

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, June 4, 2020
Emergency Meeting

1. CALL THE MEETING OF THE SCHOOL BOARD TO ORDER
 - All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege or address if the speaker does not follow this rule of order. (Pittsfield School Board Policy BEDH)
2. DECLARATION OF EMERGENCY MEETING
3. AGENDA REVIEW
4. ACTION ON AMENDED AGENDA
5. APPROVE MINUTES: May 21, 2020
6. PUBLIC ACCESS – **DIAL IN INFORMATION:**
1(929)205-6099
Meeting ID: 896 9537 3608
Password: 029859
No participant ID required (# to skip if requested)

If any member of the public has trouble accessing the meeting using the above information, please call Danielle Harvey at (603)410-9559, or email at dharvey@pittsfieldnhschools.org

7. DEAN OF INSTRUCTION

Action

-

Information & Discussion

- No Report

8. DEAN OF OPERATIONS

Action

- Coaching Stipends
- Drake Field Requests
- Senior Commencement Ceremony

Information & Discussion

- None

9. DIRECTOR OF STUDENT SERVICES

Action

-

Information & Discussion

- New Governor's Order

10. DIRECTOR OF CAREER READINESS

Action

-

Information & Discussion

- No Report

11. DIRECTOR OF INTERVENTION

Action

-

Information & Discussion

- No Report

12. SUPERINTENDENT OF SCHOOLS

Action

- Resignations
- Nomination

Information & Discussion

- None

13. SCHOOL BOARD

Action

-

Information & Discussion

-

14. COMMITTEE ASSIGNMENTS

- A) Budget Committee Representative:
- B) Drake Field & Facilities:
- C) Negotiating Team:
- D) Foss Foundation:

15. PLAN AGENDA FOR NEXT MEETING: June 18, 2020

16. NON-PUBLIC SESSION – The need to meet in non-public session is not anticipated at this time.

17. ADJOURNMENT

**STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE UNIT #51
PITTSFIELD SCHOOL BOARD**

MINUTES

Pittsfield School Board Meeting
May 21, 2020
Emergency Meeting

I. CALL TO ORDER

Members Present: Bea Douglas, Chair
 Heidi Asdot, Vice Chair
 Ted Mitchell, Secretary
 Jessica Drouin
 Adam Gauthier

Others Present: John J. Freeman, Superintendent of Schools
 Jessica Bickford, Director of Student Services
 Melissa Brown, Director of Career Readiness
 Derek Hamilton, Dean of Operations
 Danielle Harvey, Dean of Instruction
 Kathy LeMay, Director of Interventions and Title I
 Tobi Chassie, Recording Secretary
 Members of the Public - via Zoom

Ms. Douglas called the meeting to order at 5:30 p.m.

II. DECLARATION OF EMERGENCY MEETING

Ms. Douglas asked that speakers conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. She said she may terminate the speaker's privilege to address the Board if the speaker does not follow this rule of order (Pittsfield School Board Policy BEDH).

Ms. Douglas declared the meeting as an emergency: As Chair of the Pittsfield School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12 pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this

meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

- a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting. All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing one of the following phone #'s: 1(929)205-6099 or 1(301)715-8592 and using meeting ID: 458 628 723; password: 029859.

- b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Pittsfield School District at: <https://www.pittsfieldnhschools.org/board/agenda/>.

- c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call Danielle Harvey at (603)410-9559 or email at [dharvey@pittsfieldnhschools.org](mailto:धारवेय@पिट्सफील्डनह्सकुलस.ऑर्ग).

- d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

Roll Call: Ms. Asdot, with no one in the room; Ms. Douglas, present with no one in the room; Ms. Drouin, present, with no one in the room; Mr. Gauthier, present with no one in the room; Mr. Mitchell, present with no one in the room.

III. AGENDA REVIEW

The following items were added to the agenda:

- Summer Food Program (Dr. Freeman)
- Graduation (Dr. Freeman)

IV. ACTION ON AGENDA

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted

unanimously to approve the agenda as amended (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

V. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Gauthier and seconded by Ms. Asdot to approve the minutes of May 7, 2020 as written. The motion carried with Ms. Asdot, Ms. Douglas, Ms. Drouin, and Mr. Gauthier voting in the affirmative and Mr. Mitchell abstaining from the vote (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, abstain).

VI. PUBLIC ACCESS

DIAL IN INFORMATION:

1(929)205-6099 or 1 (301)715-8592

Meeting ID: 458 628 723

Password: 029859

No participant ID required (# to skip if requested)

If any member of the public has trouble accessing the meeting using the above information, please call Danielle Harvey at (603)410-9559, or email at dh Harvey@pittsfieldnhschools.org.

VII. DEAN OF OPERATIONS

A. PES Copier Agreement

Mr. Hamilton explained that after the Board's agreement to move forward with a proposal from the Conway Technology Group, he worked further to consolidate the PES and PMHS agreements, which saved the district \$4,000. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to approve the revised bid (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

B. Capital Improvement Projects

Mr. Hamilton summarized details regarding potential capital improvement projects that the Board had previously identified, including the PES boiler replacement, PES HVAC controls, PES entryway renovation, PMHS attic insulation, and PMHS window replacement.

Ms. Douglas thanked Mr. Hamilton for the work on the project list. She asked Dr. Freeman for a timeline for committing the funds. Dr. Freeman stated that the unanticipated fund balance as of April 8, 2020, was \$485,000. He further stated that if the Board wished to "return" \$1.00/thousand to the town to defray property

tax rates in the next year, that would total about \$263,000, potentially leaving \$220,000 for projects.

He stated that the PES boiler is of high priority, but additional details would be helpful in decision-making. Another priority is the PMHS attic insulation, with payback in eight years. Dr. Freeman suggested putting out a request for proposal for the PES entryway. The PMHS window replacement is a safety issue, according to Dr. Freeman. He suggested the Board ask Mr. Hamilton to seek a cost estimate per classroom and begin with the first floor rooms.

Ms. Douglas stated she was happy with “giving” \$1.00/thousand back to the town and spending \$220,000 on the projects suggested by Mr. Hamilton and Dr. Freeman. Mr. Mitchell, Mr. Gauthier, and Ms. Asdot agreed.

Ms. Douglas suggested the Board agree on the amount of money to be spent on projects. She suggested giving back \$1.00/thousand or about \$263,000.00 to the Town, which would leave \$220,000 for projects.

On a motion made by Ms. Asdot and seconded by, the Board unanimously agreed to spend \$220,000 on facilities projects (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Dr. Freeman reviewed the projects as follows:

- PES boilers: would seek additional information from a mechanical engineer;
- PES HVAC controls: would put on hold for now due to cost;
- PES entry renovations: would seek RFP for creating a more secure entry;
- PMHS attic insulation: would seek bids;
- PMHS windows: would seek per classroom cost and partially complete project.

The Board agreed to move forward with projects as outlined above.

VIII. DEAN OF INSTRUCTION - No report.

IX. DIRECTOR OF STUDENT SERVICES - No report.

X. DIRECTOR OF CAREER READINESS - No report.

XI. DIRECTOR OF INTERVENTION - No report.

XII. SUPERINTENDENT

A. Resignations

Dr. Freeman provided the Board with two letters of resignation. One from Sherry Evans, PES special education teacher, and one from Todd Rudis, PES behavior support counselor. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to accept the resignations of Ms. Evans and Mr. Rudis with regrets and appreciation (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

B. Future Board Meetings

Dr. Freeman raised the issue of future Board meetings. He was hoping to receive assistance in this matter from the Department of Education, but so far no help has been received. He stated that for the current time there is a limit of ten people in a room so it would not be possible to meet in person under the current guidelines.

Ms. Douglas suggested the discussion include when the meetings will be scheduled in the summer. Dr. Freeman suggested July 16 and August 20. It was suggested that the Board keep August 6 on the calendar in case a meeting is needed, especially if school continues remotely in the fall. The Board agreed to these dates.

Dr. Freeman stated the administration has been receiving information from many resources helping them to plan for a re-opening in August. He stated his main source of information has been the Center for Disease Control (CDC).

Ms. Douglas stated her concern that there are no superintendents included on the Re-Opening Task Force created by the Commissioner of Education. The purpose of the Task Force is to provide recommendations in the event school does resume in the fall. She stated that should be considered when proceeding with plans. Discussion ensued regarding the recent CDC recommendations. Ms. Douglas stated the situation will likely change over the summer.

C. Summer Programs

Dr. Freeman reported that work has been done to consider summer programming. The Drake Field summer program includes a number of field trips, so it will be cancelled.

Dr. Freeman asked Ms. Bickford to summarize extended school year programs for some identified special needs students. Ms. Bickford explained the legal requirements to provide a free, appropriate, public education (FAPE) and stated that students with disabilities have been significantly impacted by remote learning. She asked the Board to support a hybrid approach to extended school year programming. She explained that the students who have fared well with remote learning could continue; others could be invited to come into the school. She explained that related services will continue to be provided remotely.

Ms. Douglas asked for more details, which Ms. Bickford provided. She explained the time frame for in-school services and stated there would be no more than ten

students in the school at one time. Staff and students would have temperatures taken upon entering the building. Transportation will be provided for those who need it and an adult will ride the bus to monitor safety. She said that students will be asked to wear face masks. There would be mandatory COVID-19 training for staff, and STAFF would need to wear masks and follow sanitizing procedures. Ms. Douglas asked if staff will be required to work, to which Ms. Bickford answered that only staff willing to work would be working during the summer program.

Dr. Freeman reviewed further considerations, such as the requirement for temperatures to be taken each time people enter the school. He said that utilizing these CDC-recommended measures would help the administration to prepare for a fall opening.

Dr. Freeman stated that K-Camp is another summer program which will be cancelled in its usual format. Ms. LeMay stated that K-Camp is funded by Title I and provides the new kindergarten students an opportunity to be in the school to become familiar with the environment. She said that the program instead would be a condensed program with small numbers of students.

Dr. Freeman recommended that Summer Academies be cancelled for this summer due to the number of field trips typically involved in the Academies.

Dr. Freeman stated there would be a modified summer school. Ms. LeMay stated a two to three week session in August for students who may benefit from extra help in math and reading is being proposed. The precautions explained by Ms. Bickford would be followed.

Ms. Harvey explained that Amber Zachos and Sarah Carson have proposed a competency recovery program for the summer at PMHS. She suggested allowing these teachers to be available to help students who may need extra help to get back on track.

Dr. Freeman stated there would likely be money from the CARES Act to help defer the cost of the summer programs.

Ms. Douglas provided accolades for the work that has been done in planning for the summer programs. She stated that it is a good way to prepare for a potential fall opening. The remainder of the Board agreed. Dr. Freeman said students would not be required to participate; parents would have the option to reject any recommended services.

D. Summer Food Program

Dr. Freeman stated the food delivery program is still in full operation. About two hundred meals are delivered on Monday through Thursday and six hundred meals on Friday to accommodate families with weekend meals. The program is being funded by the federal government. The opportunity to do this through July and

August is available. The cost to the district would only be for the bus and delivery cost and Dr. Freeman projects that this will cost about \$13,000. The CARES Act will not cover this, but FEMA may cover 75% of the \$13,000 or \$9,750.

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the expenditure of \$13,000, with the hopes that financial assistance will come through (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Dr. Freeman stated his appreciation for the work that Sally Blanchette has done working through the CARES Act and FEMA grants.

E. Graduation

Dr. Freeman stated further considerations have been discussed taken regarding graduation. Mr. Hamilton stated that previously it was hoped that a face to face graduation within a reasonable time frame would be possible. At this time, it does not look like that will be a possibility, so work continues with advisors and students to look at other possibilities. Mr. Hamilton shared that he expects to bring a proposal forward at the next Board meeting.

Dr. Freeman thanked the Board for their continued support through these unusual circumstances.

XIII. SCHOOL BOARD

A. Awards

Mr. Mitchell asked about Awards Night. Mr. Hamilton explained that Awards Night will be via Zoom on Friday, June 5, 2020. Some of the event activities will be live and some will be pre-recorded.

B. Transportation

Mr. Gauthier asked if school is allowed to open in the fall, have transportation routes been considered. Dr. Freeman said that the district will be making these plans with the Marston Bus Company in the near future. He anticipates the CARES Act will likely help cover additional costs.

XIV. PUBLIC INPUT

Melissa Babcock thanked Title I for all they have done with remote learning. The Kiwi boxes were a big hit in her household.

XV. COMMITTEE ASSIGNMENTS

A. Budget Committee

- B. Drake Field and Facilities
- C. Negotiating Team
- D. Foss Foundation

XVI. NEXT MEETING

The next meeting of the Board is scheduled for June 4, 2020, at 5:30 p.m. in the Pittsfield Middle High School media center or by Zoom, depending on circumstances relative to COVID-19.

XVII. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the meeting was adjourned at 6:25 p.m (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Respectfully submitted,

Tobi Chassie
Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, Dean of Operations
Subject: Board Meeting – June, 2020
Date: May 29, 2020

ACTION

1. Coaching Stipends. Due to the cancellation of the spring sports season, we have to determine whether or not to pay our spring coaches. The majority of schools in the state of New Hampshire are paying full or partial stipends to varsity level coaches. Estimates from the New Hampshire Athletic Director's Association are that 60% have been paid in full and 30% have received a partial stipend. Varsity coaches run off season programs and have duties that extend beyond the regular season (sub varsity and middle school coaches do not). My recommendation is to pay varsity coaches their full stipend. This recommendation is also consistent with our decision to pay all other stipend positions (team leaders, school club, and school organization advisers) in full.
2. Drake Field Requests. We have received two requests to use space or facilities at Drake Field. First, Stacey Morin, owner of Powerful YOU Yoga on Barnstead Road, has requested to hold outdoor yoga classes of 10 people or less. Classes would be held twice a week until she is able to resume classes in her studio. Also, the Concord Cannons, a travel baseball and softball program, has requested to use the baseball field for workouts of 10 players or less. We've had a long standing, positive relationship with the Concord Cannons; they have used facilities at Drake Field during the summer months in the past. With your approval, I'll work with each organization to ensure proper safety guidelines are followed.
3. Senior Commencement Ceremony. When school administration met with senior class officers and advisers in mid-April, we agreed that holding a traditional Commencement Ceremony would be preferred. The consensus among the senior class was to postpone Commencement to July or mid-August in hopes of having a traditional ceremony. Now, as we are approaching June, it seems that current conditions are unlikely to change by July or mid-August. The DOE has released guidelines (see enclosure) for end-of-year events that are vehicle-based, indoors, and outdoors. Each of the options below are viable for our Commencement exercises to be held in mid to late June. The details provided are a general idea of what each ceremony would like; details will not be finalized until a location is selected.
 - a. Globe Manufacturing Parking Lot
 - Most likely to be vehicle-based
 - Graduates and their families would be permitted to attend in one vehicle; expectation would be that graduates (unless they are sharing remarks) and their families stay in the vehicle for the duration of the ceremony
 - A stage would be set up for essential people to share remarks (salutatorian, valedictorian, keynote speaker, etc.)
 - Each graduate would have their name announced as a graduate of PMHS (we would need to determine how students would receive their diploma)

- The school district will be responsible for set up (staging, audio, and video) and will require a police detail to be assigned
 - No cost for use of the Globe parking lot is expected; we will need to sign a waiver and provide insurance documentation
 - Sunday availability only
- b. Drake Field
- Outdoor event
 - Seating arranged by the school district for up to 4-6 family members
 - Graduates and their families would be assigned a parking location and entry/dismissal point for Drake Field (Chestnut, Bridge, or Barnstead Road sides of the field)
 - Families would be assigned to a block of seats for their family only
 - Graduates would march in from a location TBD and seated according to social distancing requirements facing the audience
 - A stage would be set up for essential people to share remarks (salutatorian, valedictorian, keynote speaker, etc.)
 - Each graduate would have their name announced as a graduate of PMHS (we would need to determine how students would receive their diploma)
 - The school district will be responsible for set up (staging, audio, and video) and will require a police detail to be assigned
 - Drake Field is school district property; no cost for using this site
 - Date of the event is flexible (consider a rain date option)
- c. New Hampshire Motor Speedway
- Vehicle-based event
 - Will allow one car per student to enter the property and line up in a processional (likely to be alphabetical); no grandstand access will be available
 - Once everyone is lined up, an NHMS pace car will lead all the cars on to the racetrack (in order of procession) and will stage them around the track, starting near the start/finish line
 - Staging setup for remarks; audio over public address system and FM station available to listen in vehicles
 - Graduates names will be announced and graduates drive across the start/finish line before exiting the speedway
 - NHMS can put the school logo on the scoreboard with a static display
 - Cost for use is \$3,500
 - Availability on June 12 or 14 (time TBD)
- d. Fisher Cats Stadium
- Outdoor event
 - Family entrance staggered using 2 entrances (based on alphabet)
 - Families provided with seating blocks (as long as they are quarantined together; can make exceptions for split families)
 - Graduates will walk out onto the field, walk the warm up track as entrance, and seats are in the infield facing the crowd; podium is at home plate
 - Camera will be on home plate that can be displayed on big screen; seats for speakers and other essential staff can be behind home plate
 - Graduates will walk up the third base line down to home plate to get their diploma and then walk down the first base line to get back to seat

- Families would be dismissed by section
- Cost is TBD
- Availability on June 20/21 (Manchester is using one of the two dates) and there is availability between June 14-19. Start time likely to be 6:00 p.m.

I reviewed these options with senior class officers and class advisers on May 27. After the meeting I shared a survey with the senior class to get their feedback. I'm planning to meet with the senior class officers and senior advisers again on June 3, and we hope to have a recommendation for the School Board to consider at the Board meeting on June 4.



New Hampshire

Department of Education

YEAR-END EVENT PLANNING GUIDANCE

The Department of Education (the “Department”) has received a number of inquiries from schools and educators about planning proms, graduations, and other traditional year-end events amidst the current state of emergency necessitated by the COVID-19 pandemic. The Department applauds the efforts of schools, parents, and educators to recognize the achievements of our students and to find creative ways to honor and celebrate these important milestones in the lives of our students.

The Department wishes to clarify that the declared state of emergency and the related emergency orders do not necessitate the cancellation of all year-end events. If held, however, such events will require substantial modification from their traditional formats in order to comply with the Governor’s Emergency Orders and to ensure the safety of all participants.

While the below represents the current guidance from the Department, districts must recognize that this guidance may change at any time as changing public health circumstances require. This guidance is not a guarantee that any particular event is compliant with the Governor’s Emergency Orders. Rather, it is meant to provide practical considerations for school officials to consider when planning events that are compliant with the Emergency Orders.

Which Emergency Orders are implicated in event planning?

Emergency Order #16 (available here: <https://www.governor.nh.gov/news-media/emergency-orders/documents/emergency-order-16.pdf>) enacts a temporary prohibition on scheduled gatherings of ten or more persons. Although not mentioned by name, graduations, proms, baccalaureates, and other school social and recognition events are included within the scope of this Emergency Order. The prohibition on gatherings of ten or more persons first enacted in Emergency Order #16 was extended by Emergency Orders #29 and #40.

What sort of modifications are necessary to be compliant with the Emergency Orders?

On-line events held via Zoom, Google, WebEx or other conferencing platform are, of course, permissible.

School sanctioned year-end physical gatherings are only permissible when students are able to easily socially distance – and maintain that distance throughout the event, including the periods before and after the scheduled event.

Physical events can be difficult to plan because of the restrictions on group sizes (only gatherings of fewer than ten persons are permitted by the Emergency Orders), the venue’s ability to accommodate social-distancing, and the need to discourage individuals from breaking social distancing protocols. At a graduation, for example, it may be very difficult for students to avoid offering a congratulatory hug or high five. Pre/post-ceremony mingling may also prove challenging. Districts should consider limiting audience participation to a maximum of two or less guests per student – dependent upon the ability to practice safe social distancing. As well, event planners may want to discourage attendance of those with pre-existing medical conditions that increase risk of COVID-19. Ultimately, it will be the school district’s responsibility to manage and mitigate crowds accordingly and in compliance with all emergency orders.



Vehicle-Based Events

An example where this might be possible would be to allow attendees and spectators to remain in their cars (windows down), parked in every other parking spot, with the master of ceremonies using amplification to conduct the program. The program may allow, for example, only graduates to exit vehicles in small groups – remaining socially distanced from other students – and appropriately dispersed to retrieve diplomas. Alternatively, graduates might be presented their diplomas in a “drive-up” style, with graduates never exiting their vehicle.

Another example might be to conduct a community parade through residential neighborhoods that allows families/graduates to parade in their cars with local residents able to stand in their yards to greet the graduates at a distance.

Events where spectators and participants remain in their vehicles do not implicate the Emergency Orders related to gatherings of ten or more peoples, as persons isolated in separate vehicles do not constitute a “gathering” within the meaning of the Orders.

Indoor Events

For events that do not involve participants and spectators remaining in their vehicles, a school could arrange a ceremony within a school building where participants and spectators are spread out among the classrooms such that there are fewer than 10 persons in any one room. The ceremony could be broadcast into the classroom and small groups of graduates could proceed to the gym/auditorium to obtain their diploma. It would be important to ensure there was not congregating of participants before or after the ceremony and especially during entry and exit of the building, which should be staggered in timing.

Outdoor Events

It may also be possible in certain circumstances to hold an outdoor event, with more than ten participants/spectators, such as an outdoor graduation (if wide social distancing is observed continuously, then the congregants may not constitute a “gathering” of ten or more persons under the Emergency Orders). As an example, this has been done successfully in other areas of the country, i.e., Air Force Academy graduation held on April 19, 2020. This is the most difficult event type to plan because it requires meticulous and continuous social distancing, not just of the event participants but also of the event guests.

Additional Considerations for all Physical Events

Event planning must not only consider the event itself, but the pre and post event circumstances to ensure that individuals are not gathering during these times. That may mean thinking about staggered entrance or exit times or ensuring there is a plan for individuals to disperse and not congregate at the conclusion of your program.



New Hampshire
Department of Education
YEAR-END EVENT PLANNING GUIDANCE

In planning any event in which there will be participants or guests gathering physically, event planners are strongly encouraged to consider the following:

- **Screening:** Utilizing a screening mechanism for all those who will be attending. This could be a questionnaire to be completed ahead of time or a screening at the event itself. In some circumstances, temperature screening may be considered.
- **Masks:** Requiring that masks be worn by all event participants and/or spectators.
- **Social Distancing:** Requiring appropriate social distancing at all times.
- **Cleaning:** Implementing cleaning protocols for spaces/surfaces that will be repeatedly utilized during any ceremony or event and following the event.

These factors should be considered not only for the event itself, but for pre- and post- event time periods when the event participants are congregating and dispersing.

Finally, if an event is planned that will utilize in-person participation at any level, the Department encourages the school to alert local law enforcement and provide them the details of the event to ensure compliance with all Emergency Orders.

The Department encourages districts to be creative in planning student recognition and other events. If schools have ideas they would like to discuss with the Department, please contact Chris Bond at Christopher.Bond@doe.nh.gov.

May 8, 2020 Version

Pittsfield School District

To: Pittsfield School Board

From: Jess Bickford

Subject: Board Meeting – June 4, 2020

Date: May 29, 2020

INFORMATION

1. New Governor's Order: The new executive order that was signed by Governor Sununu on May 26, lists the following three mandates:
 - a. That every school district holds an IEP team meeting for every student with an IEP, no later than June 30, 2020 to re-determine Extended School Year (ESY) services, even if the team already determined that they do not qualify and they do not typically get offered ESY. The option of inhouse and virtual must be considered.
 - b. That every school district must hold an IEP team meeting no later than the first thirty days of the district's 2020-2021 school year. This meeting is to determine if a student is entitled to make up services due to the lack thereof during remote learning, regression during remote learning, or failure to make progress during remote learning.
 - c. That there are no waivers for timelines in the special education process due to remote learning, particularly regarding the evaluation process.

While the impact of these orders are less than ideal, Pittsfield has an amazing group of special educators that have done their absolute best to meet the needs and required services for students with special needs.

As you already know we are already going to be offering some ESY services virtually and in person based on student and family needs.

The first mandate is being managed via special education teachers documenting meetings with parents to determine the need for ESY services over the next two weeks. Please rest assured this is a process we already do annually as required by IDEA laws.

The second mandate is being managed via special education teachers starting this summer in order for the teachers to be available for instruction the first thirty days of the next school year. This budgetary impact of this mandate will cost at least \$10,088, likely more, based on the complexity of each student and family. Please, again, be assured that these decisions are already a part of the IDEA law, and are something that the district does annually.

The process of evaluations for special education are ones that are research based and must follow very strict standards and procedures. Wavering from those processes would cause testing results to be invalid. Please know that we are following all IDEA laws in regards to evaluations, timelines, procedures, and best practice.

Through this time of remote learning the special education department is doing the absolute best it can for students and families and to meet their diverse needs. There is no one size fits all approach and therefore all of our decisions are made with the best interest of students and families in mind.

Pittsfield School District

To: Pittsfield School Board
From: John
Subject: Board Meeting – June 4, 2020
Date: May 29, 2020

ACTION

1. Resignations. Attached you will find resignation letters from PES classroom teachers Melissa Hamilton and Tessa Mancini, as well as school psychologist Mark McLeod; their letters are attached. Your acceptance is recommended.

Also, two additional resignations are anticipated and may be brought forward if received by the time of your meeting.

And, be advised that Jorge Sanchez, who was elected by the Board to serve as PMHS world languages teacher, has informed us that he has been appointed to a position in another school district and will not be accepting Pittsfield’s offer of employment.

2. Nomination. Attached you’ll find the resume of Krista Critchett, who is nominated for a PES classroom teacher position in grades 3-4. Danielle would be happy to provide any additional information regarding the recruitment process and of Krista’s qualifications.

INFORMATION

Because of the requirements governing emergency meetings, administrators are not permitted to provide information and updates that we would normally provide. Timely information is being provided in community updates that are generated every Thursday and both sent to families via School Messenger and posted on the district website.

NON-PUBLIC SESSION

The need to meet in non-public session is not anticipated at this time.

5/26/2020

Dr. John Freeman
Superintendent
Pittsfield School District
23 Oneida St
Pittsfield, NH 03263

Danielle Harvey
Dean of Instruction
Pittsfield School District
23 Oneida St
Pittsfield, NH 03263

Dear Dr. Freeman and Mrs. Harvey,

I am writing to you both to formally give my letter of resignation, as I will not be returning after the conclusion of this school year. My last day will be June 30th, 2020 when my contract ends. In the Fall, I will begin a new position teaching that will allow me to work closer to home.

I have thoroughly enjoyed the past six years teaching at Pittsfield Elementary School. I am going to miss my colleagues and my students. Thank you for the opportunity to grow not only as an educator, but as a person. I appreciate everything I have learned from the Pittsfield School District. I will always consider my time here in high regards. Please let me know if there is anything that I can do to help make the transition smoother.

Sincerely,

Tessa Mancini
4th Grade Teacher
Pittsfield Elementary School



Pittsfield School District
SAU#51
23 Oneida Street
Pittsfield, NH 03263

June 1, 2020

Mark McLeod
School Psychologist
SAU #51, Pittsfield School District
34 Bow St.
Pittsfield, NH 03263

Ms. Jessica Bickford
Director of Student Services
SAU #51, Pittsfield School District
23 Oneida St.
Pittsfield, NH 03263

RE: Letter of Resignation

Dear Jess:

It is with a heavy heart and deeply mixed emotions that I submit this official letter of resignation, effective at the conclusion of the 2019-2020 academic year. I did not anticipate leaving the Pittsfield School District so soon after beginning my tenure here. I have a lot of respect for the dedication, skill, and compassion my colleagues bring to their job every day and throughout the year and working with them has been enjoyable. Further, I appreciate the relationships I have established with the students and their families, and I was eager to witness their growth and development with each passing year. There is much I am going to miss about working in SAU 51, however I was presented with an opportunity that I could not ignore. Pittsfield provided an excellent education in how to apply the skills I learned while earning my Master's degree within a concrete school environment, and it has helped me develop a more complete and solid understanding of the profession and how I can best apply my knowledge. I have thoroughly enjoyed my time working in Pittsfield and I am going to miss everyone next year. Please know that I will assist you in your transition to a new psychologist in any way that I can and I am willing to continue to support the district and the students throughout the summer as well.

Thank you again for the opportunity to begin my career in Pittsfield, and for all the support you have provided to me.

Sincerely,

Mark H. McLeod

Krista Critchett

1 Woods Drive, Newmarket, New Hampshire 03857
kmcritch@yahoo.com
(603) 686-4571

EDUCATION

Plymouth State University

Bachelor of Science in Elementary Education
GPA: 3.93 | President's List

Plymouth, NH
December 2019

PROFESSIONAL EXPERIENCE

Pittsfield Elementary School

Long term substitute

Pittsfield, NH
December 2019– Present

- Substitute for various classroom teachers in the morning, then long term substitute in a Grade 4 classroom in the afternoon
- Implement classroom instruction for social studies, science, and Foundations in Grade 4

Paraprofessional

- Provide one-on-one supports for a student with an IEP, as well as provide small group instruction as needed in the third grade classroom

Pittsfield Elementary School

Elementary Internship in Teaching

Pittsfield, NH
August 2019– December 2019

- Create and implement lesson plans in each of the four content areas- Mathematics, Science, Social Studies, and English Language Arts
- Provide instructional supports for students in Grade 2
- Use classroom management skills to provide a positive learning community for all students
- Solo implementation of classroom instruction in all content areas for at least three consecutive weeks
- Assess students using competency based grading
- Co-teaching and co-planning all areas of instruction

Southwick Elementary School

Teaching in the Content Areas Practicum

Northfield, NH
February 2019– April 2019

- Create and implement lesson plans in each of the four content areas- Mathematics, Science, Social Studies, and English Language Arts
- Provide instructional supports for students in Grade 5
- Use classroom management skills to provide a positive learning community for all students

Pittsfield Elementary School

Foundations of Teaching Practicum

Pittsfield, NH
September 2018– December 2018

- Create and implement a Mathematics and an English Language Arts lesson plan
 - Provide instructional supports for students in Grade 2
 - Assist mentor teachers in providing direct and small group instruction
-

WORK EXPERIENCE

Newmarket Recreation Department

Summer Camp Counselor/Coordinator

Newmarket, NH
Summers 2011 – Present

- Organize recreational activities, games, and team building exercises, and foster positive camper to camper, camper to staff, and staff to staff relationships
- Encourage a positive camp experience for children by creating a welcoming environment for children to explore, grow and develop, and have fun
- Follow daily schedule and implemented camp rules, coordinate field trips, and supervise counselors and staff members

Market Basket

Front End Cashier

Stratham, NH
September 2015 – December 2019

- Handle cash and credit card transactions accurately in amounts of hundreds of dollars per shift
- Listen to customers' requests and fulfill them within my powers and control – Work with customers in need of assistance with payment and bagging needs, as well as help customers locate products in the store
- In charge of restocking misplaced items and maintaining the cleanliness of the Front End area

See back

PROFESSIONAL DEVELOPMENT

Trauma-Sensitive Environments for Children

Plymouth State University

- Seminar presented by Dr. Susan E. Craig, PhD

Lesson Planning

Pittsfield Elementary School

- Professional development focused on creating lesson plans with mentors

Focus Groups

Pittsfield Elementary School

- Professional development divided into focus groups, specific concentration on the meshing of social-emotional learning curricula Choose Love, Zones of Regulation, and Executive Functioning

What is Trauma?

Pittsfield Elementary School

- Professional development presentation presented by Mark McLeod centered around trauma sensitive schooling

Anxiety in the Classroom

Pittsfield Elementary School

- Professional development presentation presented by Julianna Marone, M.S centered around anxiety in children and how it is presented in the classroom

Behavior and Crisis Management

Pittsfield Elementary School

- Professional development presentation presented on behaviors and how to deescalate the behaviors

Caring for yourself while caring for others

Pittsfield Elementary School

- Professional development presentation and workshop around self-care for educational professionals

New England Association of Schools and Colleges Accreditation

Pittsfield Elementary School

- Professional development in which education professionals in the district work in designated groups to provide evidence and create a petition for NEASC Accreditation