

**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  
October 17, 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  
Melissa Brown, Director of College & Career Planning  
Danielle Harvey, Dean of Instruction  
Derek Hamilton, Dean of Operations (entered at 5:35 p.m.)  
Harrison Hill, Student Representative (entered at 5:31 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 5:30 p.m.

**II. AGENDA REVIEW**

Dr. Freeman added the social worker position as an informational item. A motion was made by Mr. Gauthier and seconded by Ms. Asdot to approve the revised agenda. The motion was approved unanimously.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made by Ms. Asdot and seconded by Ms. Douglas to approve the minutes of the public meeting of October 3, 2019, as written.

The motion was approved unanimously.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting of October 3, 2019, as written.

The motion was approved unanimously.

#### IV. PUBLIC INPUT

Mr. LeDuc, American Legion post commander, shared information regarding the oratorical contest for students in grades six through twelve. Mr. LeDuc shared that an informational packet will be forthcoming in the first week of November and urged the District to promote the event.

#### V. STUDENT REPRESENTATIVE

Harrison Hill shared that the Site Council has found that students aren't aware of the difference between school rules and school norms. In response, the Site Council has decided to add a description regarding school rules and norms.

#### VI. DEAN OF INSTRUCTION

##### A. Seminars

Ms. Harvey shared that PMHS is now running two different seminars, one for seventh graders and one for ninth graders. The goal is to give students the tools they need to be successful in their time of transition. Seminars in both grades have been able to incorporate LEAD lessons, which have been related to goal setting and avoiding dangerous behaviors.

##### B. Student-Led Conferences

Student-led conferences will be held in the spring at both PMHS and PES. The plan is for PES to offer three levels of student-led conferences as students, families, and teachers switch to this model. Expectations of student-led conferences at PMHS have been recalibrated across the grade levels to become more consistent. After student-led conferences are held, feedback will be gathered from students on how to improve the process.

Mr. Wolfe asked about participation in student-led conferences at PMHS. Ms. Douglas inquired as to what grades would participate in student-led conferences at PES. Ms. Harvey answered that she believed that participation at PMHS has stayed fairly steady, and all students at PES would all be participating in student-led conferences at varying degrees.

## VII. DEAN OF OPERATIONS

### A. Capital Improvement Plan

Mr. Hamilton shared his plan for securing bids and prioritizing capital improvement projects district wide. Mr. Hamilton stated he will have a finalized list of projects with quotes ready for the board to review at its regularly scheduled meeting on November 21.

### B. Head Start Lease Agreement

Mr. Hamilton shared that the school district's attorney has reviewed the proposed lease agreement from Head Start for the use of the former Industrial Arts Building. Suggestions were made, and these suggestions were shared with the Head Start Program Director. The Director was agreeable to the suggested revisions and will revise the lease agreement accordingly and resubmit to the district for approval. The Head Start Facility Manager has brought in several contractors to review the facility.

## VIII. DIRECTOR OF STUDENT SERVICES

### A. Professional Growth and Evaluation Plan

Ms. Bickford shared that she is in the process of conducting teacher observations in accordance with our current evaluation plan.

### B. Paraprofessional Development

Ms. Bickford shared that she was able to meet with paraprofessionals during professional development time on Wednesday, October 9. Paraprofessionals engaged in a connection activity, along with a training session regarding influencing positive culture and climate.

### C. Positive Accolades

Ms. Bickford stated that she wanted to acknowledge several individuals for their hard work over the course of the beginning of the school year. Ms. Bickford mentioned PMHS special education teachers Charlene Vary and Jessica Allen for their professionalism, work ethic, and positive attitudes. Ms. Bickford then recognized PES guidance counselor Mike Curtin, PES special education teacher Elaine Ramsey, district school psychologist Mark McLeod, and student support specialist Todd Rudis for their tireless efforts in helping students, in addition to their positive, solution-oriented mindset.

IX. Director of Intervention & Title I Grant Manager

A. Language Essentials for Teachers of Reading and Spelling (LETRS)

Ms. LeMay shared that Title I staff has begun their training with Language Essentials for Teachers of Reading and Spelling (LETRS). Title I staff has set goals around implementing the LETRS strategies into their instructional groups.

B. Senior Meetings

Ms. LeMay informed the board that senior meetings have been completed for all senior students in the 2020 cohort. Credit audits were discussed with all seniors for what is needed for them to be eligible to graduate. Student's future plans after graduation were also discussed. Letters to the families of these students have been created and sent home to share the information that was discussed. Ms. LeMay shared that her next step will be performing credit audits for all eighth grade students.

X. SUPERINTENDENT OF SCHOOLS

A. Good to Great Team Audit of SAU Staffing

Dr. Freeman let the Board know that the Good to Great Team held its first meeting of the school year this week. The team agreed to pursue Leslie Vogt's proposal to conduct an audit of the SAU staffing. Leslie Vogt and Ralph O'Dell were present to discuss the Good to Great team proposal. Leslie shared her thoughts on moving forward with the audit. The school board expressed their interest in moving forward with the SAU staffing audit at this time.

B. State Adequacy Aid, 2019-2020

Dr. Freeman distributed a revised revenue sheet for the 2019-2020 fiscal year to the board members and highlighted relevant changes. Dr. Freeman shared that the Department of Education has provided districts with their updated revenue estimates for the current year based on the recently adopted and signed state budget. Ms. Blanchette, financial manager, has determined the district will receive about \$537,000 greater than anticipated revenue, which equates to roughly \$2/thousand on the tax rate. Dr. Freeman shared that the school board can request a special meeting to expend the unexpected revenue. The Board expressed that they would like the revenue to offset the tax rate.

C. 2020-2021 Proposed School District Budget

Dr. Freeman shared the proposed budget for the 2020-2021 fiscal school year. Dr. Freeman distributed an updated version of the budget to the Board. The revised, proposed budget included updated health insurance numbers. One additional teaching position was added, along with 50% of a social worker position. Salary adjustments for support staff and other professional staff were not included.

Dr. Freeman went on to highlight two additional areas of significance. Dr. Freeman then distributed a draft revenue sheet for the 2020-2021 fiscal year. Dr. Freeman shared that the adequacy grant is expected to increase for next year based on the most up to date information he has received from that New Hampshire Department of Education. The final calculations for adequacy are expected to be calculated by the New Hampshire Department of Education by November 15. Mr. Gauthier inquired about funds received for kindergarten students. Dr. Freeman shared that will be an additional increase for the coming year.

Dr. Freeman discussed other personnel salary information. Ms. Douglas shared her thoughts regarding health insurance sharing costs for professional staff.

Dr. Freeman distributed a handout comparing salaries for support staff in other school districts, along with an updated, proposed salary schedule for support staff. Dr. Freeman then shared his thoughts on possible ways to update our support staff salaries. Dr. Freeman informed the Board that he hopes to bring additional information to the Board at the next board meeting regarding the issue. Ms. Douglas shared her thoughts regarding the proposal. Ms. Asdot shared that perhaps a starting salary range could be an option. Ms. Bickford added her perspective regarding hiring support staff, and the difficulties she is currently having in filling vacant positions.

Dr. Freeman acknowledged Ms. Blanchette for her work in developing these financial calculations.

#### D. Letter Sent to Parents/Guardians of Mr. Strickhart's Students

Dr. Freeman shared a letter that was sent home to parents/guardians of students in Mr. Strickhart's classes.

#### E. Social Worker

Dr. Freeman shared information regarding a conversation with the New Hampshire Department of Education regarding the ability to hire a licensed district social worker.

#### F. Coming Events

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

### XI. SCHOOL BOARD

Mr. Gauthier asked about the possibility of posting the entire board meeting packet online. Dr. Freeman answered that the board packet can be posted online.

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)

None.

XIV. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Ms. Douglas, the meeting was adjourned at 6:13 p.m.

Respectfully submitted,

Sheila Dupere  
Recording Secretary