

**Pittsburg School Board
Meeting Minutes**

Date	August 23, 2021
Time	6:00 p.m.
Location	Pittsburg School Library Computer Lab
Chairperson	Toby Owen

Attendance
Attendance Legend: **P** – Present **A** – Absent **Z** – Via Zoom **C** – Cell Phone **E** - Excused

School Board Members		Principals		SAU Members			
E	Jamie Gray	P	Toby Owen	P	Elaine Sherry	P	Debra Taylor
P	Lindsey Gray	P	Reggie Parker			P	Cheryl Covill
P	Bob Ormsbee						

Clarksville School Board Members	
A	Erin Blanchard
A	Michael Dionne

Public in Attendance: None

Roll Call / Pledge of Allegiance: The meeting was called to order at 6:00 pm by Chairman Toby Owen and opened with the Pledge of Allegiance

Adjustments to the Agenda:

- Teacher Resignation under New Business

Hearing of the Public: Public Hearing to accept and expend the CRRSA – ESSER II Grant money from the State in the amount of \$128,454 to assist the schools through the impact of COVID-19.

After the explanation of how the funds will be used, Bob asked when actual teaching will take place. Debra explained that these are just tools to be used as guidelines for the teachers. Lindsey said that the government seems to have money to burn. Cheryl stated that the tech funds in the grant reduced the local contribution. Debra stated that the grant funds are primarily used for student achievement.

The grant was actually written for \$104,000 for training, information system, Chromebooks, projector, and mentoring. Bob asked why we needed to purchase Chromebooks if we are having in-person teaching. Explanation was that students use the Chromebooks daily to do their assignments and submit them to the teachers.

Elaine reported that enrollment is now at 86, but extras were ordered to be prepared for new students.

R. Parker/L. Gray: To accept the ESSER II Funds in the amount of \$128,454.

VOTE: 3 YES; 1 NO MOTION CARRIES

Reading of the Minutes: School Board Meeting of August 9, 2021

Bob Ormsbee questioned the “New Curriculum Coordinator has completed a schedule” under Old Business. This generated discussion on:

- what her duties actually are; how she was being paid; does Pittsburg have to have her
 - Debra responded that teachers appreciate having the opportunity to confer with their peers.

- Cheryl stated that each district pays a portion of her salary. Schools in SAU7 are responsible for 60%. Cheryl did not use the SAU formula, calculated the number of students/teachers in each school and charged accordingly. Pittsburg's share is 17.8% of total.
- Bob responded that Pittsburg shouldn't need to teach like others. They should be able to teach their own way.
- Toby asked if Pittsburg could opt out of having a curriculum director. Answer was that they had already voted at an SAU meeting to have her for this year.
- Bob asked to have her come to a Pittsburg School Board meeting. Elaine will contact her.

T. Owen/R. Parker: To approve the minutes of August 9, 2021 with change.

VOTE: MOTION CARRIES

Reggie asked if we knew the population of all the schools. Cheryl responded that we wouldn't have an exact count until opening day.

Toby reported that Health Trust has open seats if anyone is interested in joining their board.

School Administrator's Report – Elaine Sherry (written report included)

Events:

1. All staff will attend the Administrative Day in Colebrook on August 26th and new staff on August 27th.
2. Leadership team came together on August 9th & 10th.
3. Responsive Classroom training and Restorative Practice training are going well.
4. First soccer game is with Groveton in Groveton.

Old Business

1. New student information platform went live on August 9th. David Covill, Misty Blais, and April Wallace have been trained to train the staff on the instructional components.
2. Tom Ladue is working with Misty, Elaine and the leadership team on August 9th & 10th.
3. We continue to work on the reopening of school with COVID protocols.

New Business

1. Update on the student mobile device policy will be discussed later.
2. Grants have been worked on. Funds for a permanent substitute three days per week can be written into ESSER II Funds
3. New kitchen staff is being interviewed
4. Seniors will be painting their parking spots appropriately per policy

Lindsey asked if paving could be in the grant. Answer was "No".

5. Jayda Fish requested permission to drive herself to Colebrook for a full day of classes and Carter Prehemo wants to take CTE (1/2 day) classes at Canaan. Jayda's request did not include her schedule. This generated discussion on whether a student should be allowed to take classes at another school if that class is offered at Pittsburg. She will be taking the LNA course, but that is second semester.

R. Parker: If courses not offered here, then she can go. If they are offered here, she needs to be here. Request should have included courses.

Elaine believed that her classes ran all year, but said she would contact the guidance counselor once her report was done to confirm this.

6. Elaine reviewed the handbook and highlighted all the changes:
 - a. School calendar will be included in the front of the handbook
 - b. Page 9: changing from MMS to FOCUS
 - c. Pages 9-10: website has up-to-date information about upcoming events and activities. Please visit our website: <https://www.pittsburgschool.sau7.org/>
 - d. Page 11: Arrival - Walkers shall not enter building until 7:48 am. If prior arrangements have been made with a teacher, they may enter earlier than 7:30 am provided all social distancing rules that are in place are followed during a pandemic.
Attendance – Attendance is taken in each 55-minute period class. **Remove:** ~~A student must be in class for at least 25 minutes respectively, in order to get credit for it.~~
 - e. Pages 13-14: Tardiness – It is critical for your child to arrive at school on time, in order to receive all the benefits of the academic school day. Please do your part in helping your child to experience success every day by having them arrive no later than 7:50 am.
 - i. After reaching the first two tardies, an administrative letter will be mailed to the parent or guardian.
 - ii. After a student in grades K – 6 has five (5) tardy arrivals, a meeting will be set up between the principal, parents, and Guidance Counselor.
 - iii. Students in grades 7 – 12 who are tardy three (3) times in a quarter will receive a detention. Tardiness or dismissals that fall into the “excused absences” categories listed above will be excused. Each subsequent tardy arrival will result in another detention.
 - iv. After three (3) detentions, the student will receive remediation with the guidance counselor
 - v. New students entering throughout the year will be prorated for each class in attendance. They will be held accountable to the same rules as all other students.
 - f. Page 15: Any student who is dismissed prior to 2:33 pm will be considered an early dismissal. Such students will not receive credit for a complete day of school.
Office Hours: Pittsburg School office is available from 7:15 am to 3:45 pm daily.
 - g. Page 20: Students have three days after the beginning of each semester or the start of a year long class to drop or add classes.
 - h. Page 22: Concept of Discipline cont’d. Graduated and age-appropriate system of supports and intervention strategies, such as:
 - Student conferences
 - Parent conferences
 - Counseling
 - Peer mediation
 - Restorative practices
 - Instruction in conflict resolution and anger management

Graduated and age-appropriate disciplinary consequences such as:

- Restriction from extra-curricular activities
- Temporary (same day) removal from class or activity
- Detention
- In-school suspension
- Out-of-school suspension
- Expulsion

- i. Page 23-25: **Major vs Minor Behaviors** - All staff members are expected to help in the maintenance of school discipline. Minor behaviors are to be dealt with in the classroom, while major behaviors should be dealt with by the Assistant Principal and/or Principal. Conduct Referral Forms will be completed for both types of behaviors. See the chart on page 18 for descriptions of what behaviors are major and which are minor and possible graduated consequences

Minor Infractions
(To be handled by the teacher or adult)

Possible consequences (included but not limited to): Warning, apology, loss of privileges, change in seating, time out, parent contact, restitution, after-school detention.
NOTE: Students in kindergarten through grade five may NOT lose recess time unless the incident is related to recess.

Major Infractions
(To be handled by the assistant principal/principal)

Per our school MOU with the Pittsburg Police Department, any threatening language, threatening behavior, or any violation of any State Law will be turned over to the police; however, the Board expects the Principal to use some discretion in choosing when to refer or not refer an incident to police.

Safe School Zone Referenced Policies

The Safe School Policy pursuant to RSA 193:13 **requires that the school officials report to the Pittsburg Police Department** incidents of theft, vandalism, and actions involving drugs/alcohol, firearms/other weapons, sexual acts, robbery/theft, arson, criminal mischief/vandalism, and assaults/threats. If your son/daughter has been involved in one or more of these behaviors, the school administration will share this information with the police who may take additional action.

Restorative Practices

In the event that students misbehave and do not abide by the Student Code of Conduct, we may use the “restorative practices” approach to discipline. Restorative practices are grounded in “restorative justice”, a way of looking at wrongdoing that focuses on repairing the harm done to people and restoring the relationship rather than on disciplining offenders. Restorative practices are based on the belief that students are more likely to make positive changes in their behavior when they can work through the why of the behavior. The most critical function of restorative practices is restoring and building relationships. Students, teachers, and staff members must meet with those they have wronged, explore what happened, and make necessary amends. The restorative practices process can happen in groups as small as two and as large as a whole class.

Restorative Practices Principles

1. Restorative Practices focuses on harms rather than rules or persons and the consequent needs of victims, offenders, and communities.

2. Restorative Practices addresses obligations of the offender resulting from those harms, as well as the community's obligations to both victims and offenders.
3. Restorative Practices uses inclusive, collaborative processes.
4. Restorative Practices involve all individuals (victims, offenders, parents, students, staff, and faculty_ who have a legitimate stake in a given situation.
5. Restorative Practices seeks to put right the wrongs that have been done, so that victims feel safe and valued, and offenders feel restored to the school community.¹

Restorative Practices Process

1. Acknowledges that relationships are central to the building of the school community.
2. Must establish policies and procedures that harm and misbehavior in a way that strengthens relationships
3. Focuses on harms done rather than rules broken.
4. Gives voice to the person who has been harmed.
5. Engages in collaborative problem solving.
6. Empowers change and growth for all involved.
7. Enhances responsibility for actions and attitudes for all involved.²

The goals of these restorative practices are that...

1. PSD will be a safe, friendly and enjoyable learning environment.
2. PSD will foster an environment where everyone feels valued, respected, and included.
3. PSD will be a school where students are motivated to learn, and faculty and staff enjoy meaningful and fulfilling work.

¹ Amstutz and Mullet (2005) Restorative Discipline for Schools, pp. 25-26

² Amstutz and Mullet, pp. 26-29

Traditional Discipline for Students who do not respond to Restorative Practices Include:

HIGHLIGHTED ITEMS ARE FOR HIGH SCHOOL ONLY

- j. Page 30: - **(Delete this) Expulsion:** If the student is involved in an offense after they have been given their second OSS, the student will be referred to the superintendent with a request for an expulsion hearing. The superintendent may assess punishment or may choose to recommend expulsion to the board.

By consensus, the board approved deleting Expulsion paragraph.

- k. Page 21: Bus Discipline (new inclusion in handbook)
The School Board and staff members are very concerned about safety as we transport pupils. Cooperation from both parents and students is requested as we attempt to keep the buses safe for all concerned.
 1. **General rules and information:**
 - a. Students using bus transportation should understand that the school bus is an extension of the school. All school rules and regulations that pertain to student conduct in the schools are applicable to student conduct on a school bus.
 - b. Students are under the jurisdiction of the school from the time they board the bus in the morning until they are returned to the stop nearest their home.

- c. Bus students will be admitted to and discharged from the bus at their homes and the school in which they are enrolled. Exceptions will be made only with notes to the principal. The principal will sign such notes and return them to the student who will give them to the bus driver. Notes must be given to the principal before 1:30 pm. **For the safety of the students, parents or designee must be home before the bus driver will leave students in kindergarten through grade five. Every effort will be made by the bus drivers to determine that an adult is home.**

Change made by School Board: Students in 5th grade and above can get off the bus without an adult being present.

- d. No student shall be put off the bus while traveling to and from school. Parents shall be notified, and that day's trips completed before the student can be removed from transportation service.
 - e. Parents are responsible for the transportation of large objects, such as glass aquariums, large school projects, sleds and skis. This is a safety matter, since large objects can not only obstruct the driver's view of what is happening in the bus, but in the event of a sudden stop could cause injury to students.
 - f. If a bus driver suspects that a student's bag or knapsack contains contraband such as a weapon, alcohol or tobacco, he/she will keep the bag at the front of the bus and turn it over to an administrator via the bus coordinator. The administrator may search the bag if he/she believes there is reasonable suspicion for the search.
-
- l. Page 32: **Tops:** Shoulder straps will cover under garments and be no less than 1.5 inches in width. (This is a change from 2" in previous handbook)
 - m. Page 32: **Bottoms:** No dresses, or skirts higher than mid-thigh (4" previously)
 - n. Page 33: **Dress Not Permitted** – add: (please note that this list is not all inclusive): These dress codes apply to elementary as well as high school.
 - o. Pages 35-36: School Meals – Breakfast and lunch meals are available to students free of charge for the 2021-2022 school year. Snack milk will cost \$.60. If your child desires to have more than the free breakfast and lunch provided, there will be an extra breakfast cost of \$1.60 and an extra lunch cost of \$2.70.
 - p. Page 42: Senior Privileges (h) The seniors are permitted to leave at 1:32 if they are in good standings academically and behaviorally. (This was voted last year, but was not in the handbook.
 - q. Page 43 – Health/Safety: NOTE: Due to Covid-19 a student riding the bus must wear a mask. Additionally, there will be specific rules that must be followed on the bus during the COVID-19 crises. The procedures and seating will remain in effect until further notice.
 - r. Page 43 – Medical items: Students presenting with COVID-19 symptoms will be isolated from the school population until a parent or guardian is reached and the student is able to return home (Board agreed to keep this in the handbook). (e) Illness: Students who are ill should not report to school, (new section)

T. Owen/R. Parker: To approve the Handbook with changes.

VOTE: MOTION CARRIES

Elaine presented the school schedule for Semester 1: WIN time is for travel and extra help, if needed. Flex time at the end of the day. No study halls unless they are working on subjects.

Bob noted that Health and Wellness need to be taught. This will be worked into the schedule as soon as there is a teacher available to teach it.

Stewartstown Community School will send 8th grade for woodworking. Students will wear masks all the time they are present at Pittsburg School because of the dust in woodworking. Still working on their schedule due to the number of students.

Elaine went to call the guidance counselor for the schedule of classes for Jayda Fish.

Superintendent’s Report – Dr. Debra Taylor:

1. Dr. Taylor included a written report in the packet.
2. SAU 7 Board Update: The Board approved the opening to school plan at their August 12 meeting. A letter outlining the procedures was distributed to parents and staff on August 16.
 - a. The Board reviewed the strategic plan and prioritized goals for the coming year. In November, we will invite Jen Mathieu, Curriculum Director, and Chris D’Amato, CTE Director from Canaan, to speak to the SAU Board about their progress. She will also invite Jen to attend a Pittsburg Board Meeting.
 - b. SAU Board also adopted the policies recommended by the policy committee.
 - c. Next SAU Board meetings are scheduled on November 10 and December 8.
3. Celebrations: On August 26 all new teachers and staff return to school. We will recognize years of service and provide a warm welcome to everyone. On August 27, we will welcome all new teachers.
4. Pittsburg Happenings: Many thanks to excellent custodial staff. Many Pittsburg teachers have been engaged in curriculum and social-emotional training this summer.
5. Superintendent asked the Board to authorize her to impose not more than 10 additional days beyond the 10 days the principal can suspend for misbehavior. This has been going on for many years, but needs Board approval on a yearly basis.

L. Gray/T. Owen: To authorize the Superintendent to suspend 10 additional days for misbehavior.
MOTION CARRIES

Elaine returned to the meeting and reported on classes for Jayda:

EStart – Online	Colebrook PM only
Art – Pittsburg	Running Start Chemistry
English – Pittsburg	Running Start Physiology

Bob double-checked that the new schedule allowed time to travel, which it does.

T. Owen/L. Gray: To approve ½- day transport by self for CTE (Carter Prehemo to Canaan) and Colebrook Running Start Classes (Jayda Fish).

VOTE: MOTION CARRIES

Business Administrator’s Report – Cheryl Covill:

1. Budget Analysis will be done at another meeting.
2. No new bus drivers have applied. We lost a driver in Colebrook
3. Cheryl will bring the payroll to the board to be signed later in the week.

Unfinished Business:

Bob’s request for a July meeting. Lindsey stated this was up to the Board so they could address this in June and decide if a July meeting was needed.

New Business:

Job Description for assistant principal. One does exist already.

Superintendent reported that she had received a resignation from Heather Mitchell for health reasons. Lianne Sanschragrin will teach full time.

A candidate for Family/Consumer Science will be interviewed at 4:30 pm on August 24. Does any other board member want to attend with Toby Owen?

T. Owen/L. Gray: To accept Heather Mitchell’s resignation, regretfully.
MOTION CARRIES

T. Owen/L. Gray: If interview team agrees, let the Superintendent offer employment to the Family/Consumer Science candidate.

VOTE: MOTION CARRIES

Bob Ormsbee suggested the SAU put out an ad that if anyone has apartment for rent to let the SAU office know.

Meetings:

Next meeting for Pittsburg School Board will be September 13, 2021 at 6:00 pm.

T. Owen/R. Parker: To adjourn the meeting at 8:00 pm.
VOTE: MOTION CARRIES

Respectfully submitted,

Patricia E. Grover
Minutes Taker

Adopted 09/13/2021