

**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 21, 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 Zoom

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

**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. 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 [धारवेय@पिट्सफील्डनहसकुलस.ऑर्ग](mailto:धारवेय@पिट्सफील्डनहसकुलस.ऑर्ग).

- 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.

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

### III. AGENDA REVIEW

The following items were added to the agenda:

- Summer Food Program (Dr. Freeman)
- Graduation (Dr. Freeman)

### IV. 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 (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. Gauthier and seconded by Ms. Asdot to approve the minutes of May 7, 2020 as written. The motion carried with Ms. Asdot, Ms. Douglas, Ms. Drouin, and Mr. Gauthier voting in the affirmative and Mr. Mitchell abstaining from the vote (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, abstain).

#### 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 [dh Harvey@pittsfieldnhschools.org](mailto:dh Harvey@pittsfieldnhschools.org).

#### VII. DEAN OF OPERATIONS

##### A. PES Copier Agreement

Mr. Hamilton explained that after the Board's agreement to move forward with a proposal from the Conway Technology Group, he worked further to consolidate the PES and PMHS agreements, which saved the district \$4,000. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to approve the revised bid (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

##### B. Capital Improvement Projects

Mr. Hamilton summarized details regarding potential capital improvement projects that the Board had previously identified, including the PES boiler replacement, PES HVAC controls, PES entryway renovation, PMHS attic insulation, and PMHS window replacement.

Ms. Douglas thanked Mr. Hamilton for the work on the project list. She asked Dr. Freeman for a timeline for committing the funds. Dr. Freeman stated that the unanticipated fund balance as of April 8, 2020, was \$485,000. He further stated that if the Board wished to "return" \$1.00/thousand to the town to defray property

tax rates in the next year, that would total about \$263,000, potentially leaving \$220,000 for projects.

He stated that the PES boiler is of high priority, but additional details would be helpful in decision-making. Another priority is the PMHS attic insulation, with payback in eight years. Dr. Freeman suggested putting out a request for proposal for the PES entryway. The PMHS window replacement is a safety issue, according to Dr. Freeman. He suggested the Board ask Mr. Hamilton to seek a cost estimate per classroom and begin with the first floor rooms.

Ms. Douglas stated she was happy with “giving” \$1.00/thousand back to the town and spending \$220,000 on the projects suggested by Mr. Hamilton and Dr. Freeman. Mr. Mitchell, Mr. Gauthier, and Ms. Asdot agreed.

Ms. Douglas suggested the Board agree on the amount of money to be spent on projects. She suggested giving back \$1.00/thousand or about \$263,000.00 to the Town, which would leave \$220,000 for projects.

On a motion made by Ms. Asdot and seconded by, the Board unanimously agreed to spend \$220,000 on facilities projects (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Dr. Freeman reviewed the projects as follows:

- PES boilers: would seek additional information from a mechanical engineer;
- PES HVAC controls: would put on hold for now due to cost;
- PES entry renovations: would seek RFP for creating a more secure entry;
- PMHS attic insulation: would seek bids;
- PMHS windows: would seek per classroom cost and partially complete project.

The Board agreed to move forward with projects as outlined above.

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. Resignations

Dr. Freeman provided the Board with two letters of resignation. One from Sherry Evans, PES special education teacher, and one from Todd Rudis, PES behavior support counselor. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to accept the resignations of Ms. Evans and Mr. Rudis with regrets and appreciation (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

#### B. Future Board Meetings

Dr. Freeman raised the issue of future Board meetings. He was hoping to receive assistance in this matter from the Department of Education, but so far no help has been received. He stated that for the current time there is a limit of ten people in a room so it would not be possible to meet in person under the current guidelines.

Ms. Douglas suggested the discussion include when the meetings will be scheduled in the summer. Dr. Freeman suggested July 16 and August 20. It was suggested that the Board keep August 6 on the calendar in case a meeting is needed, especially if school continues remotely in the fall. The Board agreed to these dates.

Dr. Freeman stated the administration has been receiving information from many resources helping them to plan for a re-opening in August. He stated his main source of information has been the Center for Disease Control (CDC).

Ms. Douglas stated her concern that there are no superintendents included on the Re-Opening Task Force created by the Commissioner of Education. The purpose of the Task Force is to provide recommendations in the event school does resume in the fall. She stated that should be considered when proceeding with plans. Discussion ensued regarding the recent CDC recommendations. Ms. Douglas stated the situation will likely change over the summer.

#### C. Summer Programs

Dr. Freeman reported that work has been done to consider summer programming. The Drake Field summer program includes a number of field trips, so it will be cancelled.

Dr. Freeman asked Ms. Bickford to summarize extended school year programs for some identified special needs students. Ms. Bickford explained the legal requirements to provide a free, appropriate, public education (FAPE) and stated that students with disabilities have been significantly impacted by remote learning. She asked the Board to support a hybrid approach to extended school year programming. She explained that the students who have fared well with remote learning could continue; others could be invited to come into the school. She explained that related services will continue to be provided remotely.

Ms. Douglas asked for more details, which Ms. Bickford provided. She explained the time frame for in-school services and stated there would be no more than ten

students in the school at one time. Staff and students would have temperatures taken upon entering the building. Transportation will be provided for those who need it and an adult will ride the bus to monitor safety. She said that students will be asked to wear face masks. There would be mandatory COVID-19 training for staff, and STAFF would need to wear masks and follow sanitizing procedures. Ms. Douglas asked if staff will be required to work, to which Ms. Bickford answered that only staff willing to work would be working during the summer program.

Dr. Freeman reviewed further considerations, such as the requirement for temperatures to be taken each time people enter the school. He said that utilizing these CDC-recommended measures would help the administration to prepare for a fall opening.

Dr. Freeman stated that K-Camp is another summer program which will be cancelled in its usual format. Ms. LeMay stated that K-Camp is funded by Title I and provides the new kindergarten students an opportunity to be in the school to become familiar with the environment. She said that the program instead would be a condensed program with small numbers of students.

Dr. Freeman recommended that Summer Academies be cancelled for this summer due to the number of field trips typically involved in the Academies.

Dr. Freeman stated there would be a modified summer school. Ms. LeMay stated a two to three week session in August for students who may benefit from extra help in math and reading is being proposed. The precautions explained by Ms. Bickford would be followed.

Ms. Harvey explained that Amber Zachos and Sarah Carson have proposed a competency recovery program for the summer at PMHS. She suggested allowing these teachers to be available to help students who may need extra help to get back on track.

Dr. Freeman stated there would likely be money from the CARES Act to help defer the cost of the summer programs.

Ms. Douglas provided accolades for the work that has been done in planning for the summer programs. She stated that it is a good way to prepare for a potential fall opening. The remainder of the Board agreed. Dr. Freeman said students would not be required to participate; parents would have the option to reject any recommended services.

#### D. Summer Food Program

Dr. Freeman stated the food delivery program is still in full operation. About two hundred meals are delivered on Monday through Thursday and six hundred meals on Friday to accommodate families with weekend meals. The program is being funded by the federal government. The opportunity to do this through July and

August is available. The cost to the district would only be for the bus and delivery cost and Dr. Freeman projects that this will cost about \$13,000. The CARES Act will not cover this, but FEMA may cover 75% of the \$13,000 or \$9,750.

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the expenditure of \$13,000, with the hopes that financial assistance will come through (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Dr. Freeman stated his appreciation for the work that Sally Blanchette has done working through the CARES Act and FEMA grants.

#### E. Graduation

Dr. Freeman stated further considerations have been discussed taken regarding graduation. Mr. Hamilton stated that previously it was hoped that a face to face graduation within a reasonable time frame would be possible. At this time, it does not look like that will be a possibility, so work continues with advisors and students to look at other possibilities. Mr. Hamilton shared that he expects to bring a proposal forward at the next Board meeting.

Dr. Freeman thanked the Board for their continued support through these unusual circumstances.

### XIII. SCHOOL BOARD

#### A. Awards

Mr. Mitchell asked about Awards Night. Mr. Hamilton explained that Awards Night will be via Zoom on Friday, June 5, 2020. Some of the event activities will be live and some will be pre-recorded.

#### B. Transportation

Mr. Gauthier asked if school is allowed to open in the fall, have transportation routes been considered. Dr. Freeman said that the district will be making these plans with the Marston Bus Company in the near future. He anticipates the CARES Act will likely help cover additional costs.

### XIV. PUBLIC INPUT

Melissa Babcock thanked Title I for all they have done with remote learning. The Kiwi boxes were a big hit in her household.

### 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 June 4, 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 Ms. Asdot, the meeting was adjourned at 6:25 p.m (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

Respectfully submitted,

Tobi Chassie  
Recording Secretary