

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
July 11, 2019
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: John J. Freeman, Superintendent of Schools
Jessica Bickford, Director of Student Services
Melissa Brown, Director of College and Career Readiness
Derek Hamilton, Dean of Operations
Danielle Harvey, Dean of Instruction
Kathy LeMay, Director of Interventions & Title I
Tobi Chassie, Recording Secretary

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

II. AGENDA REVIEW

The following items were added to the agenda:

- Program of Studies (Ms. Brown)
- Citizen Complaint (Mr. Gauthier)
- Facilities Usage Requests (Mr. Hamilton)
- Grease Tank Replacement (Mr. Hamilton)
- Fire Panel Replacement (Mr. Hamilton)
- Head Start Use of IA Building (Mr. Hamilton)
- Resignation (Dr. Freeman)
- Sick Bank Request (Dr. Freeman)
- New Hires (Dr. Freeman)
- District Publication (Dr. Freeman)

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

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve the public minutes of June 20, 2019, as written.

V. PUBLIC INPUT - None

VI. STUDENT REPRESENTATIVE

Mr. Hamilton reviewed the dates of summer Site Council meetings.

VII. DEAN OF INSTRUCTION

A. End of Year Assessment Scores

Ms. Harvey provided the Board with assessment data for students in kindergarten through grade eight. She reminded the Board that the district no longer participates in Performance Assessment in Competency-based Education (PACE), but now participates in New Hampshire State Assessment System (NHSAS). Ms. Harvey pointed out some highlights in the data.

VIII. DEAN OF OPERATIONS

A. Facilities Usage Requests

Mr. Hamilton reviewed a facilities use request from the Rotary to use Drake Field for an outdoor movie on July 12, 2019. On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board unanimously approved the request.

Mr. Hamilton reviewed a facilities use request from the Pittsfield Police Department to use Drake Field for National Night Out on August 6. On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board approved the request with Ms. Adot, Ms. Douglas, Mr. Mitchell, and Mr. Wolfe voting in the affirmative and Mr. Gauthier abstaining from the vote.

B. Grease Tank Replacement

The grease tank at PES has been damaged. A temporary solution was put in place at the time of the damage, but the tank now requires a replacement. Two bids were received for the work for \$7,900 and \$63,229. On a motion made by Ms. Douglas

and seconded by Ms. Asdot, the bid for \$7,900 was unanimously approved by the Board.

C. Fire Panel Replacement

Mr. Hamilton recommended the Board approve the fire panel replacement at PES. The item was planned for in the FY2020 budget so bids were requested. Bids were received for \$27,881 and \$22,137. When asked by Ms. Asdot, Mr. Hamilton stated that \$20,000 was budgeted. On a motion made Ms. Asdot and seconded by Ms. Douglas, the Board voted unanimously to approve the bid of W.R. Bevans Fire Alarms, Inc. of \$22,137 to replace the fire panel at PES.

D. Head Start Use of IA Building

Mr. Hamilton informed the Board that representatives from the Head Start Program continue to investigate the possibility of using the IA building for their Pittsfield program. The Board provided their support for the continuation of the planning of this project. The utilization of the space by Head Start will provide a source of revenue for the district. A proposal will likely be presented to the Board at a later date for their approval.

E. Data Governance and Security

Mr. Hamilton explained that the data governance and security work over the past four months has been extensive. The utilization of a consultant from Security 7 to develop policy and procedures to be in compliance with HB1612 has been extremely useful and well worth the money spent to have them assist the district. Mr. Hamilton provided the Board with a Data Breach Response Plan proposal. He further explained the expectations of HB1612.

F. Tilton Hill Field Usage

Although the relationship with the Pittsfield Youth Baseball Association has been very positive, the use of the Tilton Hill Field has been decreasing. The schedule requirement for a new coach has impacted the use of the Tilton Hill field. The wet spring and field conditions have been forcing the girls to play all but two of their home games in the spring.

Mr. Hamilton suggested spending some money to improve the lower field between the two schools for their practice sessions. He stated that this will not help with the need for a field for home games and further suggested some renovations at Drake Field. Ms. Douglas stated that renovating the lower field will not be a solution to the problem and would be interested in further investigating the possibility of Drake Field modifications. Mr. Wolfe suggested inquiring into the use of monies that have been

donated by the Globe Community Fund. Mr. Hamilton will continue the work in finding a solution and report back to the Board.

G. Spring Athletics Recap

Mr. Hamilton provided the Board with some information relative to the spring athletic program, including softball and baseball. He reported that Devin Bedell was named Division IV Player of the Year and was also named to the All-State Team along with teammates Kyle Stockman, Jesse MacGlashing, DJ Zensky, and Gavin Bedell. Devin Bedell was also recognized by the New Hampshire Basketball Officials Association with the John E. Burke Sportsmanship Award.

IX. DIRECTOR OF STUDENT SERVICES

A. IDEA / Preschool Grant

Ms. Bickford informed the Board that the district's allocation from the Department of Education has been decreased by \$9,000 for the foreseeable future.

B. Hiring Progress

Ms. Bickford reported her progress for special education teachers for the district. She is filling three special education teacher positions and approximately ten paraprofessional positions.

C. Out-of-District Placements

Ms. Bickford reported that there are two students coming back to the district from out-of-district placements.

D. Extended School Year

Ms. Bickford explained that due to a lack of staff willing to teach the extended school year, a new schedule was developed that would include morning and afternoon sessions. The summer program for the PMHS Skills Program will run from July 8 to July 25. The PES and middle school programs will run from July 22 to August 8.

E. Indicator Report

Ms. Bickford reported that she has received a report from the DOE that data has been collected relative to race and ethnicity. The district was in full compliance.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Program of Studies

Ms. Brown asked the Board for their approval of the high school Program of Studies, which was distributed at the previous Board meeting. On a motion made by Mr. Mitchell and seconded by Ms. Douglas, the Board unanimously approved the 2019-2020 Program of Studies.

XI. SUPERINTENDENT OF SCHOOLS

A. Vision and Mission

Dr. Freeman reminded the Board of the presentation offered by Susan Bradley and Ross Morse at a previous meeting and asked for approval of the proposal. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board unanimously approved the recommended vision, mission, values statement, and district priorities.

B. Policies

Dr. Freeman presented the following proposed policies: Policy BDD, Board-Superintendent Relationship; Policy BDD-R, Board-Superintendent Relationship; Policy BEDG, Minutes; and Policy BEDG-R, Access to Minutes and Public Records. On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to approve the proposed policies with suggested amendments.

C. Resignation

Dr. Freeman provided the Board with a letter of resignation from Kate Hillsgrove, PMHS social studies teacher. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously accepted the resignation.

D. Sick Bank Request

Dr. Freeman provided the Board with information relative to a sick bank request made by Ms. Lisa Conkle. Due to the lack of documentation by the teacher, Dr. Freeman recommended the Board either ask him to seek documentation from the teacher or approve the time without pay. On a motion made by Mr. Wolfe and seconded by Mr. Gauthier, the Board voted unanimously to approve the request with the proviso that the proper documentation is received.

E. Student Assistance Program

Dr. Freeman provided the Board with the *Student Assistance Program - End-of-Year Report* which has recently been completed by our SAP Counselor, Liz Pellegrini, and forwarded from Second Start, the agency for whom Liz is employed and contracted by the district to provide services.

F. New Hires

Although Dr. Freeman has been given the authority to hire professionals over the summer, he provided the Board with an update which included the following: Jessica Allen, PMHS special education teacher; Jacob Bass, PMHS social studies teacher; Emily Fontaine, PES Title I teacher; and Jamie Severance, PES Title I teacher.

Dr. Freeman asked the School Board if they want to continue hosting a reception for the newly hired teachers. It was agreed by the Board that this reception would no longer continue. Mr. Wolfe stated the newly hired teachers would be welcome to come to a School Board meeting.

G. District Publication

Dr. Freeman distributed *Keeping Students at the Center*, a district publication created by Susan Bradley using Nellie Mae Education Foundation remaining funds. He applauded Ms. Bradley for her work on developing this document that will be used to promote the district.

H. Opening of School

Dr. Freeman explained that the administrative team has finalized the opening of school schedule. He explained that the PES teachers were open to the modified schedule, but the PMHS teachers were not. Therefore, the schedules have been changed for each school to accommodate the differences. PES will follow the modified schedule and be here for the Open House as part of their day. The PMHS teachers will work a regular day.

I. Coming Events

Dr. Freeman provided the Board with a list of coming events in July, August, and September.

XII. SCHOOL BOARD

A. Citizen Complaint

Mr. Gauthier informed the Board of a complaint made regarding the post-graduation activities that were documented on Facebook. He wanted the Board to be aware of it.

B. Drake Field Vandalism

Mr. Gauthier asked about further vandalism reported at Drake Field. Mr. Hamilton reviewed the steps that he has taken to investigate the incident. Cameras have been compromised by severe weather. Mr. Hamilton stated the damage caused by the vandalism will be repaired.

C. Superintendent Evaluation

Ms. Douglas stated she is in the process of completing the evaluation of the superintendent.

XIII. 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

XIV. PUBLIC INPUT (Second Session) - None

XV. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the meeting was adjourned at 6:32 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary