

**APPROVED BY THE PITTSFIELD SCHOOL BOARD**

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

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**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 at PES. 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 any changes 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

### B. Drake Field & Facilities - Mr. Gauthier

### C. Negotiations – Ms. Asdot and Ms. Douglas

### D. 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