

**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  
January 16, 2020  
Pittsfield Middle High School

**I. CALL TO ORDER**

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

Others Present: John J. Freeman, Superintendent of Schools  
Jessica Bickford, Director of Student Services  
Melissa Brown, Director of Career Readiness  
Derek Hamilton, Dean of Operations  
Danielle Harvey, Dean of Instruction  
Tobi Chassie, Recording Secretary  
Harrison Hill, Student Representative  
Members of the Public

Mr. Wolfe called the meeting to order at 5:31 p.m.

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Manifest Educational Hardship Hearing Requests (non-public) (Dr. Freeman)
- Nomination (Dr. Freeman)
- Warrant (Dr. Freeman)
- Select Board Meeting Dates (Dr. Freeman)
- Education Report (Dr. Freeman)

**III. ACTION ON AGENDA**

On a motion made by Mr. Gauthier and seconded by Ms. Douglas , 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 accept the minutes of the public meeting on December 19, 2019. The following changes were made: on page two, paragraph four, change Tracy's name to Huyck in two places; on page six, change last section to XIV. The motion was approved unanimously to accept the minutes as amended.

#### V. PUBLIC INPUT - None

#### VI. STUDENT REPRESENTATIVE

Harrison Hill stated that at the last Site Council meeting feedback was reviewed in order to further the work on the school-wide norms.

#### VII. NON PUBLIC SESSION

At 5:36 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Asdot to enter into non-public session under the authority of RSA 91-A:3 (c) to discuss a student matter. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Gauthier, Mr. Mitchell, yes; Mr. Wolfe, yes) to enter into non-public session.

No action was taken in non-public session.

At 6:28 p.m. a motion was made by Mr. Mitchell and seconded by Mr. Gauthier voted unanimously to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously exit the non-public session (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Gauthier, Mr. Mitchell, yes; Mr. Wolfe, yes) and to re-enter into open session.

#### VIII. DEAN OF INSTRUCTION

##### A. School Reorganization

Ms. Harvey reported that she has met with fifth and sixth grade teachers to discuss the idea of moving sixth grade to PMHS. The next step is to schedule parent meetings. She will schedule one in the morning and one in the afternoon to accommodate family schedules.

##### B. Curriculum Resources

Ms. Harvey stated that there is a process for reviewing curriculum materials being undertaken. Title I and II funds have been used to purchase books and teacher editions for programs in English language arts and math.

C. Winter Showcase

Ms. Harvey distributed a schedule for the PMHS January Winter Showcase, scheduled for January 22, 2020.

IX . DEAN OF OPERATIONS

A. Donations

Mr. Hamilton stated two donations from the Foss Family Foundation and one donation from the Sanderson Trust Fund have been received. The Foss Family Foundation donated \$3,000 for Drama Club and \$3,000 for Music Club. Sanderson Trust has donated \$5,000 for the Ski and Snowboard Club.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to approve the Foss Family Foundations donations of \$3,000 each for the Drama Club and Music Club.

A hearing to accept the Sanderson Trust Fund will be scheduled for the next Board meeting, per policy.

B. Art Club

Lisa Stevens, the PES art teacher, will be starting an afterschool Art Club for fifth and sixth grade students. The club is capped at a maximum of thirty students. She anticipates holding a second session of the Art Club in April.

C. Bodily Fluids Protocol

Mr. Hamilton provided the Board with information relative to a bodily fluid protocol. Currently, there is no protocol specifically for handling bodily fluids. However, Policy JLCCA, HIV/AIDS, makes reference to the district establishing procedures for handling bodily fluids. Dr. Freeman reviewed the policy recommendations from the New Hampshire School Boards Association and found there were no model policies available.

Mr. Gauthier stated his previous concern was more about the lack of communication to parents, rather than the lack of a protocol. Mr. Hamilton further explained the situation in question to the satisfaction of the Board.

D. School Recycling Program

According to Mr. Hamilton, at a previous Board meeting, questions were asked about the district's recycling program. He explained that there is a program at both PES and PMHS and described the program in some detail.

E. Parent Concern

At a previous Board meeting, Mr. Hamilton stated a concern was expressed regarding the cancellations of after school activities on December 6, 2019. He provided further details including the fact that no buses from the district were on the road that night.

F. Technology Plan

Mr. Hamilton provided the Board with an opportunity to ask questions relative to the presentation provided at the last meeting on the Technology Plan. Mr. Gauthier stated he has questions that he will ask in an email to Mr. Hamilton. Action will be taken at the next meeting.

X. DIRECTOR OF STUDENT SERVICES

A. Medicaid Update

Ms. Bickford explained the progress that has been made to receive the necessary documentation from students' doctors in order to bill the Medicaid to Schools program for services included in students' individual education programs. Retroactive billing is allowed until February 21, 2020.

B. Flex Newsletter

Ms. Bickford shared a copy of the Flex Newsletter with the Board.

C. Transitional Services

Ms. Bickford provided accolades to Ms. Charlene Vary, special education teacher, for her work to provide students with appropriate transition services.

D. SouthEastern Regional Education Service Center (SERESC) Training

Pittsfield is hosting a six-part training being delivered by SERESC. By hosting the event, the school psychologist is attending the session free of charge. Cafe Services is being paid to provide the food for the sessions.

XI. DIRECTOR OF INTERVENTIONS AND TITLE I MANAGER

A. Eighth Grade Students

Ms. LeMay, by report, explained the process that is underway to notify students and their families of potential obstacles in participating in the middle school promotion ceremony. Unified arts teachers have identified students who are at risk of not passing, and students and families have been so notified.

*B. GEODES*

Ms. LeMay, by report, reported to the Board that a set of new books have been purchased using Title I funds. These books are aligned to the core curriculum in word instruction.

XII. SUPERINTENDENT OF SCHOOL

A. Manifest Educational Hardship

Two hearings for manifest educational hardship requests were conducted during the non-public session.

B. Nomination

Dr. Freeman recommended Steven Rossmeissl to fill a vacant math position at PMHS. On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board approved the hiring of Mr. Rossmeissl.

C. Deliberative Session

The Deliberative Session is scheduled for Wednesday, February 5, 2020, at 7:00 p.m. The Board will meet prior to the session at 6:15 p.m.

D. Warrant

Dr. Freeman distributed a copy of the draft warrant. Dr. Freeman reminded the Board that the votes of the Pittsfield Budget Committee will be added once they have conducted their vote.

On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to change the Article 6 dollar amount from \$100,000 to \$50,000 in alignment with the sentiments of the Pittsfield Budget Committee.

Ms. Asdot stated there were questions from the Pittsfield Budget Committee about the capital reserve funds, for which she provided information.

Dr. Freeman called attention to Article 8, which was added by petition and is relative to investigating and pursuing viable options for tuitioning all students grades 9 through 12 to another high school and to cease educating all high school students in Pittsfield.

E. Select Board Meetings

Dr. Freeman has sought dates from Cara Marston for a meeting between the School Board and the Select Board to discuss a school resource officer. The date of April 14, 2020, was selected and Dr. Freeman will confirm with Ms. Marston.

F. School Report

Dr. Freeman distributed a report from Reaching Higher New Hampshire entitled *The Whole Picture of Public Education*.

E. Coming Events

Dr. Freeman provided the Board with a list of coming events for the months of January and February.

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 (Second Session)

Gerard LeDuc asked for the information provided by Mr. Hamilton relative to the recycling program at PES and PMHS. Mr. Hamilton provided him with a copy of his report.

XV. NEXT MEETING

The next meetings of the Board is scheduled for February 5, 2020, at 6:15 p.m. at PES, and February 6, 2020, at 5:30 in the Pittsfield Middle High School media center.

XVI. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the meeting was adjourned at 6:55 P.M.

Respectfully submitted,

Tobi Chassie  
Recording Secretary

