

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

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**MINUTES**

Pittsfield School Board Meeting  
November 15, 2018  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Michael Wolfe, Chairperson  
Heidi Asdot  
Ted Mitchell

Others Present: John J. Freeman, Superintendent of Schools  
Melissa Brown, Director of College and Career Readiness  
Tobi Chassie, Director of Student Services  
Danielle Harvey, Dean of Instruction  
Derek Hamilton, Dean of Operations  
Colby Wolfe, Site Council Representative  
Member 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:

- Phone application (Mr. Mitchell)
- Security blinds (Mr. Hamilton)
- Acceptance of gift (Dr. Freeman)
- Budget FY20 (Dr. Freeman)
- December 20, 2018, School Board meeting (Dr. Freeman)

**III. ACTION ON AGENDA**

On a motion made by Ms. Asdot and seconded by Mr. Mitchell, 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. Asdot to approve the minutes of the November 1, 2018, meeting. On page one, last paragraph, change

to “Mr. Gauthier.” The Board unanimously approved the minutes as amended.

A motion was made by Ms. Asdot and seconded Mr. Mitchell to approve the non-public minutes of the November 1, 2018, meeting. On page one, change to “Mr. Gauthier.” The Board unanimously approved the minutes as amended.

V. PUBLIC INPUT – None

VI. STUDENT REPRESENTATIVE

Colby Wolfe explained the Site Council has started an anti-vaping campaign. Signs have been made and posted around the building. Two sub-groups have formed: one for messaging and one for investigating the medical repercussions of use. Dr. Freeman commended and thanked the Site Council for their work.

Mr. Mitchell asked if there was an information meeting on vaping coming up. Mr. Hamilton confirmed that it will be held at 7:00 p.m. on November 27, 2018, at PMHS.

VII. DEAN OF INSTRUCTION

A. Panther Press

According to Ms. Harvey, one of this semester’s learning studios involves students in producing and publishing an online newspaper. The link to the November edition was shared.

B. Teacher Evaluations

Ms. Harvey provided an update on her progress with teacher observations.

VIII. DEAN OF OPERATIONS

A. Water Testing Report

Mr. Hamilton provided the Board with a copy of the report from RPF Environmental resulting from the required water testing for lead, which was recently completed.

B. Technology Update

Mr. Hamilton provided the Board information regarding technology requests in the proposed 2019-2020 budget, 2020-2021 budget considerations, student access to technology, use of technology, digital citizenship, obsolete iPads, and the District Technology Plan.

### C. Security Shades

Mr. Hamilton reminded the Board that a grant was received to install security shades in the schools. A Concord company has measured the windows and is now making approximately two hundred shades. The project will be completed no later than April of 2019.

## IX. DIRECTOR OF STUDENT SERVICES

### A. Concord Hospital

Ms. Chassie reported on her continuing work with the residents from Concord Hospital to assist in their understanding of the special education process.

### B. Court

Ms. Chassie expressed optimism in the response of Chief Joe Collins to the needs of children in Pittsfield. Since he began as chief, the district has had two delinquency petitions filed in the Concord District Court, which will ensure services provided as seen appropriate by the Court.

### C. New Hampshire Medicaid to Schools

Laws have changed allowing billing the Medicaid to Schools program for services rendered to students who do not have an individual education program. Ms. Chassie is working with Beth Colon-Pagan and Sally Blanchette to develop a system of documentation so the district can take advantage of this benefit.

### D. Paraprofessional Development

According to Ms. Chassie, the new early release schedule is affording the paraprofessionals the opportunity to participate in weekly training. This is a clear advantage to the new schedule.

### E. Skills Kitchen

The new kitchen in the Skills Program classroom, funded by the Foss Family Foundation, is almost complete. An open house will be held on Monday, November 26, 2018, from 1:00 to 2:30 p.m. She invited School Board members to come and enjoy refreshments. The annual Thanksgiving dinner will be held on Tuesday, November 20, 2018; Mrs. Foss has been invited to join the festivities and will be publicly thanked for her generous donation.

## X. SUPERINTENDENT OF SCHOOLS

### A. Policies

Dr. Freeman presented policies for approval: Policy JFAB, Admission of Tuition and Non-Resident Students; Policy JFABB, Foreign Exchange Students; Policy JFABD, Admission of Homeless Students; Policy JI, Students Rights and Responsibilities; Policy JIA, Student Due Process Rights; Policy JIAA, Eighteen Year-Old Students; Policy JIC, Student Conduct; Policy JICA, Student Dress Code; Policy JICC, Student Conduct on School Buses.

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously approved the proposed policies with minor changes pointed out by Mr. Mitchell.

### B. Acceptance of Gift

Dr. Freeman reported a gift of \$2353.65 has been received from the Foss Family Foundation to support the annual Browne Center trip for ninth graders. On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously approved the gift.

### C. Collective Bargaining Agreement

The Board and the Education Association of Pittsfield reached a tentative agreement on a new three-year contract. On a motion made by Mr. Mitchell and seconded by Ms. Asdot to approve the agreement made between the School Board and the Education Association of Pittsfield.

### D. Middle School – Additional Targeted Support School

Dr. Freeman explained that notification has been received from the state that our middle school has been identified as an additional targeted support school by the Department of Education. Dr. Freeman continues to research information about this designation, although he is certain there is no funding associated with it.

### E. District Administrative Structure and Time Allocation Audit – Action Plan

Dr. Freeman provided the Board with a five-step action plan generated from the District Administrative Structure and Time Allocation Audit.

### F. Coming Events

Dr. Freeman provided the Board a list of events coming up in November and December.

## G. District Reports

The Board agreed to printing copies of the annual report in house and to produce fewer than the usual 500 copies, as the district experiences leftovers each year.

## H. Impact of Inadequate State Funding

Dr. Freeman provided the Board with a brief list of items and positions that have been eliminated from the district budget over the past ten years.

## I. Budget

Dr. Freeman stated the district's budget was proposed to the Budget Committee on November 14, 2018. Ms. Asdot, Mr. Gauthier, and Mr. Mitchell were in attendance; Ms. Asdot and Mr. Mitchell agreed that the presentation went well. Additional information was requested, which will be provided to the Budget Committee at their next meeting on Wednesday, November 29, 2018.

Dr. Freeman distributed a revised Revenue Summary and a document entitled, *FY2020 Adequate Education Aid*.

## J. December 20, 2018, Meeting

Dr. Freeman suggested to the Board that the December 20, 2018, meeting be shortened in order to partake in a holiday celebration. The Board agreed.

## XI. SCHOOL BOARD

### A. Phone Application

Mr. Mitchell informed the Board of an anti-bullying application called "*Stop It.*" He asked that the district investigate the advantages of such an application for our students.

## XII. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

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

C. Negotiations – Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation – Mr. Mitchell

## XIII. PUBLIC INPUT (Second Session) – None

#### XIV. NON PUBLIC SESSION

At 6:17 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to enter into non-public session to discuss a personnel issue under the authority of RSA 91-A:3, II (b). The Board was polled and voted unanimously (Ms. Asdot, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) to enter into non-public session.

No action was taken in non-public session.

At 6:27 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to exit from non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Asdot, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) and to re-enter into open session.

#### XV. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Ms. Douglas the Board voted unanimously to adjourn the meeting at 6:28 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary