

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, October 15, 2020

PMHS Lecture Hall

Pittsfield Middle High School

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. AGENDA REVIEW
3. ACTION ON AMENDED AGENDA
4. APPROVE MINUTES: October 1, 2020
October 1, 2020, Non-public minutes
5. PUBLIC INPUT & PUBLIC ACCESS– Comments from community members, guests, and faculty. The public may join the meeting remotely using the following information.

<https://us02web.zoom.us/j/9624435282?pwd=ZncvcW1VcUo1KzZEejk5SkNGVnZpQT09>

Meeting ID: 962 443 5282

Passcode: Harvey

Dial by your location:

1(312)626-6799

1(929)205-6099

6. STUDENT REPRESENTATIVE – Oral Report

7. PES REPORT

Action

-

Information & Discussion

- Attendance
- COVID Tracking Data
- Segment Two
- NEASC

8. PMHS REPORT

Action

- Fall Athletics
- Oil Tank Spill Buckets

Information & Discussion

- District Leadership Team Update
- Reopening Plan Steering Committee
- Student Attendance
- Student & Staff Pandemic Report
- Snow Plow Specifications

9. DIRECTOR OF STUDENT SERVICES

Action

-

Information & Discussion

- Medicaid Update
- Special Education Services & Hybrid
- Proposed New Position for 20-21

10. SUPERINTENDENT OF SCHOOLS

Action

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Information & Discussion

- Budget Request Update
- High School Tuition Study Committee Update
- Capital Improvement Project Counsel Update
- Letter to local districts regarding Pittsfield High School students
- Good to Great Team upcoming meeting scheduled

11. SCHOOL BOARD

Action

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Information & Discussion

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12. COMMITTEE ASSIGNMENTS

- | | |
|-------------------------------------|---------|
| A) Budget Committee Representative: | TM |
| B) Drake Field & Facilities: | AG |
| C) Negotiating Team: | BD & HA |
| D) Foss Foundation: | JD |

13. PUBLIC INPUT

14. PLAN AGENDA FOR NEXT MEETING: November 5, 2020

15. NON-PUBLIC SESSION – if required under RSA 91-A:3

16. ADJOURNMENT

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

MINUTES

Pittsfield School Board Meeting
October 01, 2020
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: John Graziano, Interim Superintendent of Schools
 Jessica Bickford, Director of Student Services
 Melissa Brown, PMHS Assistant Principal
 Derek Hamilton, PMHS Principal
 Danielle Harvey, PES Principal
 Kathy LeMay, PES Assistant Principal (Zoom)
 Members of the Public

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

II. AGENDA REVIEW

The following items was added to the agenda:

- Reopening plan (Mr. Gauthier)
- PTO (Mr. Gauthier)
- Handbooks (Ms. Harvey)
- Special Education Manual (Ms.Bickford)

III. ACTION ON AMENDED AGENDA

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve the agenda as amended.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the minutes of the public meeting on September 17, 2020. Changes include: paragraph one on page four, change to "...has installed 'No Loitering' signs...; paragraph nine, page four, add "at PMHS" at end of last sentence; on page six, change to "XI"; on page seven, change to "XII"; on page seven, add paragraph at end of public input "Jillian Gauthier asked when parents will be receiving the Wednesday and Sunday emails about missing work. She said the PES parents are getting these emails already." The motion was passed unanimously to approve the minutes as amended with Ms. Douglas, Ms. Drouin, Mr. Gauthier, and Mr. Mitchell voting in the affirmative and Ms. Asdot abstaining due to her absence from the meeting.

V. PUBLIC INPUT - None

VI. STUDENT REPRESENTATIVE - No report

VII. PES PRINCIPAL

A. Handbooks

Ms. Harvey asked the Board to approve the staff and family handbooks. On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the Board voted unanimously to approve the staff and family handbooks.

B. Attendance

According to Ms. Harvey, letters have been sent out to families to update their students' attendance to date. Ms. LeMay stated that a process is developing to make sure that accurate attendance is being taken. Lisa Gauthier, the district social worker is partnering with Mike Curtin, the school counselor, to follow up with families who are having difficulties with school attendance. Ms. Harvey stated that some of the students who are remote are taking advantage of coming to school for assessments or for help with technology.

Mr. Gauthier asked if students are absent from Covid-related concerns. Ms. Harvey asked if the Board would like to have that item as a standing item on her report, which was answered in the affirmative. She said that families are mostly self-quarantining if there are symptoms. Ms. LeMay reported that there were several teachers at PES who have been tested this week, but so far there are no positive tests.

C. Budget

Ms. Harvey thanked Ms. LeMay for the work she has done to prepare the budget. They have attempted to level funds overall. The proposed PES budget has been sent to the SAU for review.

D. Fall Assessment

Ms. Harvey explained that communication has been sent to families regarding fall assessments. She also provided the Board with a whitepaper with research for their review.

E. New England Association of Schools and Colleges (NEASC)

Ms. Harvey reported that the collaborative conference has been scheduled for November 17 and 18, 2020. The conference will be virtual and more information will be shared with the Board on their role in the upcoming meeting.

VIII. PMHS PRINCIPAL

A. Oil Tank Spill Buckets

Mr. Hamilton removed this item from action and instead provided information. During the annual inspection of the oil tanks, tanks at both PES and PMHS failed inspection and must be replaced. Mr. Hamilton asked the Board for more time to better investigate the need for a single or double wall tank and the cost associated with both.

B. Attendance

Questions were asked of Mr. Hamilton regarding attendance. Mr. Hamilton provided the Board with information on how they are maintaining contact with students.

Discussion ensued regarding the practices that are in place for communicating with students, especially those participating in remote learning.

C. Budget Development

According to Mr. Hamilton, the PMHS budget proposal is being finalized and will be sent to the SAU for review.

D. Outdoor Classroom

Mr. Hamilton thanked the Suncook Valley Rotary Club and Mr. Gauthier for the use of the Rotary tent, which will be used as an outdoor classroom and meeting space at PMHS this fall.

E. School Communication

Mr. Hamilton explained that teachers are using ClassTag as its family communication platform. Content rooms within ClassTag are being used to communicate with families, as well as the district's Facebook page.

Most teachers have set up ClassTag, although there may still be faculty experiencing technical difficulties. There are approximately 90% of families that are connected.

F. School District Steering Committee

Mr. Hamilton reported that the District Leadership Team (DLT) has finalized the role of the DLT and a newly established Steering Team has been established to oversee the school district's reopening plan. The Steering Team will consist of two administrators, two teachers, a school nurse, a member of the Guidance Department, and a member of the Maintenance Department and will meet in emergency situations to make recommendations regarding the change in school status.

IX. DIRECTOR OF STUDENT SERVICES

A. Special Education Manual

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the Special Education Manual.

X. INTERIM SUPERINTENDENT OF SCHOOLS

A. Draft Budget Development Timeline 2020-2021

Dr. Graziano reviewed the proposed timeline, noting some changes that have been made to the original proposal.

B. Good to Great Team

The Good to Great Team will begin their work for the year at a meeting on October 13, 2020.

C. Tuitioning Pittsfield High School Students

The Tuitioning Committee has been established and will conduct their first meeting once Right to Know law requirements are fully investigated.

Ms. Asdot confirmed that Ross Morse will be asked to participate on the Tuitioning Committee.

Dr. Graziano has been asked to investigate the Right to Know law relative to committees within the district.

D. Mike Wolfe Gift

Ms. Douglas agreed to invite Mr. Wolfe to the next meeting for the purpose of awarding a gift for his service to the School Board.

E. School Board Communication

John Tobin, chair of the New Hampshire School Funding Fairness Project, has written a thank you note to the Pittsfield School District for its support over the years. Dr. Graziano reported that he listened to the open hearing on school funding and shared several critical points made during the debate.

XI. SCHOOL BOARD

A. Agenda

Mr. Mitchell asked that the committee assignments be changed to reflect Mr. Mitchell as the Budget Committee representative and Ms. Drouin as the Foss Foundation.

B. New Hampshire School Board Association (NHSBA) Contract

Ms. Douglas negotiated the cost of \$13,500 to complete the superintendent search. She felt she was able to make a very reasonable deal with Barret Christina. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board voted unanimously to approve the contract with NHSBA for the sum of \$13,500 with no outside costs and Dr. Graziano as having the authority to sign the contract.

C. Snow Plow Bids

Ms. Douglas asked Dr. Graziano to put the bidding process for snow plowing on his list of things to do. Mr. Hamilton stated the bidding is in process at the SAU office.

Ms. Asdot asked if it might be worth investigating the purchase of a plow so that the work can be done by the district. Ms. Douglas stated this will be a future agenda item for discussion.

D. Reopening Plan

Mr. Gauthier asked if there could be a link added to the website to make the reopening plan more easily accessible to the public.

Mr. Gauthier asked if it is possible for the district to move to the next level of the reopening plan. Ms. Harvey stated that the issue is space at PES. Mr. Hamilton stated that there is a district level team overseeing the reopening plan and they will be meeting next week to discuss next steps. He anticipates the screening process during cold weather being an issue to consider, as well as the use of masks. Ms. Harvey stated that only nine to eleven students can be in the classroom and maintain social distancing. Mr. Gauthier stated he is concerned that athletic teams are in close contact without masks, yet this is not the case in the classroom. Ms. Douglas stated she would like to hear from the Steering Team before decisions are made.

E. Parent Teacher Organization

Mr. Gauthier asked about the PTO, a school sponsored meeting, having face to face meetings in the district. Ms. Harvey stated the issue is custodial coverage and the ability to clean spaces after meetings; there is a vacant custodian position, which is compounding the problem.

Discussion ensued regarding the Trunk-a-Treat event that is usually sponsored by PTO.

F. Transportation

Mr. Mitchell asked if the issue of open windows has been addressed with the Marston Bus Company. Mr. Hamilton stated he did contact the company. The company is trying to maintain the guidance of the CDC, which includes not using the heat and having windows open. As the temperature decreases, the guidance will be followed but with an eye on the temperature. Students are being encouraged to talk to the bus driver if they are cold on the bus.

XII. COMMITTEE ASSIGNMENTS

A. Budget Committee - Mr. Mitchell

Mr. Mitchell reported that the first meeting of the Budget Committee took place. He stated that an informative webinar was provided to members. The next meeting is October 21, 2020

C. Drake Field & Facilities - Mr. Gauthier

- D. Negotiations – Ms. Asdot and Ms. Douglas
- E. Foss Family Scholarship Foundation – Ms. Drouin

XIII. PUBLIC INPUT (Second Session)

Mike Cabral stated the ClassTag is working well. He is receiving multiple contacts throughout the day. Mr. Cabral stated that the Budget Committee will be asking the district for more information

John Christokos asked if the school has a community service requirement and has it been considered to help the Historical Society when they move to their new location. Ms. Bickford stated she will notify the advisors of this opportunity.

Gerard LeDuc thanked the Board for the use of the gymnasium during voting. Attendance was good; he was grateful for the high participation rate.

Jillian Gauthier offered some comments about advisory and zoom meetings. There seem to have been some technical difficulties, which may have affected attendance.

Mr. Cabral stated some of the Chromebooks may be defective, which may be influencing the ability of students entering Zoom meetings. He asked when there may be more available. Mr. Hamilton stated that the devices ordered this summer will be available in November, hopefully. Ms. Harvey stated that the refurbished devices are starting to be disseminated.

Cara Peterson stated, via Zoom, that the on line advisories are going well. She provided some feedback on the bus temperatures.

Melissa Babcock stated that there is some miscommunication about Trick-a-Trunk. She has had a conversation with Ms. LeMay and they decided that it would not be appropriate given the conditions of the reopening plan. Therefore, a facilities use form was not completed and plans did not move forward.

XIV. NON-PUBLIC

At 6:45 p.m. a motion was made by Ms. Asdot and seconded by Mr. Gauthier to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss a personnel matter. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

At 6:51 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public

session (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier; Mr. Mitchell, yes).

XV. NEXT MEETING

The next meeting of the Board is scheduled for October 15, 2020 at 5:30 in the Pittsfield Middle High School Lecture Hall.

XVI. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the meeting was adjourned at 6:52 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary

NONPUBLIC SESSION MEETING MINUTES
OCTOBER 1 2020

PITTSFIELD SCHOOL BOARD

Members Present

Bea Douglass, Chair

Heidi Asdot, Vice Chair

Jessica Drouin

Adam Gauthier

Ted Mitchell

At 6:45 pm On a motion made by Ted Mitchell seconded by Adam Gauthier the School Board Voted (roll call vote) unanimously to enter into Non Public session citing RSA 91-A:3 - RSA 91-A:3,11

Dismissal, Promotion, Compensation, Discipling, Investigation, or Hiring of a public employee.

On a motion made by Ted Mitchell seconded by Adam Gauthier the school board voted unanimously to rescind ARTICLE XX 111 23.1. Of the Master Agreement between the Pittsfield Teachers Association and The Pittsfield School District RE Teacher resignation 9-17-2020.

At 6:51 pm on a motion made by Ted Mitchell and seconded by Adam Gauthier the School Board voted (roll call vote) unanimously to exit Non Public session.

Respectfully submitted,

John Graziano

Interim Superintendent

Pittsfield School District

To: Pittsfield School Board
From: PES Administration, Danielle Harvey and Kathy LeMay
Subject: Board Meeting – October 15, 2020
Date: October 15, 2020

ACTION

None at this time.

INFORMATION

1. Attendance: Our attendance numbers have been slowly improving, possibly due to our outreach to families, decreased tech issues and families establishing more successful routines.
 - On average, during the week of September 28th, we had 16 absences per day. On the hybrid days, we had less than 10 students absent-remote. On the Wednesday of that week, we had 19 students absent-remote.
 - On average, during the week of October 5th, we had 15 absences per day. On the hybrid days, we had 8 or less students absent-remote. On the Wednesday of that week, we had 17 students absent-remote.
2. COVID Tracking: To date, 14 students and six staff out with symptoms but no COVID cases.
3. Segment Two: We had 11 PES families request changes for segment two. Four needed to switch days. The other seven were remote and are now coming in for hybrid days.
4. NEASC: On Wednesday 10/14 the staff will work to prepare for the November Collaborative Conference. The Board already approved the report last spring. We will share the tour video and update memo with the board as they are completed.

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, PMHS Principal
Subject: Board Meeting – October 15, 2020
Date: October 9, 2020

ACTION

1. Fall Athletics. The third stage of fall soccer is coming to a close on October 25. Everything considered, it has gone rather well, and there have been no cases of COVID-19 among our teams or those we have competed against. We did cancel a varsity girls and boys match scheduled for September 26 with Sunapee High School out of an abundance of caution after a student at Sunapee tested positive. At this point, the Athletic Department would like to request your permission to move into stage four (October 26-November 14) to participate in the Division IV state tournament. Jay Darrah, the PMHS athletic director, will be at the Board meeting to discuss the tournament in more detail and he will be able to address any questions you may have.
2. Oil Tank Spill Buckets. In late August we had our annual inspection of the oil tanks at the elementary and middle high school. The spill buckets in both tanks failed inspection and have to be replaced within 60 days. At your October 1 meeting, we had received two quotes, and needed to get further information as well as a third quote. Our understanding is that although having a double-walled spill bucket is not required, it will be in the future. We have received a third quote and recommend your acceptance of the quote from M.B. Maintenance (see enclosed) to replace both spill buckets with double-wall stainless steel spill buckets for \$4,850.00.

INFORMATION

1. District Leadership Team Update. The District Leadership Team (DLT) meets on a monthly basis. The DLT has been tasked with guiding our reopening plan and will regularly review and make recommendations throughout the school year. Topics of review this past month included:
 - School Status – the team discussed school status and recognized a need to support struggling learners by offering selected students the option of attending school four days a week. These decisions would be made on a case by case basis through a student's Progression of Support (POS) team or IEP team. We believe we can offer this support without going over the 50% capacity of the yellow or green status established in the reopening plan.
 - Daily Screening Procedures – the recent weather conditions have brought into question the validity of temperature readings taken outside (either prior to boarding the school bus or entering the school facilities). The team considered self-reporting through an app or Google Form but was concerned about receiving consistent responses. The team concluded that we continue with daily screening questions, but eliminate the morning temperature check (due to its validity), and implement a mid-day screening to get a more accurate temperature reading (PES will conduct temperature screenings before recess; PMHS will conduct temperature screenings after lunch). Your approval is requested.

- Co-Curricular Activities – the team considered whether or not to allow school clubs and organizations to have on-site meetings (either during or after school hours). The team didn't reach consensus and will have further discussion on this topic at its next meeting.
2. Reopening Plan Steering Committee. The Steering Committee held its first meeting this past Friday. I've enclosed a copy of the team's charter. The purpose of the Steering Committee is to convene and make recommendations related to school status. The committee will work in consultation with public health organizations to determine if any change to school status is necessary due to staff shortages or a positive case(s) of COVID-19 among students, staff, or within the town of Pittsfield.
 3. Student Attendance. Between Monday, October 1, and Thursday, October 8, we averaged 14 total absences on hybrid learning days. Of those 14 absences, approximately 8 were students marked as absent remote. On Wednesday, October 7, we had 86 students absent. We are averaging approximately 69 absences a day on Wednesdays, which are fully remote. On Wednesdays students are marked absent if they don't attend their Wednesday Zoom call, don't make contact with their adviser (generally by email), or engage in the advisory assignment for the day (most commonly a question of the day). Our advisers have begun reflecting on what's working and what's not working within the advisory program. Our Education Leadership Team (ELT) is also convening next week, and among other topics, we will discuss the advisory program in a remote model. I'll have more information to share at the Board meeting.
 4. Student & Staff Pandemic Report. At the last School Board meeting, the Board requested a regular update on students and staff self-reporting or sent home with symptoms related to COVID-19. At our DLT meeting on Wednesday, October 7, I shared the following data:
 - There are no active cases in Pittsfield. There are 1-4 active cases in Epsom and Northwood but none in the other 4 surrounding towns (as of October 7).
 - There were 12 students and 2 staff members district wide who self-reported or were sent home with symptoms and/or referred for COVID-19 testing between October 1-7 (slight increase from September 21-30).
 5. Snow Plow Specifications. As requested, the snow plow specifications for 2020-2022 are enclosed. This bid has been posted by the SAU.

M.B. MAINTENANCE, INC.

INSTALLATION & MAINTENANCE OF GASOLINE & OIL EQUIPMENT

218 RIVER ROAD

New Boston, NH 03070

603 487 2808

FAX 603 487 3746

September 30, 2020

Pittsfield School District – SAU 51

23 Oneida St

Ste 1

Pittsfield, NH 03263

PROPOSAL

WE HEREBY PROPOSE TO FURNISH LABOR, MATERIALS AND EQUIPMENT NECESSARY FOR THE COMPLETION OF THE FOLLOWING WORK:

SCOPE OF WORK: FURNISH AND INSTALL (2) – NEW DOUBLE-WALL STAINLESS STEEL SPILLBUCKETS ON UNDERGROUND FUEL TANKS.

ALTERNATE #1: REPLACE WITH SINGLE-WALL STAINLESS STEEL SPILLBUCKETS

Proposal price is subject to the following conditions, which will result in additional charges if incurred:

1. Ledge, water, frost and/or any underground service lines.
2. Any additional work performed (upon verbal request) not specified in proposal.
3. Tanks removed or installed; any variation of size and/or quantity of tanks other than proposed specifications: any solids or product remaining in tanks.
4. Any State department involvement not specified in proposal
5. Any form of site contamination, such as contaminated soils.
6. Any water sampling or additional soil sampling or laboratory functional requirements.
7. Any wall shoring that may be needed.
8. Loaming, hot top and/or paving.
9. Any waste will be disposed of and billed separately, above and beyond this quote.

WARRANTY

We guarantee our work to be free from material defects for a period of one year. Any items such as lighting, pumps, et. Designated as manufactured by others will be covered only by the express warranty of the manufacturer thereof. We cannot be held responsible for conditions beyond our control. Our structure will provide many years of dependable trouble-free service. We recommend periodic inspections take place looking for any abnormalities. Warranty service will not be performed after the start up of the system until all sums due are paid in accordance with the terms of the contract. Service by others during this period, without our specified written consent, voids all warranties.

Under no circumstances will M.B. Maintenance, Inc. be liable for any consequential, special or contingent damages, expenses, or any other charges beyond the invoice value of the defective unit.

TERMS

Equipment delivered and accepted on the job before completion will be covered against fire, theft, and/or vandalism by the owner's insurance.

Legal finance charge on past due accounts of 2% per month, 24% per annum will be charged. The buyer also agrees that in the event default by non-payment of the overdue account, the owner will be liable for collection and attorney's fees.

THE ABOVE WORK IS TO BE COMPLETED AS SPECIFIED FOR THE SUM OF:

FOUR THOUSAND, EIGHT HUNDRED FIFTY DOLLARS AND NO/100 (\$4,850.00)

ALT. #1: FOUR THOUSAND, THREE HUNDRED FIFTY DOLLARS AND NO/100 (\$4,350.00)

PAYMENT WILL BE MADE AS FOLLOWS;

Balance due net 10 days upon job completion.

This proposal may be withdrawn if not accepted within 30 days.

ACCEPTANCE

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified.

M.B. Maintenance, Inc.

Signed _____ -

Mario Bolduc

Mario Bolduc
President

Date _____

PITTSFIELD SCHOOL DISTRICT

REOPENING PLAN: STEERING COMMITTEE TEAM CHARTER 2020-2021

I. PURPOSE / MISSION: The purpose of Steering Committee is to convene and make recommendations related to school status. The committee will work in consultation with public health organizations to determine if any change to school status is necessary due to staff shortages or a positive case(s) of COVID-19 among students, staff, or within the town of Pittsfield.

III. TEAM MEMBERS:

- Jessica Strohl, PES School Nurse
- Cindy Caravella, PMHS School Nurse
- Mike Curtin, PES School Counselor
- Nicole Calautti, PES Teacher
- James Cobern, PMHS Teacher
- Danielle Harvey, PES Principal
- Derek Hamilton, PMHS Principal

IV. TEAM ROLES:

- Facilitator: Derek Hamilton, PMHS Principal
- Notetaker: Nicole Calautti, PES Teacher
- Communications Leads: Danielle Harvey and Derek Hamilton, PES/ PMHS Principals (with the support of the Superintendent of Schools)
- Public Health Organization Leads: Cindy Caravella and Jessica Strohl, School District Nurses

V. NORMS / GROUND RULES:

- Team will adhere to confidentiality and HIPAA laws.

VI. LEVEL OF EFFORT:

- Team will have a prompt response to meeting notifications and attend all meetings.
- Team will be available between the hours of 6:00 a.m. - 10:00 p.m. with after hours as needed.

- School nurses will attend weekly meetings with Dr. Chan and Department of Health and Humans Services for latest updates (state health alerts are automatically sent out to school nurses)

VIII. AGENDA/MINUTES:

- Team will record minutes of meetings within the team Google Folder.

IX. AUTHORITY:

- Team will make recommendations to the Superintendent of Schools

X. TEAM DECISION MAKING:

- Team will take guidance or recommendations from DHHS into consideration.
- Fist-to-five with 100% of the team being at least a three or above.
- Team will err on the side of caution with decision making.

XII. COMMUNICATION REQUIREMENTS:

- Communication leads will share information with the superintendent to determine the information and vehicles used to communicate with the school community.
- Communication templates are available with DHHS Toolkit for School Nurses

XIII. INTERDEPENDENCIES:

- Students
- Teachers
- Support Staff
- Administration
- Families
- Community Members
- Community Agencies / Organizations (including the New Hampshire Department of Health and Human Services)
- District Leadership Team (DLT)
- Pittsfield School Board
- EAP

XIV. DATA SOURCES:

- CDC
- DHHS

- [DHHS COVID-19 Dashboard for New Hampshire](#) (towns and counties)
- [DHHS COVID-19 Dashboard for Schools](#)
- School District COVID Tracker (school spreadsheet)

XV. ACTION STEPS:

- Facilitator will send a text and email to the team with a meeting date, time, and Zoom link.
- Team will convene and make a recommendation to the superintendent.
- Superintendent will make the decision and communication leads will support communication as needed.

XVI. DELIVERABLES:

- Determination of school status.

XVII. MEASURES OF SUCCESS:

- District is not deemed an outbreak site.

INVITATION TO BID
Pittsfield School District

The Pittsfield School District is seeking qualified contractors to bid on snow removal for the 2020 – 2021, 2021 – 2022 school years. Snow removal will encompass both the Pittsfield Elementary school and Pittsfield Middle High school, and any other areas as designated and agreed upon by the School District and contractor.

GENERAL SPECIFICATIONS:

- A certificate of proof of Workman’s Compensation and Liability Insurance will be required prior to awarding of the bid.
- Preview of scope of work shall be coordinated by contacting the facilities manager of each school.

SNOW REMOVAL SPECIFICATIONS:

- Bid will be for the 2020-2021, 2021-2022 school years.
- The Bidder will be under the direction of the Pittsfield School Board during the entire term of the contract and will be responsible for the safety, welfare, and conduct of its equipment.
- All vehicles furnished are to be equipped to meet all Federal and State requirements during the life of the contract.
- Certificates of insurance must be furnished prior to the start of the contract clearly naming the Pittsfield School District as an additional insured.
- It is recommended that site visits to both school be conducted, in order that bidders have a complete understanding of the areas to be maintained. Site visits may be arranged by contacting the Facilities Manager at each school.

Pittsfield Elementary School – 435-8432
Pittsfield Middle High School – 435-6701

SNOW REMOVAL STIPULATIONS:

- Bid should contain price for snow-blowing, plowing, sanding and snow removal to be done as directed.
- Plow and/or snow-blow all areas indicated during site visit, and on attached drawings.
- The areas must be opened by 7:00 AM and kept open during weekends and vacations periods (“open” includes plowing and sanding).

- Re-plowing must be done after an additional 2” of new snow.
- Plowing of all paved areas is to be within ¼ inch of the paved surface.
- In the event of an ice storm, sanding of all areas should be done with additional sanding as needed.
- Bidder must only rely upon his estimates/calculations.
- Bidder will be responsible for repair of any damage done to school property. Prior to final payment, all damages must be repaired to the satisfaction of the school district.

PITTSFIELD ELEMENTARY SCHOOL:

Plow all areas darkened on drawing “X” attached. Fire hydrants must be plowed out and made accessible. The town will plow Bow Street and the school turn around as indicted with arrows. Plowing will also include the Elementary school faculty parking lot.

PITTSFIELD MIDDLE HIGH SCHOOL:

Plow all darkened areas on drawing “Y” attached.

Other areas to include snow removal are:

Court-yard (near cafeteria entrance/exit) area must be plowed to insure delivery of oil
Path from Middle High school to Elementary school must be kept clear of snow and sanded.

STAFF/STUDENT PARKING:

Plow all areas darkened on drawing “Y” attached along Berry Ave. and Oneida St. and from corner to fire hydrant to a depth of 30 feet.

SUBMISSION PROCEDURE:

- Bids will be accepted until 2:00 PM on Thursday, October 15, 2020.
- Bids received after this date and time will not be considered.
- Bids must be sealed and clearly marked “Pittsfield Snow Plow Bid”, and must be sent or delivered in a sealed envelope addressed to the address below prior to closing of the bid:

School Administrative Unit #51
23 Oneida St., Unit 1
Pittsfield, NH 03263

RIGHT TO REJECT BIDS:

The Pittsfield School Board reserves the right to reject any or all bids and waive any formalities as may be deemed in the best interest of the Pittsfield School District. The Pittsfield School Board also reserves the right to reject any bids that does not meet the requirement of these specifications, or the needs of the Pittsfield School District.

Pittsfield School District

To: Pittsfield School Board

From: Jess Bickford

Subject: Board Meeting – October 15, 2020

Date: October 9, 2020

INFORMATION

1. Medicaid Update: I have met with consultant Dan Courtier to review the recent medicaid rule changes. I will be updating many of the forms and practices we use for Medicaid to meet the changes, in hopes to be able to get us up to full billing capacity once again. Dan is also meeting with all special education teachers and service providers in November to ensure they have a thorough understanding of the new rules and their roles within that.
2. Special Education Services & Hybrid: The special education teachers, service providers, and paraeducators have been working diligently to be able to create highly individualized schedules and services for students in this hybrid environment. Our special education staff have been extremely creative and flexible in trying to meet the needs of every student. We have a variety of individualized plans that include some of the following in order to help meet these needs: additional 1:1 time with teachers and staff, additional days or times in school, regularly scheduled team meetings to ensure students don't fall behind, and many others. I am very lucky to work with such creative and dedicated staff.

3. Proposed New Position for 21-22:

Currently: We have a part time out of district coordinator that is funded through our IDEA grant. This position is funded for about 12 hours per week or roughly 30%. This position currently manages all students placed in out of district placements (currently 9). These students have extensive needs and require meticulous case management skills, regular meetings, issue management, and coordination between multiple parties including: receiving schools, JPPOs, DCYF, guardians, educational surrogates, counselors, CASA workers, service providers, and others.

The Director of Student Services currently is the case manager for all students that enter the court system (we have to refer all students that enter the court system for special education- if not already referred) or that may be placed in other schools due to foster care and that have an IEP. The Director of Student Services is also the court liason for the

district. Last month it was presented that there were 37 court cases last school year. The cost of this was roughly \$12,000 of my time and travel.

The 20-21 IDEA Grant is 91% taken up by positions that are vital to the district and limit the ability for the purchase of necessary equipment, supplies, professional development, and intervention programs that tend to be costly. These positions include: School Psychologist, a Paraprofessional, and the Out of District Coordinator. These total \$155,627 out of a total grant of \$170,740.

Proposal: I am asking for The Board's support to add a full time position into next year's special education budget that would be a combination of all of these duties: out of district coordinator, foster liaison, and court liaison. This would allow me to focus more of my time on supporting our special education staff, students, educational programs, Medicaid to Schools, Title IX, other student services, as well as more attention paid to the students in the court or foster system. This position would be a teacher salary position. Lastly, this would free up much needed space out of the IDEA grant.

Thank you for your consideration.

INTERIM SUPERINTENDENT OF SCHOOLS

A.

The Administrators will provide an overview of the 2001-2002 budget requests

B.

The Interim Superintendent will provide an update of the High School Tuition Study Committee

C.

Counsel has been asked to provide a review of Capital improvement project expenditures

D.

The Interim Superintendent is writing to local school districts to ask for interest in accepting Pittsfield High School Students.

E.

The GOOD TO GREAT TEAM will meet via zoom on October, 13th.