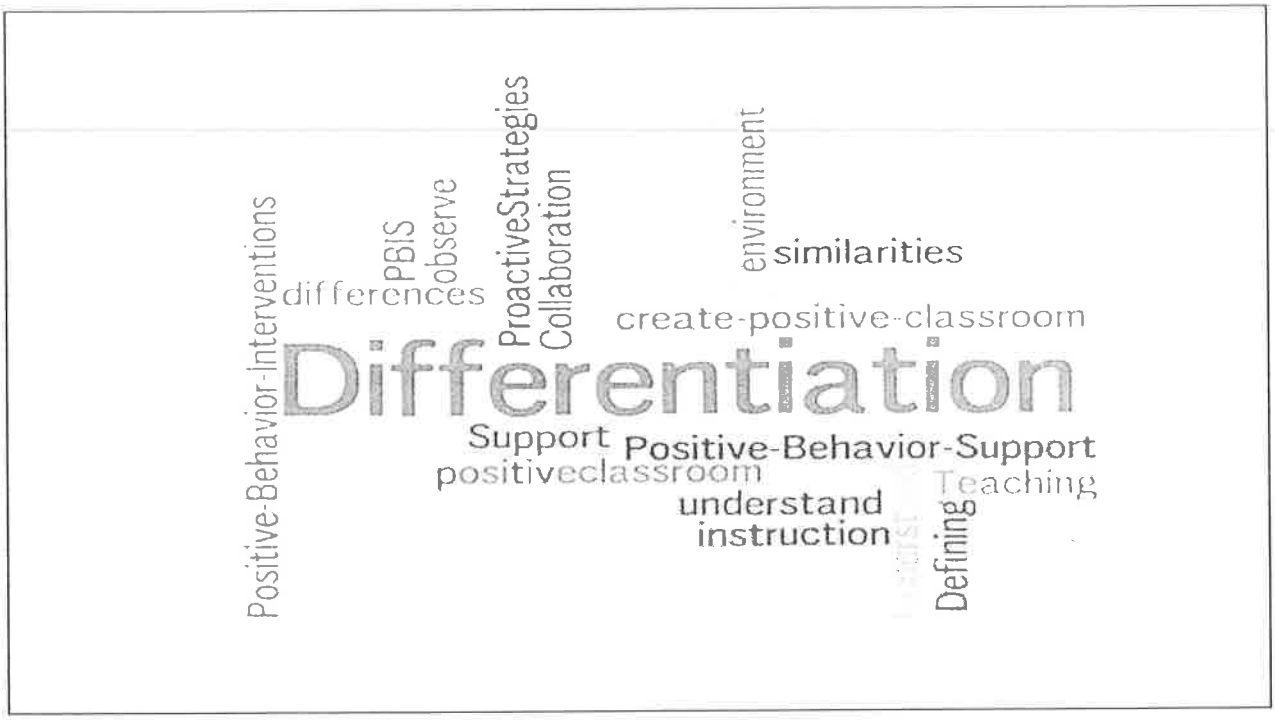
Multiple Meetings and Discussions

Three separate meetings were held to discuss the merits of each program and address any concerns. These discussions involved reviewing materials, asking questions, and deliberating on which program would best serve the school's vision and the learners' needs.



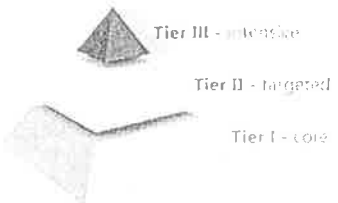
Customized Training Modules

HMH offers tailored professional development sessions designed to equip educators with the necessary tools and strategies to effectively implement the program. These sessions cover various instructional approaches, assessment techniques, and data analysis methods to optimize student learning outcomes.



Multi-Tiered Instructional Approach

The HMH Reading Program incorporates a multi-tiered instructional model that caters to the diverse needs of all learners. With differentiated instruction, educators can provide individualized support to students based on their skill levels, learning styles, and interests.



Multi-Tiered System of Supports

Thank You For Considering This Proposal

The adoption of the HMH Reading Program aligns with our commitment to providing high-quality literacy instruction that meets the diverse needs of our students at PES. Through comprehensive professional development opportunities and a robust framework for differentiation, HMH equips educators with the tools and resources needed to promote literacy excellence and support every student on their journey to academic success. We respectfully request the support of the school board in approving the implementation of the HMH Reading Program at PES.

Pittsfield School District

EQUAL OPPORTUNITY EMPLOYMENT

The district will recruit and consider candidates without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability. When there are opportunities for promotions and qualifications are equal, consideration will be given first to employees. The district will not discriminate against any employee who is a victim of domestic violence, harassment, sexual assault, or stalking.

The district will employ individuals who meet the physical and mental requirements, and who have the education, training, and experience established as necessary for the performance of the job without regard to gender, sexual orientation, race, color, religion, nationality, ethnic origin, age, or disability, except for reasons related to ability to perform the requirements of the job.

Inquiries, complaints, and other communications relative to this policy and to the applicable laws and regulations concerned with non-discrimination shall be received by the superintendent or his/her designee.

This policy of non-discrimination is applicable to all persons employed or served by the district. Any complaints or alleged infractions of this policy, law, or applicable regulations will be processed through the grievance procedure. This policy implements PL 94-142, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, Title VI or VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the laws of New Hampshire pertaining to non-discrimination.

Adopted: June 28, 2018

Pittsfield School District

STAFF RIGHTS AND RESPONSIBILITIES

In an effort to maintain successful school district and educational operations, all staff members are expected to fulfill their legal and moral responsibilities. Such responsibilities include, but are not necessarily limited to:

- Faithfulness and promptness in attendance at work;
- Adherence to and support and enforcement of all School Board policies and administrative regulations;
- Adherence to and support and enforcement of all education related statutes and Department of Education regulations;
- Care and protection of school property;
- Fulfill other responsibilities as may, from time to time, be implemented or established by the School Board or administration.

The School board will respect all employee rights established by law, School Board policy, and collective bargaining agreements, if applicable.

Adopted: April 11, 1984
Amended: January 25, 1990
Amended: October 15, 1992
Amended: June 26, 2014
Reviewed: June 28, 2018

Pittsfield School District

STAFF ETHICS

All employees of the district are expected to maintain high standards in their conduct both on and off duty. District employees are responsible for providing leadership in the school and community. This responsibility requires the employee to maintain standards of exemplary conduct. To these ends, the Board adopts the following statements of standards. District employees will adhere to the standards enunciated in this Policy in the decision-making process involving interactions with students, the school community, colleagues, parents, and the public.

A. Adoption and Incorporation of Standards of Code of Ethics for New Hampshire Educators

The Board incorporates by reference and adopts as independent ethical standards relative to employment in the district, the provisions of the New Hampshire Code of Ethics for New Hampshire Educators, as the same may be amended by the state from time to time.

B. Additional Ethical Standards

In addition to the ethical standards set forth in the New Hampshire Code of Ethics and without limiting the application thereof to district employment, employees will:

- Make the wellbeing of students the fundamental value of all decision-making and actions;
- Staff members shall maintain a reasonable standard of care for the supervision, control, and protection of students commensurate with their assigned duties and responsibilities;
- Maintain just, courteous, and proper relationships with students, parents, staff members, and others;
- Fulfill their job responsibilities with honesty and integrity;
- Direct any criticism of other staff members toward improving the district; such constructive criticism is to be made directly to the appropriate district administrator;
- Obey all local, state, and national laws;
- Implement the School Board's policies, administrative rules, and regulations;

- Avoid using position for personal gain through political, social, religious, economic, or other influence;
- Refrain from making false statements or knowingly submitting false information during any investigation of discrimination, bullying, or sexual harassment;
- Maintain the standards and seek to improve the effectiveness of the profession through research and continuing professional development;
- Honor all contracts until fulfillment or release;
- Maintain all privacy and confidentiality standards as required by law;
- Exhibit professional conduct both on and off duty.

Employees are put on notice that this list is not intended to be exhaustive or complete. Employees who fail to abide by the terms of this policy may be non-renewed and/or face discipline up to and including termination. Any action taken regarding an employee's employment with the district will be consistent with all rules, laws, and collective bargaining agreements, if applicable.

C. Dissemination

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

Adopted: March 1, 1980 (as Policy GBCA)
Amended: January 25, 1990
Reviewed: October 15, 1992
Reading: June 24, 2010
Adopted: July 22, 2010
Amended: June 26, 2014
Reviewed: September 6, 2018
Amended: August 20, 2020

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

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 GBEB 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

Pittsfield School District

ACCESS TO SCHOOL-PROVIDED MEALS

The district shall ensure that all students have access to school-provided meals. The dean of operations is responsible for developing meal-payment procedures for school-provided meals. No student will be subject to different treatment from the standard school lunch meal or school cafeteria procedures, regardless of ability to pay for such meal.

Adopted: December 15, 2016

Pittsfield School District

PUBLIC USE OF SCHOOL RECORDS

The superintendent is hereby designated the custodian of all district governmental records, including but not limited to minutes, documents, writings, letters, memoranda, e-mails, and other written, typed, copied, electronic, or developed materials possessed, assembled, or maintained by the district.

1. All requests for government records are to be forwarded to the superintendent immediately upon receipt. If the requested governmental records exist, are properly disclosed to the public, and are readily available, the requested records shall be promptly made available for inspection or, if requested, copies provided. No fee shall be charged to inspect governmental records. A fee will be charged for copies which reflects the actual cost of making a paper copy or the actual cost of the electronic media onto which a copy is placed for delivery.

2. If the existence or location of the requested governmental records is uncertain, if a determination needs to be made as to whether some or all of the requested records are confidential or exempt from disclosure, if legal advice is needed regarding the request, or if redacted copies must be prepared to provide the properly disclosed records while preserving the confidentiality of information which is not properly disclosed, the superintendent will, within five business days of the request, respond to the requestor in writing acknowledging receipt of the request and providing a statement of the time reasonably necessary to determine whether the request shall be granted or denied.

3. The superintendent or designee may contact the person making the request, if the request is unclear or will be time consuming and onerous to fulfill, to determine if the person will clarify the request or agree to narrow the request. Any clarification or narrowing of the request shall be documented in writing and a copy provided to the person making the request.

4. In accordance with RSA 91-A:4, if the superintendent finds the requested governmental records exist and to be public in nature, he or she shall notify the person making the request and make the records or a copy of the records available for inspection. If requested, copies will be provided at cost. If the requested governmental records do not exist, the party requesting the information will be informed in writing that the requested governmental records do not exist.

5. If the superintendent finds the information not to be public in nature, he or she shall so inform the requesting party that the information is not a public record and cannot legally be disclosed.

6. If the superintendent is unable to ascertain whether or not the information requested is public in nature, or whether the Right-to-Know law requires preparation of a copy of the governmental record that discloses public information while redacting confidential information / information exempt from disclosure, he or she is hereby authorized to request, on behalf of the Board, an opinion from the Board's attorney as to the nature of the information. Such opinion requests will be made promptly following the request for the information. The superintendent shall notify the person making the request in writing that additional time will be needed to determine if the request will be granted or denied. Upon receipt of an opinion from legal counsel, the superintendent will promptly notify the person making the request of the outcome of the determination and make legally appropriate records available for inspection and copying.

Reading: April 22, 2010
Adopted: June 24, 2010
Reviewed: May 22, 2014
Amended: May 3, 2018

Pittsfield School District

RECORDS RETENTION AND DISPOSTION SCHEDULE

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

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

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

Special Education Records.

1. Upon a student's graduation from high school, his / her parent(s) / guardian(s) may request in writing that the district destroy the student's special education records, including any final individualized education program.

2. The parent(s) / guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.

3. Absent any request by a student's parent(s) / guardian(s) to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the district shall destroy a student's records and final individualized education program within a reasonable time after the student's

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

4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation.

5. The district shall provide parent(s) / guardian(s), or where applicable, the adult student, with a written notice of the district's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

6. The district shall provide public notice of its document destruction policy at least annually.

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

Pittsfield School District

DISTRICT RECORDS RETENTION SCHEDULE

The following schedule shall apply to all records obtained, created, or maintained by the district irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc.

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

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

C. Special Education Records.

1. Upon a student's graduation from high school, his / her parent(s) / guardian(s) may request in writing that the district destroy the student's special education records, including any final individualized education program.

2. The parent(s) / guardian(s) may, at any time prior to the student's twenty-sixth birthday, request, in writing, that the records be retained until the student's thirtieth birthday.

3. Absent any request by a student's parent(s) / guardian(s) to destroy the records prior to the twenty-sixth birthday, or to retain such records until the student's thirtieth birthday, the district shall destroy a student's records and final individualized education program within a reasonable time after the student's twenty-sixth birthday, provided that all such records be destroyed by the student's thirtieth birthday.

4. A permanent record of a student's name, address, and phone number, his or her grades, attendance record, classes attended, grade level completed, and year completed will be maintained without time limitation.

5. The district shall provide parent(s) / guardian(s), or where applicable, the adult student, with a written notice of the district's document destruction policies upon the student's graduation with a regular high school diploma or at the transfer of rights, whichever occurs first.

6. The district shall provide public notice of its document destruction policy at least annually.

D. Electronic Records. For legal purposes, electronic records and communications are no different than paper documents. The state law on preservation of electronic records, RSA 33-A:5-a Electronic Records, does not explicitly apply to school districts, but does provide guidance: "Electronic records as defined in RSA 5:29, VI, and designated on the disposal schedule under RSA 33-A:3-a to be retained for more than ten years shall be transferred to paper or microfilm, or stored in portable document format / archival (PDF/A) on a medium from which it is readily retrievable. Electronic records designated on the disposition schedule to be retained for less than ten years may be retained solely electronically if so approved by the [superintendent]... The [superintendent] is responsible for assuring the accessibility of the records for the maintained period."

E. Retention Period Schedule. The following schedule shall apply to all records obtained, created, or maintained by the district, irrespective of the specific medium of the record, i.e., paper, electronic, digital, cloud, etc. The superintendent is responsible for assuring retention / destruction in accordance with this schedule.

Before any records related to federal funds are destroyed, however, the requirements of the General Education Provisions Act (GEPA) 20 U.S.C. 1232f shall be observed. Namely, that statute requires that the district "shall keep records which fully disclose the amount and disposition by the recipient of [federal] funds, the total cost of the activity for which the funds are used, the share of that cost provided from other sources, and such other records as will facilitate an effective financial or programmatic audit… for three years after the completion of the activity for which the funds are used."

Therefore, to the extent that the below schedule, or other authorities, suggest that a purchase order, with accompanying documentation, may need to be retained only until the records are audited plus one year, if the purchase is in part of in whole with federal funds the record must be retained for three years after the

completion of the activity for which the funds are used, a much longer period of time.

Type	Retention
Business Records	
o Accident Reports:	
o Employee	Term of employment plus 6 years
o Student	6 years after age of majority
o Accounts Receivable	Until audited, plus 1 year
o Annual Audit	Permanent
o Annual District Report	Permanent
o Application for Federal Grants	5 years
o Architectural Plans	Permanent
o Asbestos Removal	Permanent
o Bank Deposit Slips	6 years
o Bond Issue Materials	Permanent
o Budget Worksheets	End of budget year, plus 1 year
o Cash Receipts, Disbursement Records, Checks	Until audit, plus 6 years after last entry
o Child Labor Permits	1 year
o Child Labor Permit for Work Study	3 years from date of enrollment
o Contracts, Unsuccessful Bids	Life of contract, plus 3 years
o Contracts for Construction, Capital Projects, Fixed Assets that require accountability after acquired	Life of contract, building, asset, plus 20 years
o Contracts, Engineering Surveys	Permanent
o Contracts, Unsuccessful Bids	Life of contract, plus 3 years
o Certified Educator Contracts	Permanent
o COBRA Notices	6 years from date of issue
o Collective Bargaining Agreements	Permanent
o Correspondence for Business	Life of subject matter, plus 4 years
o Correspondence, General	3 years, or longer when historic / useful
o Correspondence, Transitory	As needed for reference
o Deeds	Permanent
o District Meeting Minutes and Warrant	Permanent

○ Enrollment Reports	
○ Fall Reports, A-12-A	Permanent
○ Resident Pupil Membership Forms	14 years
○ School Opening Reports	3 years
○ Statistical Reports, A-3	Permanent
○ Student Registers	Permanent
○ Federal Projects Documents	5 years after submission of final audit report and documentation for expenditures, unless there is an on-going audit
○ FICA Reports, Monthly	7 years
○ Fixed Trip Requests Confirmation	1 year
○ Fixed Assets Schedule	Permanent, as updated
○ Form C-2, Unemployment	6 years
○ Wage Reports (DES 100)	6 years
○ Insurance Policies	Permanent
○ Invoices	3 years
○ MS-22 Budget Form	6 years
○ MS-23 Budget Form	6 years
○ MS-25 Budget Form	Permanent
○ Minutes of Board Meetings and Board Committees	Permanent
○ Notes (loan documents)	Until paid, audited, plus 3 years
○ Purchase Orders	Until audited, plus 1 year
○ Requests for Payment Vouchers	Until audited, plus 1 year
○ Requisitions	Until audited, plus 1 year
○ Retirement Reports, Monthly	1 year
○ Student Activities Records Accounts	Until audited, plus 6 years
○ Time Cards	5 years
○ Travel Reimbursements	3 years
○ Treasurer's Receipts	6 years
○ Cancelled Checks	6 years
○ Treasurer's Report	6 years
○ Vocational Education	
○ AVI Forms	1 year
○ Federal Vocational Forms	6 years
○ Vocational Center Regional Contracts	20 years

o Vouchers / Manifests	Until audited, plus 1 year
o W-2s, Yearly	7 years
o W-4s	7 years
o W-9s	7 years
o Wage Report (DES 100)	6 years
o 941-E Quarterly Tax Reports	7 years

Personnel Records

o Application for Employment, successful	Term of Employment, plus 50 years
o Application for Employment, unsuccessful	Current year, plus 3 years
o Attendance	
o Leaves	3 year
o Request for Leaves	1 year
o Certified Educator	Permanent
o Class Observation Forms	1 year
o Criminal Record Check, No Criminal Record	Destroy immediately after review
o Criminal Record Check, Criminal Record	Destroy within 30 days after receipt
o Civil Rights Forms, Claims, Accommodations	6 years
o Deferred Compensation Plan	7 years
o Dues Authorization	Term of Employment, plus 50 years
o Employment Test Papers with Results	1 year from date of personnel action
o Evaluations	Term of Employment, plus 50 years
o HIPPA Documentation	Team of employment, plus 50 years
o Labor Negotiations	Permanent
o Labor (PELRB Actions)	Permanent
o Legal Actions, Lawsuits	Permanent
o Medical Benefits Application	Term of Employment, plus 50 years
o Medical Examinations, Physical Examinations used for personnel action	Term of Employment, plus 50 years
o Oaths of Office	Permanent
o Personnel Records	Term of Employment, plus 50 years
o Promotion, demotion, transfer, selection for training, recall, or discharge	Term of Employment, plus 50 years
o Recruitment Documents	One year from date of personnel action

o Re-Employment Letter of Assurance	Term of Employment, plus 50 years
o Retirement Application	Term of Employment, plus 50 years
o School Bus Driver Drug Tests – positive results and records of administration of test	5 years
o School Bus Driver Drug Tests – negative and cancelled	1 year
o Separation from Employment Form Letter	Term of Employment, plus 50 years
o Settlement Agreements	Permanent
o Staff Development Plan	Term of Employment, plus 50 years
o Substitute Teacher Lists	7 years

Student Records

o Application for Free / Reduced Meals	6 years
o Disciplinary Records	Term of Enrollment, plus 3 years
o Early Dismissal	1 year
o Emergency Information Form	1 year/ as updated
o Health and Physical Records including Immunization Record	Term of Enrollment, plus 3 years
o Log of Requests for Access to Educational Records	As long as the educational record is Retained
o Medical Reports	Term of Enrollment, plus 3 years
o Registration Form	Term of Enrollment, plus 3 years
o Student Handbook	1 copy of each edition, permanent
o Transcripts	Permanent
o Attendance	Permanent
o Grades	Permanent
o Assessment Results	Permanent

Internal Records

o Child Abuse Reports / Allegations	Permanent
o Criminal Investigations	Permanent
o Personnel Investigations	Permanent
o Records Management, transfer to storage or disposal	Permanent
o Sexual Harassment	Permanent

o Vehicle Maintenance	Life of vehicle, plus 3 years

Adopted: June 20, 2019

Pittsfield School District

FIRE DRILLS

Fire drills will be scheduled by the dean of operations. Fire drills should be conducted at least once per month while school is in session. Exceptions to the frequency of such drills may be granted pursuant to state law.

The purpose of a fire drill is to train students, under staff direction, to move safely, quickly, and quietly from any location within the building to an assigned evacuation area outside. The dean of instruction is responsible for creating fire drill routes and procedures, and for maintaining all documentation relative to fire drills.

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