

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

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**MINUTES**

Pittsfield School Board Meeting  
January 17, 2019  
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  
Danielle Harvey, Dean of Instruction  
Derek Hamilton, Dean of Operations  
Kathy LeMay, Director of Interventions & Title I Manager  
Colby Wolfe, Site Council Representative  
Members of the Public

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

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Eighth grade graduation ceremony (Mr. Mitchell)
- Drake Field dumpster (Mr. Gauthier)
- Special Education Procedural Handbook (Ms. Chassie)
- Deliberative session (Dr. Freeman)
- Legislative hearing (Dr. Freeman)
- Presentation (Mr. Wolfe)

**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. Douglas to approve the minutes of the January 3, 2019, meeting. The following corrections were made. On page 1, paragraph four, change “Ms. Mitchell” to “Mr. Mitchell”. On page 2, paragraph nine, change “head” to “Head” and change “health” to “Health.” The Board voted unanimously to approve the minutes as amended.

#### V. PUBLIC INPUT – None

#### VI. STUDENT REPRESENTATIVE

Colby Wolfe explained that the Site Council’s vaping campaign is in process. He explained that a proposal for open campus for eighth graders and second semester seventh graders is being considered. The initiators of the proposal have been asked for additional information.

#### VII. SCHOOL BOARD

Mr. Wolfe introduced the PiVOT Team. Ten members of the team introduced themselves to the School Board. Three adults associated with the group, including Jenny Wellington, Molly Messenger, and Amanda Pawlik, introduced themselves. The students presented prepared material about the training in which they have participated on building leadership skills, facilitation, and social equity. The students described their participation in the Youth Leadership Institute, a convening of like-minded students from different schools who are working on equity issues.

The students continued by explaining their proposal to include student representatives on the School Board. They are suggesting to have one student representative for every two grades: 7/8, 9/10, and 11/12. Ms. Pawlik will be contacting the Board in the next week to request further time with the Board to discuss the proposal.

#### VIII. DEAN OF INSTRUCTION

##### A. Winter Showcases

Ms. Harvey provided the Board with the schedule for the PMHS January showcase. She described the exhibitions that were organized from the learning studios.

##### B. Universal Design for Learning

According to Ms. Harvey, the Universal Design for Learning Leadership Team participated in the winter network meeting. The group planned the next professional development activity for staff, as well as participated in learning activities.

## IX. DEAN OF OPERATIONS

### A. Foss Family Foundations Donations

Mr. Hamilton informed the Board that the Foss Family Foundation has recently approved a request for \$7,170.00 for the purchase of new Chromebook computers for the middle high school, \$2,500 to support the Drama Club, and \$2,500 to support the PMHS music program.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to approve the three donations from the Foss Family Foundation.

### B. Breakfast After the Bell

According to Mr. Hamilton, Breakfast After the Bell will begin on January 28, 2019. A healthy and simple breakfast will be available as a “Grab and Go.” The usual breakfast will continue to be available between 7:30 and 8:00 a.m. Mr. Hamilton pointed out the anticipated positive impact of the program. Ms. Douglas confirmed outcomes of this sort of program based on her experience.

### C. Co-Curricular Activities

Mr. Hamilton provided an overview of co-curricular activities. The PES Student Council launched a two-week gratitude campaign through the *Look for the Good Project*. PMHS Student Council, during the month of December, coordinated *Spirit Month*, which included an array of activities for students and staff. The Ski and Snowboard Club includes sixty-four students who are participating in a program at Gunstock Mountain.

### D. School District Newsletter

Mr. Hamilton provided the Board with a copy of the January newsletter, which is also available on the district’s website.

### E. Security Blinds

Mr. Hamilton reported that security blinds were installed in classrooms and instructional spaces at PES and PMHS over the holiday break. This project was funded in large part by the Public School Infrastructure Fund with money from the state.

### F. Water Testing

Mr. Hamilton reminded the Board of the problems that were highlighted by a recent required test of water for lead. He reported that a follow up test of one source at PES, which had been repaired following the initial testing, indicated that water samples from that source were now well under the maximum allowable levels. A full report was provided to the Board.

## X. DIRECTOR OF STUDENT SERVICES

### A. Indicator Seven

Special education, according to Ms. Chassie, is monitored by the New Hampshire Department of Education through data collection around indicators. Indicator Seven pertains to preschool outcomes. She provided a report of the result of 2017-2018 data collection for Indicator Seven.

### B. Professional Growth and Evaluation Plan

Ms. Chassie updated the Board on progress being made to implement the teacher evaluation system with special educators.

### C. Special Education Procedural Handbook

Ms. Chassie explained that she has updated the Special Education Procedural Handbook. She will send a copy to the members of the Board for review and action at a future meeting.

## XI. DIRECTOR OF INTERVENTIONS & TITLE I MANAGER

### A. Title I Grant Update

Ms. LeMay provided the Board with an update on the expenditure of the Title I grant.

### B. Summer Program

According to Ms. LeMay, the details of the summer program for PES have begun to develop. Data has been analyzed and it appears that tutoring during the summer has not resulted in decreasing the “summer slide” of skills. She will, therefore, be reconsidering summer interventions.

### C. Guided Storytelling Interview (GSI) Training

Ms. LeMay explained that she and Susan Bradley participated in a full day of training with Bill Bryan on Guided Storytelling Interviews. GSIs are a technique that will be used to gather information from students in grades 5 through 8 regarding their school experiences.

## XII. SUPERINTENDENT OF SCHOOLS

### A. Leave Request

Dr. Freeman presented a request from a member of the faculty, asking to use emergency time for time needed to attend a special event. She had previously used personal time

for family events. On a motion made by Mr. Wolfe and seconded by Ms. Douglas, the Board approved the leave without compensation.

#### B. Policies

Dr. Freeman presented the following policies for the Board's review: Policy KB, Title I Family and Community Engagement; Policy KCD, Public Gifts and Donations; Policy KD, School District Social Media Websites; Policy KDA, Public Information Program, Policy KDCA, Use of Students in Public Information Programs; Policy KDF, Drake Field Use; Policy KE, Public Complaints; Policy KEB, Resolution of Disputes; Policy KED, Facilities or Services – Grievance Procedure; Policy KF, Use of School Buildings and Facilities; Policy KFA, Public Conduct on School Property; Policy KHB, Advertising in the Schools; Policy KI, Visitors to the Schools; and Policy KM, Teacher-Parent Communications Regarding Student Performance.

A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the policies presented. Discussion ensued regarding corrections. The motion unanimously passed to approve the policies as edited.

#### C. Bullying

Dr. Freeman explained that a community member – Tracy Huyck – previously spoke with the Board on the issue of bullying. He met with Ms. Huyck to discuss the issue and agreed on five actions: 1) potential family education program on bullying; 2) potential implementation of Project LEAD; 3) publicity about the issue through The Sun and other resources; 4) potential use of a federal government training video on bullying; and 5) the listing of resources on this topic on the district website.

#### D. Coming Events

Dr. Freeman provided the Board with a list of upcoming events in January and February.

#### E. Deliberative Session

Dr. Freeman explained that the Board will need to schedule the Deliberative Session. He suggested posting for a Board meeting at 6:00 p.m., prior to the Deliberative Session, scheduled for 7:00 p.m. on Wednesday, February 6, 2019. The Board agreed to do so and also agreed to cancel its meeting of Thursday, February 7.

Dr. Freeman distributed a copy of the warrant articles. He suggested delegating responsibility for moving, seconding, and explaining warrant articles; Board members agreed to do so as follows:

- Article 1 – School Lunch Program – Ms. Asdot
- Article 2 – Receive and Expend Grant Funds - Mr. Wolfe
- Article 3 – Operating Budget and Default Budget – Mr. Mitchell and Dr. Freeman
- Article 4 – 3-Year Collective Bargaining Agreement – Ms. Douglas

- Article 5 – Special Meeting for Defeated Collective Bargaining Agreement – Ms. Douglas
- Article 6 – Dumpster Capital Reserve Fund – Mr. Gauthier
- Article 7 – Drake Field Tennis Court Resurfacing and Fence Replacement – Mr. Wolfe

The Board provided direction to Dr. Freeman on what written materials would be provided at the Deliberative Session. They also asked him to provide some announcements regarding the meeting on public media. Ms. Douglas suggested providing information to the public about the consequences of a default budget.

#### F. Legislative Hearing

Dr. Freeman explained that he and Mr. Wolfe attended the Legislative Hearing on January 17, 2019, regarding HB177, which proposes that the state’s stabilization grants be continued at current levels. Testimony was provided by Dr. Freeman, Mr. Wolfe, and Budget Committee member Louie Houle.

### XIII. SCHOOL BOARD (Continued)

#### A. March 7 Board Meeting

The School Board meeting scheduled on February 7, 2019, will be cancelled, due to the Board meeting scheduled prior to the Deliberative Session on February 6, 2019.

#### B. Snow Days

Mr. Gauthier asked if support staff are included in cancellation of snow days. Dr. Freeman stated that twelve-month employees, including custodians, secretaries, and administrators, often take a vacation day if they choose not to work. The only exception occurs when he feels the weather warrants having all staff stay home due to safety concerns.

#### C. Eighth Grade Ceremony

Mr. Mitchell met with a group of PMHS teachers to discuss the current policy on exclusion of certain students from the eighth grade promotion ceremony. He reported that the teachers shared opinions in support of the current policy.

#### D. Bullying

Ms. Asdot asked what measures are taken to help students report bullying without the fear of retaliation. Mr. Hamilton explained that the process of investigating a bullying complaint includes planning for decreasing the chances for retaliation when the complaint is founded. Students are encouraged to go to an adult for assistance if they see something that is not appropriate.

#### XIV. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

B. Drake Field & Facilities: Mr. Wolfe

Mr. Gauthier asked if the dumpster service at Drake Field was put out to bid. Dr. Freeman said it has not been in the past. Mr. Gauthier asked what the extent of its use was. Mr. Hamilton stated daily attention is paid to trash removal at Drake Field during the spring, summer, and fall. There is a question as to whether or not the size is appropriate. The current dumpster does not have a bar to resist people using it for household trash. There was consensus that the cost for removal might be excessive. Dr. Freeman will investigate further.

C. Negotiations – Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation – Mr. Mitchell

#### XV. PUBLIC INPUT (Second Session)

Paul Nickerson explained his concern for students' access to wood shop courses. He visited the Concord Regional Technical Center to learn more about the programs that are offered. Mr. Nickerson provided numbers of Pittsfield students participating in the technical programs. He was particularly impressed with the automotive program. Mr. Nickerson is hoping more students will take advantage of the program. Ms. Brown informed the Board of the efforts made to help students understand the opportunities that are available to them at the Concord Regional Technical Center. Currently seventeen Pittsfield students are involved in the program.

Robert Schiferle stated that a series of articles will be submitted to the Suncook Valley Sun to help the public understand the warrant articles. He let the Board know that none of the warrant articles from the district will be included. He confirmed that the district's proposed budget was unanimously voted in the affirmative.

Mr. Nickerson asked if a default budget would affect the hot lunch program; the answer was negative.

Melissa Babcock provided accolades for the two-week gratitude program at PES and asked if there would be further efforts. She thanked Ms. Harvey for the information being provided about what is happening with staff on early release days. Ms. Babcock asked if there is a point at which there is danger of losing accreditation. Dr. Freeman briefly explained the process of accreditation; in the spring, the district will begin the process in Pittsfield. He invited Ms. Babcock to visit the website of the New England Association of Schools and Colleges, the agency which awards accreditation. Ms. Babcock asked if efforts are taken to make sure students who may be off pace to graduate on time are identified and interventions provided. Dr. Freeman briefly explained the extensive efforts made by the administrative team to ensure support is provided to struggling students.

Mr. Nickerson asked if cuts in the budget would affect accreditation. Mr. Wolfe stated that they would.

XVI. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Ms. Asdot the Board voted unanimously to adjourn the meeting at 7:08 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary