

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
October 3, 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
Derek Hamilton, Dean of Operations
Harrison Hill, Student Representative (entered at 5:35 p.m.)
Kathy LeMay, Director of Interventions & Title I Proj. Mgr
Sheila Dupere, Recording Secretary
Members of the Public

Mr. Wolfe called the meeting to order at 5:31 p.m.

II. PUBLIC HEARING – ACCEPTANCE & EXPENDITURE OF FUNDS FOR SOCIAL WORK POSITION

Dr. Freeman spoke about the proposed social worker position that will be funded for the first year of the position through the generous donation of the Foss Family Foundation at 50% of the total cost and a donation of an anonymous donor at 50% of the total cost. The Foundation has offered to extend the 50% funding offer into the non-specified future.

The district had a social worker for three years previously through a grant program, and Dr. Freeman spoke about the benefits of the work she did in the district during her time here.

Donations would include salary, benefits, and necessary set-up supplies. Mr. Cabral asked if it would be a one-year contract. Dr. Freeman answered in the affirmative. Mr. Cabral spoke about the possibility of funding the social worker position in the future due

to budget constraints. Mr. Schiferle asked if we would be looking for a board certified social worker. Dr. Freeman stated that he believed being able to hire a board certified social worker would be an advantage for the school district. Mr. Schiferle shared that he felt it would be an excellent expenditure of funds. Public hearing was closed by Mr. Wolfe at 5:37 p.m.

III. AGENDA REVIEW

No items were added to the agenda.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Gauthier and seconded by Mr. Mitchell to approve the minutes of the public meeting on September 19, 2019. The following changes were made:

- Page 1, paragraph four change to “paid to the district in the amount of approximately \$15,000 annually.”
- Page 2, paragraph two change to “why more than one person wasn’t asked to price the equipment.”
- Page 2, correct roman numerals
- Page 3, correct roman numerals
- Page 4, correct roman numerals
- Page 5, correct roman numerals
- Page 6, Correct alpha bullets
- Page 6, last paragraph should read “Dr. Freeman provided the Board with a list of upcoming events.”
- Page 7, correct roman numerals
- Page 7, under public input, continue first sentence to read “the use of vaping devices with Governor’s new law.” Also, under public comment, after the end of the first paragraph, add a sentence to read, “Mr. Cabral also spoke about video recording the board meetings.”
- Page 8, correct roman numerals

The motion was approved unanimously to approve the minutes as amended.

A motion was made by Mr. Mitchell and seconded by Ms. Asdot to approve the minutes of the non-public meeting on September 19, 2019, as written.

- ### V. PUBLIC INPUT –
- Mr. Schiferle spoke about his concern regarding bullying in the district after a conversation was had with his child. Mr. Schiferle asked if we needed to do something differently regarding the bullying issue. Mr. Schiferle also stated that there was a rumor that a teacher had been suspended for two weeks in the district. Dr. Freeman spoke to the rumor of a teacher being put on leave for two weeks, and let Mr. Schiferle know that no teacher had been suspended. Ms. Douglas spoke about new programs the district has brought into the district this year focused around bullying, and

shared how frustrating it was to hear that a student felt that there was nothing teachers could do regarding bullying. Dr. Freeman shared that there is process for sharing formal concerns/complaints against any individual within the district and invited Mr. Schiferle to discuss concerns personally after the meeting with himself and Mr. Hamilton. Ms. Douglas thanked Mr. Shiferle for sharing.

Mr. Cabral shared he also had a child who also feels that “nothing happens” when things are reported. He informed the Board that a formal Attorney General complaint has been filed. Mr. Cabral then stated that the previous board meeting minutes should be changed to reflect that he had asked if the district was up to date with the Governor’s policy on vaping. Mr. Cabral also stated that at the last meeting he asked if the school board meetings were recorded and wanted the minutes to reflect that.

VI. STUDENT REPRESENTATIVE

Harrison Hill shared that the Site Council is still continuing their work on revising and simplifying the language of the school norms.

VII. DEAN OF INSTRUCTION

A. Advisory

Ms. Harvey reported on the current Advisory program. Ms. Harvey and Ms. Bickford now share the responsibility of supervising the advisory program. They have been performing walkthroughs to check on how the groups are currently running.

B. Focus Groups

Ms. Harvey reported on the first week of Focus Groups. Faculty brainstormed topics and faculty and staff picked which topic they wanted to focus on for the year.

VIII. DEAN OF OPERATIONS

A. Access Control System

Mr. Hamilton shared many folks inquired about the project, but only three companies provided quotes, which were included in the packet. Mr. Hamilton shared that the district’s usual electrician, Fred Charlton, submitted a quote of between \$4,200 and \$4,800 for the running of the electrical lines that would be required for the project. Ms. Asdot inquired if \$20,000 has been budgeted for the project, in which Mr. Hamilton answered in the affirmative.

Bids submitted:

- Johnson Controls – \$17,780.23
- Monadnock Security Systems – \$22,602.00
- Connectivity Point – \$19,268.39

Ms. Asdot inquired how comparable the three bids were. Mr. Hamilton shared that Connectivity Point included additional scope of work options, and seemed to have a good understanding of the level of work. Discussion ensued comparing the bids. Mr. Hamilton shared that once a decision is finalized by the board, a discussion can be had regarding the district using badges versus key fobs.

Mr. Gauthier made a motion to approve the Johnson Control bid in the amount of \$17,780.23, Mr. Wolfe seconded it. Motion passed unanimously.

B. Drake Field Playground

Mr. Hamilton shared that he did not have a chance to tour the Drake Field playground equipment himself, but intends to do so in the near future.

C. New Hires

Mr. Hamilton shared that two new hires have been made to fill open positions at PMHS. Cara Torrey has been hired as the Director for the Student Support Center and has a wealth of relative work history for this position. Autumn Carson, who is a parent and resident of Pittsfield, has been hired as the main office receptionist.

D. Nightlock Security Devices

Mr. Hamilton shared that he spoke with Police Chief Collins, Fire Chief Pszonowsky, and Emergency Management Director Rob Freese regarding the district possibly installing Nightlock security devices. Mr. Hamilton stated that the devices were generally supported by the local officials. Mr. Hamilton shared the New Hampshire Department of Homeland Security does not share a definite opinion of the use of the devices and suggests districts discuss the use of them with their local experts. Mr. Hamilton shared that the total count of doors is ninety-five district wide, and that would equate to a cost of roughly \$4,000 for equipment. Ms. Douglas suggested that if needed, perhaps the district would start with the elementary school first. The board authorized Derek to secure a quote for these devices.

E. NHIAA Award of Excellence

Mr. Hamilton shared that Pittsfield Middle High School was one of twenty-two schools in the state that was recognized with the Award of Excellence for exemplary display of sportsmanship, ethics, and integrity. The board asked Mr. Mitchell to write a note of congratulations and thanks to Jay Darrah, the Athletic Director.

IX. DIRECTOR OF STUDENT SERVICES

A. New Hampshire Medicaid to Schools

Mrs. Bickford shared she has received guidance from the state Department of Health and Human Services in relation to creating and securing documentation now required by primary care providers to provide special education services needed by students. Ms. Bickford will now use this guidance from the state to create the district's own documentation to use with providers. Ms. Bickford shared she is creating a list of all primary care providers of our students with needs, and will be reaching out to those providers soon.

B. Out of District Placement

Ms. Bickford shared that the district has made an out of district placement.

X. SUPERINTENDENT OF SCHOOLS

A. Acceptance of Donation and Expenditure of Funds

Mr. Gauthier made a motion to accept and expend donation funds relative to a district wide school social worker. Ms. Asdot seconded the motion, and the motion was approved unanimously.

B. Organization Chart

Dr. Freeman shared the revised organizational charts with the Board and asked for the Board's approval. Mr. Gauthier made a motion, Ms. Asdot seconded, and the motion was approved unanimously.

C. Administrator Role Descriptions

Dr. Freeman shared that he has updated the professional role descriptions. Dr. Freeman also shared that he is working on support staff job descriptions as well and that these revised job descriptions will become more specific than they had been in the past. The Board can expect those to be forthcoming. Mr. Mitchell made a motion to accept the professional role descriptions as presented. Ms. Douglas seconded the motion, and the motion passed unanimously.

D. Revised Revenue Projection for Current School Year

Dr. Freeman shared that Ms. Blanchette has worked to revise the District's revenue numbers based on the most current and updated information. At this point the net revised revenue estimate is a deficit of \$28,896.00 for the 2018-2019 school year.

E. State Budget

Dr. Freeman shared information regarding the newly adopted state budget. Dr. Freeman shared that the commission to study education funding in the state was approved and funded and further shared he is hopeful looking forward that the commission can work toward a long-term solution for education funding in the state. Ms. Asdot asked about the fiscal disparity aid. Dr. Freeman stated that he is waiting for definitive information from the state. More information will be forthcoming.

F. Revised Policy

Dr. Freeman brought forward policy DN, which was previously approved by the board, and asked the Board to confirm that the wording of the policy aligned with the intent of the board. The Board answered in the affirmative.

G. Capital Improvement Plan

Dr. Freeman distributed a list of possible Capital Improvement Projects. Mr. Hamilton shared that an extensive list of projects was originally drafted. That list was then pared down to three priority projects at each school. Discussion ensued. Dr. Freeman asked what direction the Board would like to take. Mr. Wolfe shared that he believed the boilers were a priority. He suggested he would like to see new boilers installed in a staggered way, to avoid having to replace both at once in the future. Dr. Freeman shared that Mr. Gauthier had suggested using a capital reserve fund for some of these projects. Discussion was also had regarding the maintenance reserve fund. The Board directed Dr. Freeman and Mr. Hamilton to prioritize the project list and secure quotes.

H. Coming Events

Dr. Freeman highlighted upcoming events through the month of October.

XI. SCHOOL BOARD

None

XII. COMMITTEE ASSIGNMENTS

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

XIII. PUBLIC INPUT (Second Session)

Ms. Asdot asked Sean Asdot about the boiler replacement project he participated in previously in another school district. He shared his background regarding a boiler replacement project. Mr. Wolfe shared that Eversource maybe be a source of incentive money regarding the boiler replacement.

Sean Asdot asked when the middle high school building was constructed. He shared that the district may need to think about asbestos abatement, considering the age of the building when replacing windows. He shared there may be asbestos within the caulking around the windows. It was pointed out that these current windows are not original, so asbestos is not believed to be an issue currently.

XIV. NON-PUBLIC SESSION

At 6:25 p.m. a motion was made by Mr. Gauthier and seconded by Mr. Wolfe to enter into non-public session to discuss a personnel issue under the authority of RSA 91-A:3 (c). The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Mitchell, yes; Mr. Gauthier, yes; Mr. Wolfe, yes) to enter into non-public session.

No action was taken in non-public session.

At 6:36 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Douglas to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Mitchell, yes; Mr. Gauthier, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

XV. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the meeting was adjourned at 6:37 p.m.

Respectfully submitted,

Sheila Dupere
Recording Secretary