

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
November 7, 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
Melissa Brown, Director of College and Career Readiness
Derek Hamilton, Dean of Operations
Danielle Harvey, Dean of Instruction
Kathy Lemay, Director of Interventions / Title I Manager
Harrison Hill, Student Representative
Tobi Chassie, Recording Secretary
Members of the Public

Mr. Wolfe called the meeting to order at 5:32 p.m.

II. AGENDA REVIEW

The following items were added to the agenda:

- Natural Playground (Ms. Bickford)
- Head Start (Mr. Hamilton)
- Quarterly Expenditure Report (Dr. Freeman)
- Annual District Meeting (Dr. Freeman)

III. ACTION ON AGENDA

On a motion made by Mr. Mitchell 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 Mr. Mitchell and seconded by Ms. Asdot to approve the minutes of the public meeting on September 17, 2019. The following change was made: on page two, paragraph seven, change “Mr. Harvey” to “Ms. Harvey”; on page, three paragraph one, add a period at the end of the last sentence; and on page three, paragraph two, change the first line to “Mr. Hamilton shared that the school district’s attorney...” The motion to approve the minutes as amended was approved unanimously.

V. PUBLIC INPUT

Stacy Whittenburg asked what measures are being taken to deal with discipline challenges at PES. She stated that she is sad to hear of the lack of attention being paid to the children who repeatedly break rules. Dr. Freeman stated the administrative team works on discipline on a daily basis. He invited Ms. Whittenburg to provide details, which then can be more effectively addressed. Ms. Whittenburg and Mr. Hamilton agreed to schedule an appointment to further the discussion.

VI. STUDENT REPRESENTATIVE

Harrison Hill explained the Site Council has distributed a draft of newly developed school norms to the faculty and students for feedback.

VII. DEAN OF INSTRUCTION

A. Grade Spans

Ms. Harvey explained her thoughts regarding the allocation of space and staff at PES and PMHS. She stated there are 331 students in grades Pre-K through grade 6, and 252 students in grades 7 through 12. She explained the use of space at both buildings and suggested there might be more room for grade six at PMHS. Ms. Harvey asked if a shift of sixth grade students, which she is considering, is acceptable to the Board. If so, she will continue to research possible solutions. The Board approved the continued research on the concept presented by Ms. Harvey.

B. Fitness Testing

Ms. Harvey explained that the physical education teachers align their instruction to the national SHAPE standards. The teachers use the FitnessGram to measure student fitness levels. It was decided that the measurement of body composition would be eliminated from the assessment due to concerns regarding unintended negative consequences for some PES students. The letter sent to parents explaining this decision was provided to the Board.

VIII. DEAN OF OPERATIONS

A. Advisory Revitalization Team

Mr. Hamilton has taken the lead on forming a committee of PMHS teachers and students to create an action plan that addresses the recommendations from the Good to Great Team's audit of the advisory program. He outlined the schedule and agenda topics for the work of the team between October 18 and January 24, 2020.

B. Nightlock Quote

Mr. Hamilton provided the Board with a quote for Nightlock lockdown devices for PES and PMHS. The total cost for the equipment to outfit classroom and office doors is estimated at \$5,492. This will not include installation, but there are community members willing to help.

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve \$5,492 for the equipment, not including installation.

C. Tennis Courts

Ms. Asdot asked if there will be work on the tennis courts. Mr. Hamilton said the work will be done in the spring.

D. Drake Field Curfew

Ms. Asdot asked if there is a curfew for Drake Field. Mr. Gauthier stated the curfew is dusk, other than the boat ramp. Mr. Hamilton suggested the police be called if there is noise or inappropriate behavior observed.

E. Head Start

According to Mr. Hamilton, the Head Start people are anxious to start renovations of the industrial arts building. The final agreement is near completion. Mr. Hamilton provided the Board with a blueprint that is proposed by the construction company with whom Head Start is working. Construction is proposed to begin on Friday, November 8, 2019, as long as the agreement has been signed. Mr. Hamilton explained that some exterior modifications will be made in the spring, including an access gate and two handicapped parking places.

IX. DIRECTOR OF STUDENT SERVICES

A. Natural Playground

Ms. Bickford distributed information about a natural playground, which has been proposed for PES. She explained that money is available from the special education grant dedicated for preschool students to help fund the play space.

Ms. Douglas stated there are many regulations regarding playgrounds and wondered if there were any liabilities the Board should consider. Dr. Freeman stated consultation will be sought from the district's insurance company, Primex. The Board was in favor of the concept; Ms. Bickford will continue her work with the project and report to the Board.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. New Hampshire Higher Education Assistance Foundation (NHHEAF)

Ms. Brown provided the Board dates that Angela Castonguay from NHHEAF is scheduled to visit PMHS throughout the school year to present information to parents and students.

B. I Am College Board / I Applied

Ms. Brown explained the *I Am College Bound / I Applied* event, which assists high school seniors with navigating the college admissions process and supports student pursuit of a postsecondary education. The event is scheduled to take place on November 19, 2019, from 8:00 to 11:30 a.m.

C. FAFSA Filing Frenzy Contest

According to Ms. Brown, Pittsfield seniors will be participating in a NHHEAF's Filing Frenzy Contest. There is a potential for students to win a cash prize drawing.

D. Concord Regional Technical Center

Ms. Brown reported that eleven PMHS students are enrolled in the CRTC programs, including automotive technology, theater and film, culinary and pastry arts, health science, and teacher preparation.

E. UNH College Fair

Over thirty juniors and seniors attended the UNH College Fair in October, according to Ms. Brown.

F. Browne Center

The annual Browne Center field trip took place in October at UNH. Jeff Martel, ninth grade advisors, and teachers took the freshman class for team building and leadership activities. Thirty-one of thirty five (88%) students participated.

G. Senior Meetings

Ms. Brown informed the Board that senior meetings are taking place with students who are in danger of not meeting graduation requirements.

H. Comprehensive Guidance Plan

Ms. Brown explained that she is working with the two district counselors to write a Comprehensive Guidance Plan that aligns with the American Counseling Association National Model. The last time the plan was updated was in 2004.

XI. SUPERINTENDENT OF SCHOOL

A. Role Description

Dr. Freeman provided the Board with a proposed position description for the District Social Worker. On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board unanimously approved the position description. Now that this has been approved, the position can be posted.

B. Role Description

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the updated role description for the superintendent of schools.

C. Support Staff Role Descriptions

Dr. Freeman reminded the Board about the assistance from MRI (Municipal Resources, Inc.) in rewriting support staff role descriptions. Reflecting the work of MRI, support staff role descriptions were submitted to the Board for their approval.

On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board unanimously approved the role descriptions for Administrative Assistant, Registrar; Custodian I and II, Educational Assistant I and II, Financial Manager, Head Custodian, SAU Administrative Assistant, School Office or Department of Administrative Assistant, and Secretary I and II.

D. Policy Updates

Dr. Freeman presented Policy GBJ-R, Personnel Records, Policy GD; Support Staff; Policy IKAD-R, Changing Student Grades; Policy JICI-R, Modification of a Weapons Expulsion; Policy JKAA, Use of Restraints and Seclusion.

On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board unanimously approved the policies as corrected.

E. 2019 Tax Rate

Dr. Freeman reported to the Board that the DRA has calculated the 2019 tax rate for Pittsfield to be \$32.86/thousand, compared to \$33.35 in 2018 (a decrease of \$.49/thousand).

F. Proposed Budget, 2020-2021

Dr. Freeman presented a support staff hiring salary schedule proposal. Ms. Douglas thanked Dr. Freeman for the extensive work he did to investigate many sources of information before making a proposal. Ms. Douglas stated an increase will help to recruit support staff in the future. A motion was made by Mr. Mitchell and seconded by Ms. Asdot to approve the proposed salary scale. Mr. Gauthier confirmed that the currently employed support staff will have increases reflected in their salaries next year, so it will be in the proposed budget. The Board unanimously voted in favor of the motion.

Funds will not be budgeted for a superintendent search process, as the Board has offered Dr. Freeman an extension of his contract.

G. Coe-Brown Invitation

Headmaster Smith of Coe-Brown Northwood Academy extended an invitation to the Pittsfield School Board to participate in an informational night to be held on November 13, 2019. Mr. Wolfe and Dr. Freeman are planning to attend the informational session. Although the Board is not interested in sending their students out of district based on the financial research that has been previously done, they want to remain fully informed of options for Pittsfield students.

H. Quarterly Expenditure Report

Dr. Freeman distributed the quarterly expenditure report for the Board's review.

I. Annual District Meeting

Dr. Freeman asked the Board if they would like to have an attorney present at the Annual District Meeting. The Board agreed that this would be preferred. Dr. Freeman will make the necessary arrangements.

J. Coming Events

Dr. Freeman provided the Board a list of coming events in November and December.

XII. SCHOOL BOARD

XIII. 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

XIV. PUBLIC INPUT (Second Session) - None

XV. NON-PUBLIC SESSION

At 6:20 p.m. a motion was made by Mr. Mitchell and seconded by Mr. Douglas to enter into non-public session under the authority of RSA 91-A:3 (c) to discuss a personnel matter. 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 6:32 p.m. a motion was made by Mr. Mitchell 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 (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.

XVI. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary