

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
September 3, 2020
Pittsfield Elementary School

I. CALL TO ORDER

Members Present: Bea Douglas, Chairperson
 Heidi Asdot, Vice Chairperson
 Jessica Drouin
 Ted Mitchell

Others Present: John Graziano, Interim Superintendent of Schools
 Jessica Bickford, Director of Student Services
 Melissa Brown, PMHS Assistant Principal
 Derek Hamilton, PMHS Principal
 Danielle Harvey, PES Principal
 Kathy LeMay, PES Assistant Principal (Zoom)
 Members of the Public

Ms. Douglas called the meeting to order at 5:31 p.m.

II. AGENDA REVIEW

The following items was added to the agenda:

- Budget Timeline Draft for FY2021 (Dr. Graziano)
- PES Air Conditioning System (Ms. Harvey)

III. ACTION ON AMENDED AGENDA

On a motion made by Ms. Asdot 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 Ms. Asdot to table the approval of the minutes of the public meeting on August 20, 2020. Changes will be provided by Mr. Mitchell to the recording secretary and the minutes will be returned to the Board at the next meeting for approval.

A motion was made by Mr. Mitchell and seconded by Ms. Drouin to approve the minutes of the non-public meeting on August 20, 2020. The motion was passed unanimously to approve the minutes as written.

V. PUBLIC INPUT

Bob Schiferle stated he was pleased to hear that the budget timeline was added to the agenda by Dr. Graziano. The Budget Committee's timeline is posted on the Town of Pittsfield's website. They would like the district's proposed budget by December 2, 2020.

Mr. Schiferle asked if the Budget Committee meetings can be held at the school. Ms. Harvey stated that the back-to-school plan excludes facilities being used by the public due to cleaning considerations.

According to Mr. Schiferle, the Capital Improvement Plan Committee has recently met. The group is hoping that the previous work done by the administration be revisited by the Board and resubmitted to the Capital Improvement Committee.

Justin Clough asked about the status of the tuition study committee. Ms. Douglas reassured him that the committee is being organized.

Mr. Clough asked if the approved minutes of the School Board meetings could be posted to the website in a timely manner. He also asked that the public session be on the agenda at the beginning of the meeting and at the end of the meeting.

VI. STUDENT REPRESENTATIVE

The student representative was not present. Mr. Mitchell asked if the Site Council had met over the summer to which Mr. Hamilton answered that it had met twice.

VII. PES PRINCIPAL

A. Acceptance of Gift

Ms. Harvey reviewed the grant awarded by the Globe Manufacturing Company fund for music and the arts. On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board unanimously approved the grant of \$7,368 from the Globe

Manufacturing Company to purchase musical playground equipment to add to the natural playground.

B. Handbooks

Ms. Harvey stated handbooks are in the process of being revised to match the procedures in the reopening plan. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board unanimously approved the use of the 2019-2020 handbooks until the 2020-2021 handbooks can be revised.

C. Teaming at PES

Ms. Harvey provided the Board with the staffing plan for PES faculty.

D. Teacher Workshop Days

Ms. Harvey reviewed the topics included in the professional development provided prior to school opening.

E. Participation Numbers

Ms. Harvey provided participation numbers: preschool - 11 hybrid and 4 remote; kindergarten - 40 hybrid and 3 remote; grade 1/2 - 60 hybrid and 16 remote; grade 3/4 - 57 hybrid and 22 remote; grade 5 - 40 hybrid and 3 remote. This totals to 81.25% hybrid and 18.75% remote.

F. PES Air Conditioning

According to Ms. Harvey Control Technologies completed an assessment of the air conditioning/intake system at PES (Nurse/Main office) The system is thirty one years old so significant work is recommended. The cost of the work is estimated to be \$16,997. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board voted unanimously to proceed with the proposed work by Control Technologies for the sum of \$16,997.

VIII. PMHS PRINCIPAL

A. Athletics

Mr. Hamilton provided the Board with the preliminary recommendations for fall athletics. At this point, the Athletic Department is requesting the Board's approval to move from stage one to stage two of the New Hampshire Interscholastic Athletic Association (NHIAA) recommended protocol. On a motion made by Mr. Mitchell and seconded by Ms. Drouin, the Board unanimously approved moving to stage two within the plan.

B. Student and Staff Handbooks

Mr. Hamilton asked the Board to approve the use of the 2019-2020 handbooks until the 2020-2021 can be fully revised. On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board unanimously approved the use of the 2019-2020 handbook until the new handbooks are revised with reopening protocols included.

C. Drake Field

According to Mr. Hamilton, the tennis court revitalization project was underway starting September 1, 2020. Mr. Hamilton reported that the playground structure on the lower field level either needs to be repaired or removed. He recommended removing the play structure for the cost of \$2,000 as there are major repairs needed. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board unanimously approved removing the small play structure.

D. Participation Rates

Mr. Hamilton updated the Board with participation rates which total 74% hybrid and 21% remote. The final 5% are either being home schooled or participating in another program.

E. Staff Workshop Days

Mr. Hamilton provided the Board with an overview of how professional development time was used during the first five days of school.

Ms. Douglas asked how the opening of school went. According to Mr. Hamilton and Ms. Harvey the participation rate was high. Technology was a bit challenging but people worked hard to ensure as smooth an opening as possible. There were two hundred sixty devices lent out to students; about fifty percent have been returned. All families who have not returned devices have been contacted to check the status of the devices. Mr. Hamilton and Ms. Harvey will provide the Board with solid statistics at the next meeting.

Ms. Asdot asked if there was a plan for the students who were blatantly refusing to wear masks. Mr. Hamilton stated that it was being treated as an opportunity to educate students and to work with individuals to find the right mask for the right situation.

IX. DIRECTOR OF STUDENT SERVICES - No report.

X. INTERIM SUPERINTENDENT OF SCHOOLS

A. Opening of Schools

According to Dr. Graziano, the leadership of the administration on the opening of school has been obvious and impressive. Teachers and staff are engaged and working hard to prepare to serve students during these unprecedented times. The buildings are vibrant and immaculate. He publicly thanked the administration, including Dr. Freeman, for the work that has been done to have things in such good order.

B. Notice of Trespass

According to Dr. Graziano, he met with the Chief of Police to discuss concerns at Drake Field. He suggested that a Notice of Trespass is signed for those who continue to refuse to pay attention to reasonable verbal warnings.

C. Budget Committee Timeline

Dr. Graziano provided the Board with a draft of the budget timeline. There were no questions regarding the proposed timeline. Ms. Douglas asked the Board for advice to the administration as they begin budget development. Ms. Douglas stated that she would advise keeping the budget “as close to the wire” as possible, to which other Board members agreed.

D. Summary of the Good to Great Team Audit

Present from the Good to Great Team were Susan Bradley, James Coburn, Bernadette Rowley (Zoom), Ralph Odell, Elaine Ramsey (Zoom), and Leslie Vogt (Zoom). Mr. Colburn provided the Board and meeting participants a summary of the purpose of the Good to Great Team. He stated that the SAU 51 Administrative Office Team was the entity studied during the last school year. He reviewed the observations and recommendations. The Team also considered possibilities and priorities for the future. Ms. Bradley stated that the School Board is the “owner” of the process and would recommend they make a determination of the next steps. She suggested the data in the report may become helpful to the group studying tuitioning students to another district and/or to the committee hiring a new superintendent.

Dr. Graziano stated that he thought the process is of strong design. He agrees that the results of the Team’s work is impressive. He will assume responsibility for chairing the Good to Great Team.

Ms. Rowley and Ms. Ramsey pointed out that there was confusion noted from the surveys given to parents. In the future, the terminology will need to be clearly defined. Mr. Mitchell agreed that parents seemed to often be confused about the role of the SAU. Ms. Bradley stated that the district’s mission, vision, and core values should remain the solid basis for the work done in the future. Only twenty-

eight parents responded to the survey; it was suggested that an effort be made to reach more parents in future surveys regarding this report and other communication.

Ms. Douglas thanked the Good to Great Team for their work. Dr. Graziano echoed appreciation for the work completed.

E. Memorandum of Agreement

On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board voted unanimously to approve the memorandum of agreement with the Education Association of Pittsfield.

F. Mandatory Code of Conduct Reporting

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously approved Policy GBEAB, Mandatory Code of Conduct Reporting.

G. Staff Ethics

According to Dr. Graziano, Policy GBEA, Staff Ethics was amended on August 20, 2020.

XI. COMMITTEE ASSIGNMENTS

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

XII. SCHOOL BOARD

XIII. PUBLIC INPUT (Second Session)

Mr. Clough stated that he attends meetings to advocate for all students and their families. He stated that communication is a paramount issue for the district to consider. He opined that the Facebook forum would be the best place to communicate. He often hears from people who lack understanding of the issues and thinks engagement with community members will assist in developing understanding. Ms. Asdot stated that due to Covid-19, communication has been good and the community has been vested in seeking information.

Mr. Schiferle stated that he agreed that the Facebook forum would be the best place to inform the community of school issues.

Mr. Schiferle asked if Board members have read the Summer Report from the Commission to Study School Funding. The Board has just received the report and look forward to reading the report.

Mr. Schiferle stated he looks forward to working with Dr. Graziano on the budget.

Mr. Mitchell encouraged community members to volunteer for the Good to Great Team, as it is a good way to engage with the school community.

XIV. NEXT MEETING

The next meeting of the Board is scheduled for September 17, 2020 at 5:30 in the Pittsfield Middle High School media center.

XV. ADJOURNMENT

On a motion made by and seconded by, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary