

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

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**MINUTES**

Pittsfield School Board Meeting  
February 20, 2020  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Mike Wolfe, Chair  
Adam Gauthier  
Ted Mitchell

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

Mr. Wolfe called the meeting to order at 5:30 p.m.

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Good to Great Team SAU Audit (Mr. Mitchell)
- Program of Studies (Ms. Brown)
- Movie Approval (Ms. Harvey)
- Retirement / Resignation (Dr. Freeman)

**III. ACTION ON AGENDA**

On a motion made by Mr. Gauthier 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 Mr. Gauthier to approve the minutes of the January 16, 2020, public meeting. Change on page two, paragraph five, to

“voted unanimously to exit the...” The Board voted unanimously to approve the minutes as corrected.

A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the minutes of the January 16, 2020, non-public meeting. The Board voted unanimously to approve the minutes as written.

A motion was made by Mr. Gauthier and seconded by Mr. Mitchell to approve the minutes of the January 23 public meeting. Changes were made: on the footer of each page, change date to January 23, 2020; on page two, paragraph one, change to “On a motion from Ms. Douglas and seconded by Mr. Mitchell, the \$5,000 donation from the Foss Family Foundation was unanimously approved; on page three, paragraph five, change to “voted unanimously to exit the...”; and on page four, paragraph one, change to “regarding changing how competencies...” The Board voted unanimously to approve the minutes as corrected.

A motion was made by Mr. Mitchell and seconded by Mr. Wolfe to approve the minutes of the January 23, 2020, non-public meeting. The Board voted unanimously to approve the minutes as written.

A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the minutes of the February 5, 2020, public meeting. On the footer of each page, change date to February 5, 2020. The Board voted to approve the minutes as corrected with Mr. Mitchell and Mr. Gauthier voting in the affirmative and Mr. Wolfe abstaining from the vote due to his absence from the meeting.

## V. PUBLIC INPUT

Ralph Odell, representing Stand Up Pittsfield, distributed a proposal. Mr. O’Dell explained that the organization is concerned that the position of extended learning opportunities coordinator has been eliminated and would like to offer assistance. He explained volunteers would like to work with local business people to offer students an opportunity to be introduced to career exploration.

Jen Pickard, also a member of Stand Up Pittsfield, commented that an added purpose of the effort would be to help students gain summer employment. She said that due to the late start of the program, Stand Up Pittsfield would like to bring in two employers per month from March through May. Dr. Freeman asked the group to work with Melissa Brown to determine details and thanked them for their assistance.

## VI. STUDENT REPRESENTATIVE

Harrison Hill distributed a copy of the *Pittsfield Middle High School Norms* that have been finalized by the Site Council. A copy of the previous norms was also provided to the members of the Board. He explained that the revised norms have been simplified to be more meaningful and memorable.

Dalton Swenson from the Site Council added information about the document. He explained that an introduction has been added to the norms to help clarify students' understanding of the norms.

Dan Courtney, Site Council faculty advisor, thanked the School Board for their attention to this matter and provided accolades for the students who have worked diligently on the drafting of the norms.

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve the new norms.

Jen Pickard asked what would happen if the norms were not adhered to by students. Ms. Harvey explained the process that is followed including action by the Restorative Justice Committee or administrative action.

Harrison Hill updated the Board on a proposal being considered by the Site Council regarding Open Campus.

## VII. DEAN OF INSTRUCTION

### A. School Reorganization

Ms. Harvey explained that she held three meetings for parents of current fifth graders to hear about the concept of moving sixth grade to PMHS. She urged the members of the Board to refer community members to her if there are questions.

Mr. Gauthier asked about supervision for sixth grade students attending Kydstop as they walked to PES from PMHS. Ms. Harvey explained the measures that will be taken to ensure a smooth transition for the students.

Mr. Gauthier stated his opinion that a public hearing is warranted before a decision is made regarding the school reorganization. Jen Pickard stated concern about parents who moved into town thinking their students would be going to grade six would be surprised by this change.

A motion was made by Mr. Wolfe and seconded by Mr. Mitchell to approve the reorganization. Mr. Gauthier reiterated his request for a public hearing. The Board voted to approve the move of grade six to PMHS in September with Mr. Wolfe and Mr. Mitchell voting in the affirmative, and Mr. Gauthier voting in opposition to the motion.

### B. Movie Approval

Ms. Harvey requested the Board approve the movie *Percy Jackson and the Lightning Thief*, for viewing by PES students. On a motion made by Mr. Gauthier

and seconded by Mr. Mitchell, the Board voted unanimously to approve the request.

#### C. Learning Studios

Ms. Harvey provided the Board with the *Spring 2020 Learning Studio Selection Guide*. She noted that there were twenty-four choices and that sixteen of those have student leaders.

#### D. NEASC Reports

Ms. Harvey invited the Board to provide feedback on the drafts of the NEASC reports on which the faculty and staff have worked. Ms. Harvey explained that the faculty and staff will continue reviewing the five reports until they are approved in a voting process. In May, a Collaborative Meeting will be held with a NEASC team of approximately sixteen peers and officials from NEASC, to review the reports and establish goals to be reviewed during the decennial visit.

#### E. Conference Presentation

Ms. Harvey stated that work with Plymouth State University has resulted in the continued hosting of preservice teacher interns.

#### F. Extended Observations

Ms. Harvey provided the Board with information regarding extended observations being completed by Ms. Harvey and Ms. Bickford according to the district's Professional Growth and Evaluation Plan.

### VIII. DEAN OF OPERATIONS

#### A. Donations

According to Mr. Hamilton's report, the Trustees of the Sanderson Trust Fund have generously accepted proposals for choral condenser microphones (\$200); quilting learning studio (\$554.96); Drake Field Summer Recreation Program (\$5,500); third grade Artist-in-Residence Project (\$5,377.26); and Ski and Snowboard Club (\$6,000).

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to approve the choral condenser microphones and the quilting learning studio. The remaining items will require a public hearing.

#### B. Site Council Proposal

This item was addressed by student representative, Harrison Hill, earlier in the meeting.

#### C. Technology Plan

The Technology Team presented the proposed District Technology Plan for 2020-2023 at the December 5, 2020, meeting.

Mr. Gauthier asked what the impact of the vote on the budget would have on the plan. Dr. Freeman explained that the plan is not a commitment of funds. He explained that adjustments will need to be made in the plan if the budget will not support it.

On a motion made by Mr. Wolfe and seconded by Mr. Mitchell, the Board approved the Technology Plan with Mr. Mitchell and Mr. Wolfe voting in the affirmative and Mr. Gauthier voting in opposition.

#### D. Advisory Action Plan

According to Mr. Hamilton's report, the Advisory Revitalization Team, an ad hoc group formed to develop an action plan based on the Good to Great Team's audit of the advisory program, has completed its task. A copy of the action plan was included in the Board's packet for members' review. The next step in the process is to reconvene the Advisory Council to work with Ms. Harvey, Ms. Bickford, and common planning time teams to address the proposed action steps.

#### E. Girls on the Run Program

Mr. Hamilton informed the Board that Ms. Donna Keeley will be acting as site coordinator for the Girls on the Run Program. She will coach with Farah Lavigne and Cara Peterson. Girls in grades three through five will be invited to participate.

#### F. Scrubs Club

Mr. Hamilton explained in his report that Susan Bonavita, a community member, retired registered nurse, and grandmother of two elementary students has volunteered to run Scrubs Club. Carolley Garven, a senior at PMHS will assist Ms. Bonavita in leading this club, which is a health career exploration opportunity for students. Participants will receive CPR and First Aid training.

#### G. School District Newsletter

Mr. Hamilton provided the Board with a copy of this month's newsletter.

#### H. School Visit

On Wednesday, February 12, 2020, the Justice Committee hosted the Student Leadership Council and the director of Next Charter School in Derry, New Hampshire. He thanked, by report, Mr. Cobern and Mr. Courtney for making the visit possible.

## IX. DIRECTOR OF STUDENT SERVICES

### A. Compliance

Ms. Bickford informed the Board that the New Hampshire Department of Education will be conducting an audit of evaluations performed by the district to ensure timeliness.

### B. Job Vacancies

According to Ms. Bickford, there are three paraprofessional positions for which she is unable to find candidates. She considered a job fair event, but has decided to put that on hold for now.

## X. DIRECTOR OF CAREER READINESS

### A. Program of Studies

Ms. Brown distributed copies of the proposed 2020-2021 PMHS Program of Studies. She reviewed some highlights and asked the Board to consider approving the document at their next meeting. Ms. Harvey provided supporting details.

### B. Home is Where the Heart Is

Ms. Brown explained that the annual *Home is Where the Heart Is* presentation was held on January 7, 2020. She said the presentation made by the recent graduates was excellent. Dr. Freeman stated that he agreed that the program was exceptional this year and included previous students who entered the workforce and military, as well as those who have continued their education in a post-secondary institution of higher learning.

### C. Concord Regional Technical Center (CRTC)

According to Ms. Brown students in grades nine and ten attended a one-hour presentation about CRTC on January 14, 2020. The presentation was facilitated by Steve Rothenberg, the director of the program, and featured CRTC faculty and current PMHS students who are enrolled in the program.

### D. Senior Financial Aid Night

On January 2, 2020, Angela Costonguay from the New Hampshire Higher Education Assistance Foundation presented an overview of financial aid information to PMHS students and their families; the event was well-attended.

E. Summer Employment Opportunities

This item was addressed by Mr. Odell, representing Stand Up Pittsfield, earlier in the meeting.

XI. DIRECTOR OF INTERVENTIONS AND TITLE I

A. Competency Recovery

Ms. LeMay reported that at the close of semester one, forty-five grades of “incomplete” were recorded. Students will develop Competency Recovery Plans with their teachers in order to complete the coursework successfully.

B. Juniors

Ms. LeMay informed the Board of the meetings she has been conducting with members of the Class of 2021. Credit audits have been shared with families to help them understand the student’s progress toward graduating on time.

C. Family Engagement Training

Ms. LeMay, by report, explained her participation in training by the New Hampshire Department of Education in partnership with Scholastic on family engagement.

XII. SUPERINTENDENT

A. Acceptance of Gift

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to accept \$2,900 from the New Hampshire Charitable Foundation for musical instruments and equipment.

B. Policy Updates

Dr. Freeman presented the following policies for the Board’s consideration: Policy AC, Non-Discrimination; Policy AC-E, Contact Information for Human Rights Officer, Title IX Coordinator, Section 504 Coordinator, and Civil Rights Agencies; Policy ADC, Tobacco Products; Policy GBA, Equal Opportunity Employment; Policy JLDBB, Suicide Prevention and Response; and Policy KDC, Public Gifts and Donations.

A motion was made by Mr. Gauthier and seconded by Mr. Mitchell to approve the proposed policies. Corrections were made to several policies. The Board voted unanimously to approve the policies as corrected.

C. Request for Placement of Out-of-District Student

A request was made by Allyson Vignola, director of student services in Barnstead, for a student to be tuitioned into the PES Flex Program. On a motion made by Mr. Wolfe and seconded by Mr. Mitchell, the Board unanimously rejected the proposal to accept a student from Barnstead.

D. 2020-2021 School Calendar

Dr. Freeman provided the Board with a proposed 2020-2021 school district calendar. He stated that it roughly mirrors the Concord School District calendar due to students' participation in Concord Regional Technical Center. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the 2020-2021 school calendar.

E. Letter of Resignation / Retirement

Dr. Freeman presented a letter of resignation due to retirement from Mr. William Mitchell, the PMHS art teacher. He is retiring after thirteen years in Pittsfield. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve the resignation with thanks, effective at the end of the school year. Ms. Harvey stated a retirement acknowledgement will be planned for the end of the year.

F. Deliberative Session

Dr. Freeman distributed a handout from last year's voting day and asked the Board if they would like to duplicate this for voting day this year. The Board responded in the affirmative.

G. Meeting with Select Board

Dr. Freeman reminded the Board that the meeting with the Select Board to discuss the position of School Resource Officer is scheduled for April 14, 2020.

H. Prospect Mountain High School

Dr. Freeman met recently with Prospect Mountain High School Superintendent Tim Broadrick at his invitation to tour the school and discuss possible collaboration. The Board confirmed their desire to have Mr. Broadrick come to a meeting to make a presentation and Dr. Freeman agreed to make arrangements.



I. Policy IGDJ, Eligibility Requirements

Dr. Freeman provided the Board with a copy of Policy IGDJ, Eligibility Requirements as the Board previously requested a discussion. Mr. Gauthier asked for a copy of the NHIAA regulations which impact this policy. The discussion was deferred to the next meeting.

J. Manifest Educational Hardship Placement

The Pembroke School Board approved the acceptance of a student for whom the Pittsfield Board had made a manifest educational hardship placement.

K. Coming Events

Dr. Freeman provided the Board with dates of events scheduled for the remainder of February and March.

XIII. SCHOOL BOARD

A. Good to Great Team SAU Audit

Mr. Mitchell confirmed that the Board members have received an email survey to be completed and returned to the committee. This survey is due before April 14, 2020.

XIV. PUBLIC SESSION (Second Session)

Dan Schroth distributed copies of a letter he is submitting to a newspaper. He stated his concern about the state of democracy in our country.

Ken Robb stated his opinion of democracy in our country.

XV. 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

XVI. NEXT MEETING

The next meeting of the Board is scheduled for March 5, 2020 at 5:30 p.m. in the Pittsfield Middle High School media center.

XVII. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the meeting was adjourned at 6:34 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary