

**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  
May 7, 2020  
Emergency Meeting

**I. CALL TO ORDER**

Members Present:           Bea Douglas, Chair  
                                  Heidi Asdot, Vice Chair  
                                  Ted Mitchell, Secretary  
                                  Jessica Drouin  
                                  Adam Gauthier

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  
                                  Kathy LeMay, Director of Interventions and Title I  
                                  Tobi Chassie, Recording Secretary  
                                  Members of the Public - via dail-in

Ms. Douglas called the meeting to order at 5:30 p.m.

Roll Call: Ms. Asdot, present with Sean Asdot in the room; Ms. Douglas, present with no else one in the room; Ms. Drouin, present, with no one else in the room; Mr. Gauthier, present with no one else in the room; Mr. Mitchell, present with no one else in the room.

**II. DECLARATION OF EMERGENCY MEETING**

Ms. Douglas asked that speakers conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. She said she may terminate the speaker's privilege to address the Board if the speaker does not follow this rule of order (Pittsfield School Board Policy BEDH).

Ms. Douglas declared the meeting as an emergency: As Chair of the Pittsfield School Board, I find that due to the State of Emergency declared by the Governor as a result of the COVID-19 pandemic and in accordance with the Governor's Emergency Order #12

pursuant to Executive Order 2020-04, this public body is authorized to meet electronically.

Please note that there is no physical location to observe and listen contemporaneously to this meeting, which was authorized pursuant to the Governor's Emergency Order. However, in accordance with the Emergency Order, I am confirming that we are:

a) Providing public access to the meeting by telephone, with additional access possibilities by video or other electronic means:

We are utilizing Zoom for this electronic meeting.<sup>1</sup> All members of the Board have the ability to communicate contemporaneously during this meeting through this platform, and the public has access to contemporaneously listen and, if necessary, participate in this meeting through dialing one of the following phone #'s: 1(929)205-6099 or 1(301)715-8592 and using meeting ID: 458 628 723; password: 029859.

b) Providing public notice of the necessary information for accessing the meeting:

We previously gave notice to the public of the necessary information for accessing the meeting, including how to access the meeting using Zoom or telephonically. Instructions have also been provided on the website of the Pittsfield School District at: <https://www.pittsfieldnhschools.org/board/agenda/>.

c) Providing a mechanism for the public to alert the public body during the meeting if there are problems with access:

If anybody has a problem, please call Danielle Harvey at (603)410-9559 or email at [dharvey@pittsfieldnhschools.org](mailto:dharvey@pittsfieldnhschools.org).

d) Adjourning the meeting if the public is unable to access the meeting:

In the event the public is unable to access the meeting, the meeting will be adjourned and rescheduled.

Please note that all votes that are taken during this meeting shall be done by roll call vote.

### III. AGENDA REVIEW

The following items were added to the agenda:

- School Board Email (Ms. Douglas)
- PES Copier Agreement (Mr. Hamilton)

### IV. 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 (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

V. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Ms. Asdot to approve the minutes of April 16, 2020. The following changes were made: on page six, paragraph three, change “grader” to “grades” and on page seven, paragraph two, change Mr. Asdot to Ms. Asdot.

The Board voted unanimously to approve the minutes of the previous meeting as corrected (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

VI. PUBLIC ACCESS

**DIAL IN INFORMATION:**

1(929)205-6099 or 1 (301)715-8592

**Meeting ID:** 458 628 723

**Password:** 029859

No participant ID required (# to skip if requested)

If any member of the public has trouble accessing the meeting using the above information, please call Danielle Harvey at (603) 410-9559, or email at [धारवेय@पिट्सफील्डनह्सकुलस.ऑर्ग](mailto:धारवेय@पिट्सफील्डनह्सकुलस.ऑर्ग).

VII. DEAN OF OPERATIONS

A. PES Copier Agreement

Mr. Hamilton stated that the copier agreement ends next month. He received three bids for the next sixty-month term. Bids were received from Conway Technology Group (current provider at PMHS), Cannon, and UBMNH (current provider at PES). Mr. Hamilton recommended accepting the bid from Conway Technology Group for \$391.21 per month.

Mr. Gauthier asked about the possibility of asking Conway to combine the agreements of PES and PMHS and see if the price can be negotiated. Ms. Douglas asked Mr. Hamilton to ask Conway if agreements could be combined and the price adjusted.

On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board voted unanimously to approve the bid from Conway Technology Group and work toward combining contracts with a discount (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

## B. Capital Improvement Projects

Mr. Hamilton provided the Board with an outline of projects on the district's capital improvement list. At PES, the projects include installing a secure main entry and redesign office space, replacing the boilers, and replacing the HVAC controls. At PMHS, the projects include addressing the roof areas on the SAU side of the building, addressing the heat loss in roofing around the cupola, and replacing the windows in the original part of the building.

Additionally, the Board's list includes the installation of a softball field at Drake Field and repairing sidewalks and fencing at Drake Field. The Board's list also includes the need to install new condensing boilers at PMHS, along with a boiler stack economizer.

Ms Asdot asked about the energy audit that was previously completed. Dr. Freeman explained that a committee of citizens, along with Mike Wolfe and Dr. Freeman, had proposed the energy audit. The HVAC control system and the boiler replacement were recommendations from that audit. Ms. Asdot suggested that a mechanical engineer be asked to assess the PMHS system. She said it would cost approximately \$2,000 for the assessment.

Ms. Douglas opined that the PES main entry should be a priority. Ms. Asdot agreed, but thought an assessment by a mechanical engineer was equally important. Dr. Freeman suggested more information can be sought for these two projects so that the Board can make an informed decision.

Discussion ensued regarding the window replacement project. Dr. Freeman suggested the Board consider creating a plan for window replacement, addressing limited numbers of windows at a time.

Mr. Gauthier opined that the PES entry way was a priority for him. He is interested in seeing the cost of the additional projects. Ms. Drouin agreed.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board unanimously approved the administration requesting RFP's to provide specific cost data for the three PES projects and three PMHS projects (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

- VIII. DEAN OF INSTRUCTION - No report.
- IX. DIRECTOR OF STUDENT SERVICES - No report.
- X. DIRECTOR OF CAREER READINESS - No report.
- XI. DIRECTOR OF INTERVENTION - No report.

## XII. SUPERINTENDENT

### A. Assurances

Dr. Freeman provided the Board with a copy of federal government's general assurances, approval of which is required as a condition of our receipt and expenditure of federal funds. On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board unanimously approved the assurances, which need to be signed by the Superintendent of Schools and the Chair of the School Board (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

### B. Teacher Nominees

Dr. Freeman nominated Mr. Joseph Montroy to fill the PMHS art teacher position and Mr. Jorge Abril Snachez to fill the PMHS Spanish teacher position. On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board voted unanimously to approve the hiring of Mr. Montroy and Mr. Abril Snachez (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

## XIII. SCHOOL BOARD

### A. School Board Email

Ms. Douglas reported that her Metrocast email is no longer accessible to her. Dr. Freeman stated that the Metrocast emails will be eliminated and new emails will be created.

### B. Board Meetings

Ms. Douglas asked Dr. Freeman how long the Board will need to meet remotely. Dr. Freeman said he thought there might be a way to do it in a large space and still maintain safety. He will continue to work on finding a way to meet. There are many issues that the Board needs to address, but cannot in an emergency meeting. Dr. Freeman reminded the Board that there are other guidance that need to be addressed so planning such meetings is very difficult.

## XIV. PUBLIC INPUT

Mr. Gauthier stated that the Rotary Club's annual balloon rally will be cancelled this year.

Ms. Chassie stated the PHS Alumni Association has postponed the All-Class reunion until 2021.

XV. COMMITTEE ASSIGNMENTS

- A. Budget Committee
- B. Drake Field and Facilities
- C. Negotiating Team
- D. Foss Foundation

XVI. NEXT MEETING

The next meeting of the Board is scheduled for May 21, 2020, at 5:30 p.m. in the Pittsfield Middle High School media center or by Zoom, depending on circumstances relative to Covid-19.

XVII. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the meeting was adjourned at 6:13 p.m. (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Respectfully submitted,

Tobi Chassie  
Recording Secretary