

**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  
September 5, 2019  
Pittsfield Middle High School

**I. CALL TO ORDER**

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

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 Public

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

**II. AGENDA REVIEW**

The following item was added to the agenda:

- Playground Equipment at Drake Field (Mr. Gauthier)
- Math Teacher (Ms. Harvey)
- Request for Non-Resident Attendance (Non-Public) (Dr. Freeman)
- Manifest Educational Hardship Placement (Non-Public) (Dr. Freeman)
- Wood Shop (Mr. Wolfe)

**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**

A motion was made by Ms. Asdot and seconded by Mr. Wolfe to approve the minutes of the public meeting on August 22, 2019. The following change was made: on page seven, paragraph seven, omit the second period at the end of the paragraph. The motion was approved with Ms. Asdot, Mr. Gauthier, and Mr. Wolfe voting in the affirmative and Ms. Douglas abstaining from the vote.

A motion was made by Mr. Gauthier and seconded by Ms. Asdot to approve the minutes of the non-public meeting on August 22, 2019, as written. The motion was approved with Ms. Asdot, Mr. Gauthier, and Mr. Wolfe voting in the affirmative and Ms. Douglas abstaining from the vote.

V. PUBLIC INPUT - None

VI. STUDENT REPRESENTATIVE - None

VII. DEAN OF INSTRUCTION

A. Math Teacher

Ms. Harvey informed the Board that a math teacher has not been found to fill the vacant position at PMHS. She explained the measures that have been taken to secure a person to fill the position and to accommodate students until a full-time teacher is recruited and hired.

VIII. DEAN OF OPERATIONS

A. Balloon Rally

According to Mr. Hamilton's report, the Balloon Rally went well, from the district's perspective. He explained the efforts that were made to protect the field from damage while allowing the Suncook Valley Rotary Club to enjoy a very successful event.

B. Drake Field Projects

Mr. Hamilton provided an update to the Board relative to the maintenance of Drake Field. He addressed questions relative to catch basins and brush removal. Mr. Hamilton reassured the Board that now that the summer community events are over, he will turn his attention to hazardous tree removal and tennis court revitalization.

C. Staff and Other Provider Trainings

Mr. Hamilton reviewed the training programs offered during the summer. He highlighted new teacher orientation, school bus driver training, first aid training, and CPR training for staff. Substitute teacher training will be held on September 6, 2019.

IX. DIRECTOR OF STUDENT SERVICES

A. Special Education

Ms. Bickford reported on the successful start of the school year for special education students and service providers. Four new teachers are adjusting to their new positions, and schedules are being developed.

X. SUPERINTENDENT OF SCHOOL

A. Opening of Schools

Dr. Freeman reported that the district enjoyed a very enthusiastic, upbeat opening of school this week with both students and staff. He thanked Ms. Bickford, Ms. Harvey, Mr. Hamilton, and Ms. LeMay for the work they did to ensure a successful opening. The Board echoed his appreciation. Dr. Freeman mentioned several staff members who have stepped up to help in a time of need.

B. FY19 Fund Balance

Dr. Freeman provided the Board with a final (yet unaudited) expenditure report for the 2018-2019 school year, as well as a final revenue report. The fund balance is \$80,342.06, which represents about \$.30/thousand on the town's tax rate.

C. Town Newsletter

Dr. Freeman shared an email from Leslie Vogt regarding the copying of the town newsletter. He does not see any problems with the district completing the photocopying, especially if the district can invoice the organizers for printing costs.

D. Social Worker Position

Dr. Freeman notified the Board that the memorandum of understanding with the Foss Family Foundation has been sent to the district's attorney for final review. Once finalized and funds are received, the district can move forward by advertising for the position.

E. Facility Lease

Dr. Freeman addressed the details related to the leasing of former wood shop space by Head Start. Dr. Freeman checked with the district's attorney to see if a public hearing is required. The Board decided to hold a hearing at the next Board meeting.

F. Capital Improvements

A walk through of the facilities will be scheduled by Mr. Hamilton with Mr. Wolfe and Mr. Gauthier.

G. NEASC Accreditation

Dr. Freeman provided the Board with a copy of the letter from NEASC advising the district of the dates for the accreditation team visit as March 27 to 30, 2022.

Bernadette Rowley and Kiza Armour, the two NEASC accreditation coordinators, have begun their work with district staff in preparation for this visit.

XI. SCHOOL BOARD

A. Wood Shop

Mr. Wolfe stated that he did a walkthrough of the shop to consider the disposal of items. Mr. Randy Brown, a Pittsfield graduate, helped Mr. Wolfe to assign a price to the lot. Mr. Wolfe asked Mr. Brown to make an offer for the equipment. He made an offer of \$3,500. Discussion ensued regarding the pros and cons of selling the items in bulk or selling them individually.

On a motion made by Ms. Douglas and seconded by Mr. Gauthier, the Board voted unanimously to approve selling Mr. Brown the items in the shop. Mr. Brown will take responsibility for moving all items.

Mr. Gauthier asked if amending the policy relative to selling school property would be warranted. Dr. Freeman agreed to bring forth a proposed change in the policy.

XIII. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

B. Drake Field & Facilities

Mr. Gauthier notified the Board that one of the slides on the playground equipment at Drake Field is in need of repair. He asked if the equipment needed to be removed. Dr. Freeman will work with Mr. Hamilton to resolve the matter.

C. Negotiations – Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation – Mr. Mitchell

XIV. PUBLIC INPUT (Second Session) - None

## XV. NON-PUBLIC SESSION

At 5:55 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Douglas to enter into non-public session under the authority of RSA 91-A:3 (c) to discuss three student matters and an employee matter. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; yes; Mr. Gauthier, yes; Mr. Wolfe, yes) to enter into non-public session.

The Board took action relative to a non-resident attendance issue and a manifest educational hardship issue.

The Board discussed a separate student issue and an employee issue.

At 6:23 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 exit the non-public session and to re-enter into open session (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Wolfe, yes).

## XV. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the meeting was adjourned at 6:24 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary