

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

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**MINUTES**

Pittsfield School Board Meeting  
February 6, 2019  
Pittsfield Elementary School

**I. CALL TO ORDER**

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

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  
Attorney John Teague  
Members of the Public

Chairperson Wolfe called the meeting to order at 6:00 p.m.

**II. AGENDA REVIEW**

The following item was added to the agenda:

- Distribution of *Special Education Procedural Plan*

The following item was deleted from the agenda:

- Policy EHAB, Data Governance and Security

**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 Ms. Asdot and seconded by Ms. Douglas to approve the minutes of the January 17, 2019, meeting. The following corrections were made. On page 1,

paragraph 4, change to "...suggesting to have..." On page 7, paragraph 2, change to "Mr. Nickerson was provided...." The Board voted unanimously to approve the minutes as amended.

V. PUBLIC INPUT

Gerard LeDuc reminded the Board of the rules he would be following as he facilitates the Deliberative Session.

VI. STUDENT REPRESENTATIVE

Colby Wolfe explained that the middle school open campus proposal has been rescinded. He stated that the Site Council is continuing with their attention to vaping and have started a poster on which students sign their name when committed to not using vaping products.

VII. DEAN OF INSTRUCTION

A. Movie Requests

Two requests were proposed by Ms. Harvey for teachers to show movies associated with curriculum. The first movie was *City of Embers*, rated PG, and the second was *Oliver Twist*, rated PG-13. On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board voted unanimously to approve the movies.

B. Learning Studios

Ms. Harvey shared the Learning Studio Selection Guide for spring.

VIII. DEAN OF OPERATIONS

A. Senior Class Trip

According to Mr. Hamilton, the Class of 2019 is planning a class trip to Woodstock, Maine. They would like to leave on May 9, 2019, after school and will return on the afternoon of Saturday, May 11, 2019. On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board unanimously approved the senior trip.

B. School Immunizations

Mr. Hamilton shared a letter that was sent home to families of students at PES and PMHS without the necessary immunization records on file required by state law. The school nurses have brought the total to less than 5% from the previous 18%. After the notice went out, the district has two students out of compliance at PES and twenty-two students at PMHS. Dr. Freeman offered accolades to the nurses for their attention to this matter.

## IX. DIRECTOR OF STUDENT SERVICES

### A. Special Education Procedures Plan

Ms. Chassie distributed the *Special Education Procedures Plan*. She asked that they take action on the document at the next meeting.

## X. SUPERINTENDENT OF SCHOOLS

### A. Data Security Plan

Dr. Freeman provided the Board with a Data Security Plan proposal, a project that has been recently mandated by law; the estimated cost is not more than \$8,200. Mr. Hamilton provided the Board with additional details. Dr. Freeman explained that Policy DJE mandates that “contractual services in the amount of \$5,000 or more, shall be based, when feasible, on at least three competitive bids. He, in this case, suggested the Board waive the policy and use Security 7 because of the long standing relationship the district has with them and their familiarity with the district’s equipment. A motion was made by Ms. Douglas and seconded by Mr. Wolfe to accept the proposal from Security 7. Mr. Gauthier stated he would like to review bids from three companies. The motion carried 2-1-1, with Mr. Wolfe and Ms. Douglas voting in the affirmative, Mr. Gauthier voting against, and Ms. Asdot abstaining.

### B. Policy Updates

Dr. Freeman distributed Policy JJIFA, Wellness. A motion was made by Ms. Asdot and seconded by Ms. Douglas to approve the policy. The policy is required by law. The Board voted unanimously to approve the policy.

### C. Expenditure Report

Dr. Freeman distributed the mid-year *Expenditure Report*. He called the Board’s attention to the projected fund balance of \$158,782.51, which is significantly lower than what is usually available at this time in the fiscal year.

### D. Coming Events

Dr. Freeman provided the Board with a list of coming events.

## XI. SCHOOL BOARD

### A. Minutes

Ms. Asdot made a motion to open minutes, which was seconded by Mr. Gauthier. She recommended on page 6, paragraph 3, changing the date to March 7, 2019. The Board voted unanimously to approve the minutes as amended.

B. Deliberative Session

Dr. Freeman confirmed who would be making and seconding motions for each of the articles presented at the upcoming Deliberative Session.

XII. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

B. Drake Field & Facilities: Mr. Wolfe

C. Negotiations: Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation: Mr. Mitchell

XIII. PUBLIC INPUT – Second Session (None)

XIV. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Asdot the Board voted unanimously to adjourn the meeting at 6:35 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary