

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
August 22, 2019
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Heidi Asdot, Vice Chairperson
Adam Gauthier
Ted Mitchell (exit meeting at 6:55 p.m.)

Others Present: John J. Freeman, Superintendent of Schools
Jessica Bickford, Director of Student Services
Danielle Harvey, Dean of Instruction
Kathy LeMay, Director of Interventions & Title
Tobi Chassie, Recording Secretary
Members of the Faculty
Members of the Public

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

II. AGENDA REVIEW

The following item was added to the agenda:

- New hires (Dr. Freeman)

III. ACTION ON AGENDA

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to approve the agenda as amended.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion made by Mr. Gauthier and seconded by Ms. Asdot to approve the public minutes of July 11, 2019. The following corrections were made: on page two, paragraph six, change the last line to "On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board approved the request with Ms. Asdot, Ms. Douglas, Mr. Mitchell, and

Mr. Wolfe voting in the affirmative and Mr. Gauthier abstaining from the vote” and on page five, paragraph six, change “ES” to “PES”. The motion was unanimously approved with the corrections made to the minutes.

V. PUBLIC INPUT - None

VI. SUPERINTENDENT

A. Good to Great Team Audit Report

Members of the Good to Great Team were present to provide the Board with information about the PMHS Advisory Program Audit Report. Mr. Ross Morse, co-chair of the audit team, thanked the Board for the opportunity to make this presentation to the Board. He commended the members of the faculty and community who participated in the audit.

Ms. Leslie Vogt, also a member of the Good to Great Team, distributed copies of the *Advisory Program Audit Report* and *Explanation of the Good to Great Team and Its Program Audit*.

Mr. Morse thanked Ms. Melissa Brown for her help as owner of the program and thanked her for her openness in considering the recommendations of the audit team. He described the process the audit team used to gather the data used to create the final report.

Mr. James Cobern, co-chair of the audit team, reviewed the observations and recommendations that were concluded by the audit team. Ms. Leslie Vogt, member of the audit team, asked the Board what their next step might be after seeing the report. Mr. Morse explained that the next step for the audit team will be to share the report with the faculty. Ms. Susan Bradley, a member of the audit team, stated that when the program was followed with fidelity, the comments from students were very positive.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to accept the report and direct the administration to develop an action plan to address the report’s recommendations for the first meeting in October.

B. Town Newsletter

Ms. Leslie Vogt stated that in the Town of Weare, when the town lost its weekly newspaper, it was decided to publish a weekly newsletter. As the librarian of the Carpenter Library, Ms. Vogt stated that she hears feedback about how much the citizens of Pittsfield miss their weekly newspaper, *The Suncook Valley Sun*. She stated the Pittsfield Community Development Committee has taken on the idea of publishing the newsletter. She asked if the Board would consider taking responsibility for the cost of copying the newsletter if the idea should come to

fruition. She also asked the Board to weigh in on whether the idea was a valuable one and worth considering.

In Weare it costs \$32 per week to copy the newsletter. Discussion ensued as to whether or not it would be appropriate for the district to use public funds for this purpose. Ms. Vogt also asked if there was a role that students could play in the publication of a newsletter. The Board agreed to consider the possibilities and discuss further at the October meeting.

C. Foss Family Foundation

Mr. Morse, on behalf of the Trustees of the Foss Family Foundation, explained that the Foundation is willing to present a gift to the district for up to \$50,000 annually to fund 50% of a full-time social worker to help support the students and families in Pittsfield.

Mr. Morse provided the Board with a draft *Memorandum of Understanding Between Foss Family Foundation and Pittsfield, NH School District (SAU #51)*. He explained that the offer is meant to be a continued offer, not just for one year. Mr. Morse said that the Foss Family Foundation is willing to make this gift for a social worker this year or wait until next year, if that is the pleasure of the Board.

Mr. Wolfe stated that another donor has agreed to fund the other 50% for this year only.

Dr. Freeman stated that once the funds are fully committed by the second donor, steps can be taken to continue the process of hiring the social worker. He agreed to come back to the next Board meeting with further details.

VI. STUDENT REPRESENTATIVE - None

VII. DEAN OF INSTRUCTION

A. Movie Approval

Ms. Harvey sought permission from the Board to show *Inside Out*, rated PG, to students at both schools. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve the viewing of the movie.

B. Staffing Update

Ms. Harvey provided the Board with a staffing update relative to a late resignation by PES teacher Elizabeth Erickson, whose husband has accepted a new position out of state.

C. Social Emotional Learning

Ms. Harvey reviewed the progress being made to provide social emotional learning opportunities to students. All students in kindergarten through grade twelve will experience the Choose Love curriculum. Additionally, eight teachers were trained in Law Enforcement Against Drugs (LEAD) program. A seventh grade seminar was developed and the ninth grade seminar was refreshed. Finally, Zones of Regulations will continue to be utilized to help students develop self-regulatory skills.

D. Opening Days

Ms. Harvey provided the Board with a schedule for teacher workshop days. She invited members of the Board to participate in the opening of school on Monday, August 26, 2019, at noon or the Open Houses at both buildings starting at 4:00 p.m.

E. Professional Learning Plan

Ms. Harvey provided the Board with a professional development calendar for the school year, pointing out that there will be a significant focus on the New England Association of Schools and Colleges (NEASC) pre-accreditation work.

VIII. DEAN OF OPERATIONS

A. Student Family Handbooks

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board unanimously approved the Student Family Handbooks as written.

B. Staff Handbook

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the Staff Handbooks as written.

C. Key Fob System

A motion was made by Ms. Asdot and seconded by Mr. Mitchell to approve the purchase of key fob system for PMHS. Ms. Asdot recommended that a third bid be sought, in particular from One Source Security. She questioned the cost of the electrical work that would need to be done at the time of installation. Ms. Asdot withdrew her motion in order for more work on the proposal to be done by the administration before a final decision is made.

D. Head Start

Mr. Hamilton provided information in his report about the Head Start program's proposal to lease the main floor of the former industrial arts building. Mr. Gauthier asked if the Board needs to have a public hearing to lease the space; Dr. Freeman agreed to research this question.

Mr. Wolfe suggested asking several people in the community for advice about the removal of tools, equipment, and other furniture in the space.

A timeline was provided to the Board. The lease agreement would result in approximately \$15,000 per year in revenue. Mr. Wolfe asked Dr. Freeman to check with the district's insurance company to be sure there were no issues.

IX. DIRECTOR OF STUDENT SERVICES

A. IDEA / Preschool Grant

Ms. Bickford informed the Board that the 2019-2020 IDEA and Pre-School grants have been submitted. The 2017-2018 and 2018-2019 grants have been revised and resubmitted for approval.

B. Hiring Progress

Ms. Bickford updated the Board on the hiring of special education staff.

C. Extended School Year

Extended school year programs were implemented with few problems. Ms. Bickford will make some changes for next year.

D. Special Education

Ms. Bickford expressed accolades for school psychologist, Mark McLeod, for the work he has voluntarily done this summer to help with student issues.

E. Education of Speakers of Other Languages (ESOL)

According to Ms. Bickford, there will be an ESOL need for very limited hours of service. For that reason, it will be difficult to find someone to do the work, but she will consider alternatives in order to meet this need.

F. Out-of-District Placements

There is a possibility that several students will be the district's responsibility due to the Division of Children Youth and Families making placements. Ms. Bickford will continue to monitor the situation.

X. DIRECTOR OF INTERVENTIONS

A. Kindergarten Camp

Ms. LeMay reported thirty-one students participated in Kindergarten Camp this summer. Only 13% (4 out of 31) of the students met the Head Start expectations for letter/sound knowledge entering Kindergarten. This is of concern, although there is no data on how this has compared to classes in the past.

B. Title I Summer Learning Days

Title I, according to Ms. LeMay, hosted four learning days. Instead of going out for field trips, the programs came to the students at PES. An average of twenty-four students took advantage of the program. Ms. LeMay questioned the cost of the program given the number of students who participated.

C. Title I Staffing

Two new teachers have been added to the Title I Program. Jamie Severence and Emily Fontaine will be joining the team.

XI. SUPERINTENDENT OF SCHOOLS (Continued)

A. Acceptance of Gift

Dr. Freeman asked the Board to accept a gift of \$4,000 from the Granite United Way to provide funding in support of the LEAD program in Pittsfield. A motion was made by Ms. Asdot and seconded by Mr. Gauthier to accept the gift. Mr. Gauthier asked about the training costs. Ms. Harvey explained that what the gift did not support, the Title II grant could; however, Tracy Huyck has offered to look into another source of funding for this project. The motion was passed unanimously.

B. FY21 Budget Timeline

Dr. Freeman provided the Board with a draft *Budget Development Timeline, 2020-2021 School Year*. He reviewed the steps and concluded the budget will be submitted to the Budget Committee no later than November 26, 2019. Board members expressed interest in maintaining a flat budget and in maintaining all current programs. Dr. Freeman confirmed that the Board is requesting a maintenance budget

with exception of partial funding for the social worker position. Discussion ensued regarding the ill effect of the State's budgeting process on the district.

C. Pittsfield Capital Improvement Plan

Dr. Freeman provided the Board with a document from the Pittsfield Capital Improvement Program Committee. Discussion ensued regarding some of the potential projects such as athletic field renovations and the PES heating system. The status of the heating systems was also discussed. Dr. Freeman offered to provide Board members of the facilities sub-committee with copies of the latest energy audit.

D. Capital Reserve Fund Updates

Dr. Freeman provided the Board with a list of reserve accounts and current balances.

E. Staff Resignation

Dr. Freeman informed the Board of the resignation of Amber Zachos, PMHS math teacher.

F. Department of Education Critical Shortage List

Dr. Freeman provided the Board with the *Critical Shortage List* published by the New Hampshire Department of Education. This extensive list makes recruitment and hiring especially difficult for districts with financial challenges.

G. Scouting Program

Dr. Freeman informed the Board that the grant submitted to bring a Scouting program to our after-school line-up was not successful. However, the grant proposal will be resubmitted later in the school year with the hope of an award.

H. Policy Binders

Board members were reminded to submit their policy binders for annual updating.

I. New Hires

Dr. Freeman informed the Board of the teachers hired over the summer months. These included: Jessica Allen, middle school Flex Program; Jacob Bass, high school social studies; Ajang Bior, PMHS special education teacher; Emily Fontaine, Title I tutor; Ryan Keefe, PES special education teacher; Jamie Severence, Title I tutor; and Katherine Soucy, grade two teacher.

J. Coming Events

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

XII. SCHOOL BOARD - None

XIII. COMMITTEE ASSIGNMENTS

- A. Budget Committee: Ms. Asdot
- B. Drake Field & Facilities: Mr. Gauthier & Mr. Wolfe
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

XIV. PUBLIC INPUT (Second Session)

Mike Cabral requested that the district's policy on email communications among Board members, which he stated was last updated in 2017, be brought up to date. Mr. Wolfe stated that Mr. Cabral's recommendation would be taken under advisement.

XV. NON-PUBLIC SESSION

At 6:55 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Asdot to enter into non-public session to discuss a student issue under the authority of RSA 91-A:3 (c). The Board was polled and voted unanimously (Ms. Asdot, yes; Mr. Gauthier, yes; Mr. Wolfe, yes) to enter into non-public session.

The Board received an update on a student issue; no action was taken in non-public session.

At 7:04 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Asdot to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously to exit the non-public session and to re-enter into open session (Ms. Asdot, yes; Mr. Gauthier, yes; Mr. Wolfe, yes).

XV. SCHOOL BOARD

The Board further discussed the woodshop equipment and the town's capital improvement planning process.

XVI. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the meeting was adjourned at 7:12 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary