

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

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**MINUTES**

Pittsfield School Board Meeting  
August 20, 2020  
Pittsfield Middle High School

**I. CALL TO ORDER**

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

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

Ms. Douglas called the meeting to order at 5:32 p.m.

**II. AGENDA REVIEW**

The following items was added to the agenda:

- Athletics (Mr. Hamilton)
- HVAC (Mr. Hamilton)
- Technology (Mr. Hamilton)

The following item was deleted from the Superintendent's report:

- School Reopening Plan (Dr. Freeman)

**III. ACTION ON AMENDED AGENDA**

On a motion made by Ms. Asdot and seconded by Ms. Drouin, 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 August 6, 2020. Changes include: on page 1 and all pages at bottom, July 16 needs to reflect Aug. 6; change Roman numerals to be in sequence; on page 10, third line add yes after Mr. Gauthier's name; on page 10, section II, add yes after Mr. Gauthier's name; on page 10 add approval of two non-resident attendance; on page 5 last paragraph, add to state "as needed" instead of "all devices". The motion passed unanimously to approve the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting on August 6, 2020. The motion was passed unanimously to approve the minutes as written.

A motion was made by Mr. Gauthier and seconded by Mr. Mitchell to approve the minutes of the public meeting on August 11, 2020. Add August 2 2020 to footer at bottom on page. On page 1, change Roman numeral to III, rather than XVIII. The motion passed unanimously to approve the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting on August 11, 2020. Changes included changing "superintendent" to "interim superintendent". The motion was passed unanimously to approve the minutes as amended.

A motion was made by Mr. Gauthier seconded by Ms. Drouin to approve the minutes of the public meeting on August 13, 2020. Change included on page two "came out of non-public and requested clarity if following the ABAB schedule by Mr. Gauthier and it was affirmed they would". The motion was passed unanimously to approve the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting on August 13, 2020. Change "superintendent" to "interim superintendent". The motion was passed unanimously to approve the minutes as amended.

#### V. PUBLIC INPUT

Jill Gauthier asked about students that don't have devices, wondering if they will receive them. Mr. Hamilton responded that yes, information will be coming out to deliver devices. This will be done prior to September 3, 2020.

Justin Clough, questioned what the decision is for athletics. Ms. Douglas stated this topic will be covered later in the agenda.

Melissa Babcock stated that during remote learning, Board minutes were posted on the Facebook page with reminders of meetings and it seemed to add attendance to meetings. She stated that it would help inform the community of what is happening and remind everyone of topics that are being discussed. Ms. Harvey stated that she posts agenda and minutes on Facebook. Ms. Douglas stated that we would make sure they are continuing to post on Facebook. Justin Clough suggested that a Facebook event be created for Board meetings.

VI. STUDENT REPRESENTATIVE - No report.

VII. PES PRINCIPAL

A. PES Paraprofessionals

Danielle would like the Board to consider an additional paraprofessional that is non-special education that can work in house and help cover for teachers that may need to work remotely. She predicts that there will be a lack of substitute teachers that will impact our ability to supervise students. Mr. Mitchell asked if there was information from Sally Blanchette relative to savings in the budget after hiring new staff. Ms. Harvey stated she did not have additional information from Ms. Blanchette. Ms. Asdot asked if paraprofessionals get benefits to which Ms. Bickford stated they do not, but receive a Flex Benefits Card with \$500 on it. Mr. Gauthier asked if there are vacant paraprofessional positions available. Ms. Harvey stated that all positions are filled and there are only two general paraprofessional positions in the district. Ms. Bickford stated that special education paraprofessionals cannot be pulled to cover teacher classrooms due to IEP requirements. Ms. Asdot asked about the hourly rate two which Ms. Bickford provided an explanation of the pay scale.

On a motion made by Ms. Asdot and seconded by Ms. Drouin the Board unanimously approved the hiring of a general education paraprofessional for ABAB days.

B. Instructional Model

Ms. Harvey stated all kindergartners will be following a hybrid model. Preschool is all set and ready to go with outdoor class spaces.

C. New Teacher Orientation

Ms. Harvey provided information relative to new teacher orientation.

D. Registrations

Ms. Harvey updated the Board on registrations.

#### E. Update on Fall Planning

Ms. Harvey stated class lists will be going out on August 24, 2020. On August 21, 2020, there will be a group of staff coming to volunteer to create outdoor classroom spaces. According to Ms. Harvey cleaning and assessment of the HVAC system is in progress. Mr. Gauthier asked how much the handwashing station cost to Ms. Harvey responded \$100 each. They are being purchased using CARES Act money. Ms. Harvey also stated four car port covers for \$3,000 each would be purchased.

Mr. Gauthier asked if the CARES Act was for reimbursement purposes. Ms. LeMay explained that the money can be used for reimbursement and current or future purchases.

Ms. Drouin asked what the supply kits being sent home will include. Ms. Harvey stated they will include art supplies needed if the students have art and general utensil supplies such as: crayons, scissors, pencils, pens, erasers, measuring tape, etc. Most of the supplies are things that would generally be ordered; additional supplies have been ordered for home and school.

### VIII. PMHS PRINCIPAL

#### A. PMHS Athletics

Mr. Hamilton stated that on July 30, 2020 it was approved to recognize all fall sports; decisions are being left to local school districts to determine if they will allow students to participate. Phase three guidelines include provisions for contact. NHIAA provided three additional recommendations: 1) highly recommend that schools do not participate in phase 3 before going through phases 1 and 2; 2) schools support a scheduling model that allows for multiple days between athletic contests, which allow time for action to be taken should a COVID case arise on the teams; and 3) strongly support efforts to develop schedules that allow for constant evolution and changing. Mr. Hamilton stated that most schools are playing regional groups instead of Division competition. Mr. Hamilton provided an outline of an aggressive approach to the athletic program and would like to put on the Board agenda for September 3, 2020 to move from stage 1 to 2. Ms. Douglas stated she thought this was a well thought out and good approach. Ms. Asdot asked if there would be much difference between a “friendly” match and normal games to which Mr. Hamilton stated that this would be no different than if it would be recorded; he explained the process for typical play rules and Division competition.

Ms. Asdot and Ms. Douglas stated they liked the idea of looking at the COVID data before moving into each next phase. Ms. Asdot asked if they could decide which teams are played to which Mr. Hamilton stated that teams within 30-45

minutes travel would be in our region. He suggested that we could look at schools with similar COVID rates as us before we agree to compete.

Mr. Gauthier stated that he is conflicted with allowing sports to continue with this approach when we are dictating a contradicting philosophy for classrooms. He stated that he likes the phase approach.

Ms. Douglas opened public input around this topic.

Justin Clough stated that he and his family have been very strict about safety protocols with his own family during COVID. He stated he is also involved in the Suncook Valley Soccer League and has many safety protocols in place for safety. He stated that kids need opportunities and outlets and has heard many parents state how grateful they are for the opportunity to play sports. Mr. Clough mentioned that he is in favor of approving this phased approach and leaving the decision up to the parents if they allow their child to play or not. Ms. Douglas asked what his perspective is on playing against other towns; Mr. Clough stated that he is in favor of playing against teams in our region.

Melissa Babcock stated that she feels that she thinks it should be left to parents to make their own choice. Jillian Gauthier stated that she can see all sides and it should be up to the parent to decide. Mr Clough added that if our students are not playing sports here they will more than likely go to another location to play sports.

Ms. Douglas closed public input. The Board will vote on September 3, 2020.

## B. HVAC System

Mr. Hamilton stated he has met twice now with Control Technologies and another company about the best approach for dealing with the system and they made these suggestions: 1) equipment assessment to address insufficiencies; 2) running system two hours before and two hours after students are in the building and run our fans all day; 3) use as much outdoor air as possible. Mr. Hamilton stated there is no fan at PES that conditions the air as it blows indoor and will either cool or heat the building. There are fans at PMHS. Ms. Asdot asked if there was an option to have a fan installed in PES. Mr. Hamilton stated no, as the cost would be hundreds of thousands of dollars. According to Mr. Hamilton, all air filters should be MERV filters; there are backorders and they will be delivered in approximately eight weeks. He stated that they will not be in place before school starts because of this delay.

Mr. Hamilton discussed details around health services rooms and said that an air purifier could be installed or changes made to the ventilation system. At PES, Mr. Hamilton suggested considering installation of air purifiers in each homebase. Ms. Asdot asked if we could use CARES Act funding to which Mr. Hamilton answered in the affirmative. Ms. Drouin asked if updating the HVCS would be

covered in CARES to which Mr. Hamilton responded no. Mr. Gauthier asked if there was a quote for updates and Mr. Hamilton stated that they couldn't without the assessment. Ms. Asdot asked if other companies than Control Tech will come in but Mr. Hamilton stated that this is the company we work with for our systems. After we have the quote we could potentially get additional quotes after the assessments.

A motion was made by Ms. Asdot and seconded by Ms. Douglas to move forward with the HVAC assessment. Mr. Gauthier questioned the bidding process. Dr. Freeman suggested that we maintain contact with Control Tech and suspend bidding requirements.

Ms. Asdot withdrew her motion. A motion was made by Mr. Gauthier and seconded by Ms. Douglas to suspend Policy DJE in order to move forward with Control Tech. The motion carried unanimously.

A motion was made by Ms. Asdot and seconded by Ms. Douglas to continue with Control Tech for the HVAC assessment. The motion carried unanimously.

On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board voted unanimously to approve the purchase of purifiers for the health services offices and all home bases / pods at PES with a maximum cost of \$1,000 per purifier using COVID funds.

### C. Devices

Mr. Hamilton stated that we need to pull back devices that students will not need in the fall. He stated additional chrome books have been ordered but shipment was delayed until October. Used Chromebooks were purchased from Concord High School. Mr. Hamilton stated the pick-up date for new devices will be before September 3, 2020. Mr. Gauthier asked if the CARES Act would cover both of these purchases and Mr. Hamilton stated that they would. Mr. Mitchell asked if the new technology runs on WIFI and if all students now have access. Mr. Hamilton stated that we do still have hotspots out to families and we are working on an internet reimbursement fund for families due to remote or hybrid learning purposes.

Ms. Asdot asked what the communication platform will be for PMHS. Mr. Hamilton stated that they looked into Remind, Class Tag, and Class DOJO. Teachers will be deciding on one of these platforms no later than the end of the day August 26, 2020. Mr. Mitchell asked when there are all-class Zoom meetings if expectations will be shared with families. Ms. Harvey stated that these expectations are shared with families every year; teachers would include these with classes at the beginning of the school year.

## IX. DIRECTOR OF STUDENT SERVICES

A. Governor's Order #48

According to Ms. Bickford, special educators are in the process of scheduling IEP meetings to review if students need recovery services from the spring and review IEPs for the fall to ensure students receive the services they will need for this year.

B. Vacant Positions

Ms. Bickford reported that she is currently in the process of filling the last few positions that remain open in the special education department and has successfully filled the positions of two case managers, school psychologist, part time ESOL teacher, preschool long term substitute, and five paraprofessional positions.

C. Medicaid

Ms. Bickford reported that she is working with a consultant from Boothby to help streamline and improve our Medicaid billing processes and to be better prepared for an audit in the future. There are several new changes to Medicaid regulations and the reporting systems that we will need help navigating this year. This is funded through the IDEA grants.

X. INTERIM SUPERINTENDENT OF SCHOOLS

A. NHSBA Proposal for Superintendent Search

Barrett Christina from New Hampshire School Board Association (NHSBA) and Ross Morse from Bryan Consulting Group joined the meeting to discuss the search for a new superintendent. Jay McKintire, also from Bryan Consulting Group, joined the meeting via Zoom. Mr. Christina described the process that is used to use competencies that help identify top leaders for organizations. Barrett mentioned some of the New Hampshire schools that they have recently helped. Mr. Morse explained a brief summary of the process to be used, broken into 5 phases. He stated that Keisha Taylor will also be working with him and that she has worked with Pittsfield in the past with our re-design process. Mr. Morse stated there should be a diverse representation of the school community on the search committee. The committee will make suggestions to the School Board.

A financial agreement will need to be made with NHSBA on the cost for this search process. Mr. Morse stated that this is a big commitment and requires a lot of effort and work. This would require two meetings per month for at least two hours each. He mentioned he would "Pittsfieldize" this process. Mr. Gauthier asked how much more challenging it will be because of the part time position.

Mr. Morse stated that the process would be the same; however, there are fewer applicants.

Ms. Asdot asked how long this would take to which Mr. Morse stated about four months. Mr. Christina suggested that we may want to hold off on initial posting until February or March due to the part-time nature of the job. He suggested forming the committee around the holiday season prior to posting the job. Mr. Christina asked how many board seats are up this year to which Ms. Asdot responded two, Mr. Gauthier's and hers.

Ms. Douglas asked what the process would be for developing an agreement. Mr. Christina stated that they would need to negotiate cost and then would send a contract. He stated that the cost would be about \$15,000 and any additional cost including the job posting about \$500 and mileage reimbursements.

B. MOU with Education Association of Pittsfield (EAP)

The revised copy of the memorandum of understanding with the EAP was sent to Mr. Gauthier and Ms. Asdot but they have not had the opportunity to review yet. The format was changed and information to include the items that were added. Mr. Mitchell asked if the board could wait until September 3rd to take action. On a motion made by Mr. Gauthier and seconded by Ms. Asdot the Board voted unanimously to table the vote until September 3, 2020.

C. Title IX Policy Updates

Dr. Freeman suggested the Board move to act on the Policy AC-E amendment. On a motion made by Ms. Asdot and seconded by Mr. Gauthier the Board voted unanimously to approve Policy AC-E with Jessica Bickford's name added as the Human Rights Officer and the Title IX Coordinator.

D. Interim Superintendent of Schools - Discussed in non-public session.

E. Principal Compensation - Discussed in non-public session.

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) - None

XIV. NON PUBLIC

At 7:34 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss the interim superintendent and a personnel matter. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes).

At 7:51 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier; Mr. Mitchell, yes).

XV. NEXT MEETING

The next meeting of the Board is scheduled for September 3, 2020 at 5:30 in the Pittsfield Middle High School media center.

XVI. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the meeting was adjourned at 7:52 P.M.

Respectfully submitted,

Jessica Bickford  
Recording Secretary