

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

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**MINUTES**

Pittsfield School Board Meeting  
October 18, 2018  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Michael Wolfe, Chairperson  
Bea Douglas, Vice-Chairperson  
Heidi Asdot  
Adam Gauthier  
Ted Mitchell

Others Present: John J. Freeman, Superintendent of Schools  
Melissa Brown, Director of College and Career Readiness  
Tobi Chassie, Director of Student Services  
Kathy LeMay, Director of Interventions & Title I Manager  
Members of the Faculty  
Members of the Public

Chairperson Wolfe called the meeting to order at 5:32 p.m.

**II. AGENDA REVIEW**

The following items were added to the agenda:

- ESOL - Education of Students of Other Languages (Ms. Chassie)
- Auditor Report (Dr. Freeman)
- Violence Prevention Grant (Dr. Freeman)

**III. 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.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made by Mr. Mitchell and seconded by Ms. Gauthier to approve the minutes of the October 4, 2018, meeting. On page one, change Casey Wolfe to Colby Wolfe; on page two, paragraph four, change to "Site Council voted not to accept the proposal..."; on page two, paragraph six, change to "...used, comparison with...:" on page five, paragraph one, omit "Policy IJO, School, Family,

and Community Partnerships, as it was stated twice; and on page five, paragraph six, change to "...at an 80%/20% split on health insurance." The Board unanimously approved the minutes as amended.

V. PUBLIC INPUT – None

VI. SUPERINTENDENT OF SCHOOLS

A. Good to Great Team Audit

Dr. Freeman introduced Ross Morse, Susan Bradley, and Darlene Stewart, members of the Good to Great Team. Mr. Morse provided the Board with an overview of the Good to Great Team's audit process. He explained that the Good to Great Team performed an audit on our district administrative structure and time allocations during the last school year. Board members had received copies of the report and the scoring rubrics. Mr. Morse stated that the level of effort on the part of members of the Good to Great Team was extensive. He said the next audit is being done on the advisory program.

Ms. Douglas stated she thought the report was an excellent piece of work and recognized the caliber of work that was accomplished. Ms. Bradley explained that she was a process expert and that Ms. Stewart was a content expert; they worked together to gather data that was used to formulate the commendations and recommendations. Dr. Freeman thanked Mr. Morse for his work on the audit and reminded the Board that the majority of the team are community members. Mr. Gauthier asked about team membership, to which Dr. Freeman responded with names of a number of current members.

Dr. Freeman recommended the Board accept the audit report and direct the superintendent to follow up on observations and recommendations. On a motion made by Ms. Douglas and seconded by Mr. Gauthier, the Board accepted the report and directed Dr. Freeman to provide an action plan for addressing the audit's recommendations.

VII. DEAN OF INSTRUCTION

A. Universal Design for Learning

The Universal Design for Learning (UDL) Leadership Team has participated in training and will help provide training to Pittsfield staff during early release time throughout the year. This work will help the school district to create equitable access to the curriculum for all students.

B. Parker Essential Charter School Visit

Using Title II funds, six teachers, one para, and Ms. Harvey visited Frances W. Parker Charter Essential School in Devens, Massachusetts, on October 5, 2018. They observed classrooms and learned about the school's methods to

provide multiage instruction; the group also reviewed the Essential School Common Principles.

## VIII. DEAN OF OPERATIONS

### A. Drake Field

Mr. Hamilton will provide information regarding a bid from Clairmont Asphalt Paving for a patch to be applied to the existing basketball and tennis court entryway and for a more expansive walkway to be developed at Drake Field.

### B. iPad User Agreement

Mr. Hamilton's report raised the Board's awareness concerning the district's iPad User Agreement. He explained that a parent has expressed concerns about holding a young person responsible for a \$300 replacement cost if the iPad is lost or stolen. He suggested the Board discuss the policy relative to this agreement. Mr. Morse was asked by Dr. Freeman to provide some background information for clarity. Mr. Morse provided the Board with historical background regarding this practice.

## IX. DIRECTOR OF STUDENT SERVICES

### A. Hiring Progress

Ms. Chassie reported to the Board that all paraprofessional positions have been filled with qualified individuals.

### B. Special Education

Ms. Chassie provided a summary of the activities of the special educators, including hosting over thirty student meetings since this school year began.

### C. Education of Students of Other Languages (ESOL)

Ms. Chassie informed the Board that the district has been unable to recruit and hire an ESOL certified teacher to serve the three children in the district who require services. A certified teacher was contracted for six hours to ensure that files were in an order expected by the New Hampshire Department of Education. Letters have been written to the parents of the students to inform them of the situation. If the district does not have a teacher in place in March when mandated testing is done, the district will need to contract the services of an ESOL teacher to meet this state requirement.

X. DIRECTOR OF INTERVENTION / TITLE I MANAGER

A. Family Engagement Team

The Family Engagement Team, according to Ms. LeMay, will now be operating as a focus group which will meet one time per month during the early release rotation. This will allow for greater participation from faculty and staff. An evening meeting will continue to be held in order to maintain the relationship with the Pittsfield Listens FACE group.

B. Early Childhood Consortium

Ms. LeMay reported that the Early Childhood Consortium has met twice this year. In addition to members from the Pittsfield Elementary School, the group consists of representatives from Blueberry Express, Early Head Start, Head Start, and the Josiah Carpenter Library. The group will continue to distribute the Ready for Kindergarten flyers / packets.

C. Scholastic Family Voice

This year, the second year of the state-sponsored Scholastic Family Voice project, a facilitated book study will be organized, and family literacy event kits provided for all classroom teachers.

XI. SUPERINTENDENT OF SCHOOLS (continued)

A. Policies

Dr. Freeman presented the following policies for review and/or revision: Policy IKF, Graduation Requirements; Policy IKFA, Early Graduation; Policy IKG, Awards and Scholarships; Policy IKJ, Supplemental Materials Selection; Policy IL, Evaluation of Curriculum Programs; Policy ILBA, Assessment of Educational Programs; Policy ILBAA, High School Graduation Competencies; Policy ILD, Non-Educational / Non-Academic Questionnaires, Surveys, and Research; Policy ILDA, Policy IMAH, Daily Physical Education; Policy IMBC, Alternative Credit Options; Policy IMBD, High School Credit for Seventh and Eighth Grade Coursework; and Policy IMGGA, Service Animals.

A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the proposed policy recommendations.

Mr. Mitchell reiterated his request to have the policy code at the top of each page when a policy consists of multiple pages.

After discussion and some corrections of typographical errors, the Board voted unanimously to approve the policy recommendations of Dr. Freeman.

B. Proposed 2019-2020 Budget

Dr. Freeman distributed the recently received Tax Rate Breakdown for Pittsfield.

Dr. Freeman distributed the most recent version of the 2019-2020 proposed budget. He also distributed the estimated revenue summary for 2019-2020.

Dr. Freeman explained that the proposed budget does not include accurate adequacy grant figures, nor the figures for any changes that may occur as a result of a negotiated teacher contract. This information is not available at this time.

On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board unanimously adopted the proposed budget as presented.

C. Auditor's Report

Dr. Freeman distributed copies of the auditor's report for the 2017-2018 school year.

D. School Violence Prevention Grant

Dr. Freeman distributed information from Merrimack County Court Diversion Program relative to a grant that has been received. Pittsfield will be included in the work of the grant, which includes: 1) mental health first aid training for staff; 2) presentations for sixth and ninth grade students; and 3) a school liaison, who will help organize programs and link families to services.

E. Coming Events

Dr. Freeman provided the Board with a list of upcoming events with dates and times.

XII. SCHOOL BOARD - None

XIII. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

B. Drake Field & Facilities: Mr. Wolfe and Mr. Gauthier

C. Negotiations – Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation – Mr. Mitchell

#### XIV. PUBLIC INPUT

Gerard LeDuc stated he is collaborating with Ross Morse to provide an informational session for interested members of the public on the SB2 process for budget adoption and addressing warrant articles.

Ross Morse asked if the bond that ends in 2020 will affect the 2019-2020 budget. Dr. Freeman stated he understands it will be the 2020-2021 budget, but will check into it further.

#### XV. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for November 1, 2018, at 5:30 p.m. at the Pittsfield Middle High School.

#### XVI. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Ms. Douglas the Board voted unanimously to adjourn the meeting at 6:23 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary