

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

MINUTES

Pittsfield School Board Meeting
September 19, 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
Danielle Harvey, Dean of Instruction
Harrison Hill, Student Representative (entered 6:20 p.m.)
Kathy LeMay, Director of Interventions & Title I Proj. Mgr
Tobi Chassie, Recording Secretary
Members of the Public

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

II. QUESTION & ANSWERS REGARDING REPURPOSING FORMER WOOD SHOP

Mike Cabral asked if the decision to close the building was brought to the attention of the Department of Education. Dr. Freeman said it was not.

Laurie Houle asked what happened to the equipment in the old wood shop. She wanted to know how the equipment was dispersed. Mr. Wolfe read the policy that dictates the reallocation of equipment. Ms. Houle asked if the opportunity to purchase the equipment was advertised. Mr. Wolfe explained that a member of the community volunteered to price items. Mr. Wolfe said there was already fifty hours of volunteer work; additional money would have had to be spent on equipment removal or storage.

Mr. Wolfe explained the building will be renovated by HeadStart and rent will be paid to the district in the amount of \$15,000.

Tara Ash asked why preschool students will be with older students. Mr. Wolfe explained they would be segregated from the high school students; no high school students use the building.

Ms. Houle asked why more than one person was asked to price the equipment. Mr. Wolfe said he asked a second person, who declined to take part. Mr. Wolfe explained that the person who agreed to make a donation on the removal of the equipment agreed to take equipment and materials that needed to be disposed of, such as old paint cans, old tools, unusable wood scraps, etc.

Matt Wolfe summarized the situation - empty the building, renovate, lease it to another organization - and wondered aloud why people would be concerned. Mr. Wolfe explained the goal was to take care of the contents of the building without causing the taxpayers to expend funds to do so.

III. AGENDA REVIEW

The following items were added to the agenda:

- New Hampshire Medicaid to Schools (Ms. Bickford)
- Night Locks (Ms. Douglas)
- Pittsfield Newsletter (Dr. Freeman)
- Personnel Issues for Non-Public (Dr. Freeman)

IV. ACTION ON AGENDA

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve the agenda as amended.

V. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Ms. Asdot and seconded by Mr. Mitchell to approve the minutes of the public meeting on September 5, 2019. The following change was made: on page five, paragraph four, change to “unanimously to exit” and change XV to XI. The motion was approved unanimously to approve the minutes as amended.

A motion was made by Mr. Gauthier and seconded by Ms. Asdot to approve the minutes of the non-public meeting on September 5, 2019, as written. After a brief discussion, the minutes were approved unanimously.

VI. PUBLIC INPUT - None

VI. STUDENT REPRESENTATIVE

Mr. Hamilton explained that the Site Council is reviewing the discipline section of the Student / Family Handbook. The Council is considering revising the school norms,

which are now about five years old. Later in the meeting, Harrison Hill added that the Site Council will be collaborating with the student body when changing the norms.

VII. DEAN OF INSTRUCTION

A. October 11th Professional Development Day

Ms. Harvey explained that October 11 is a scheduled teacher workshop day. She explained that professional development will be offered in partnership with Concord Hospital and the 5-2-1-0 Project.

B. New England Association of School and Colleges (NEASC)

According to Ms. Harvey, two early release sessions have been spent on the NEASC process. Staff have completed a survey. A family survey has been sent out; one survey from each family will be sought.

VIII. DEAN OF OPERATIONS

A. Balloon Rally

At the last meeting, the Board requested the amount paid for school district staff members to monitor the Chestnut Street gate during the Balloon Rally weekend. Mr. Hamilton informed the Board that the amount paid was \$492.27.

B. School Clubs and Organizations

Mr. Hamilton provided the Board with a current list of school clubs and organizations which are supervised by faculty.

C. Tabletop Exercise

Mr. Hamilton reported that he participated in a tabletop exercise facilitated by the Department of Homeland Security and Emergency Management with town officials, members of the Pittsfield Police Department, and members of the Pittsfield Fire Department. According to Mr. Hamilton, the exercise gave the team an opportunity to rehearse use of the town's Emergency Operations Plan.

IX. DIRECTOR OF STUDENT SERVICES

A. New Hampshire Medicaid to Schools

According to Ms. Bickford, an emergency ruling by Medicaid has been made and no longer allows for school counselors, nurses, or psychologist to "prescribe" services for students." Instead, they are requiring medical doctors or APRNs to prescribe services. Financial Manager Sally Blanchette, Administrative Assistant

Beth Colon-Pagan, and Ms. Bickford will be meeting with a representative from MSB, the company that handles our New Hampshire Medicaid to School Reimbursement Program, to discuss the plan for this change.

B. Hiring Progress

Ms. Bickford is continuing to recruit employees to fill vacant paraprofessional positions.

C. Extended School Year

The special education team finalized the dates for next summer's extended school year program; the dates will be July 20 to August 6, and July 13 to July 30 for the Life Skills Program.

D. Special Education

Ms. Bickford explained that the four new special educators are participating in a six-day training program for new special education teachers. She is observing best practices being employed by the special education teacher.

E. Out of District Placement

According to Ms. Bickford, an out-of-district placement has been made by the district.

F. College and Career Readiness

Ms. Bickford assured the Board that College and Career Readiness required reports have been submitted to the Department of Education. Pam Miller, PES administrative assistant, has been very helpful in fulfilling this requirement.

IX. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Administrative Assistant

Ms. Chassie informed the Board that Lisa English was hired by Ms. Brown prior to her leave to fill the vacancy of administrative assistant for College and Career Readiness. Ms. English is doing a superb job of fulfilling her new responsibilities.

B. Allocation of Workload

Ms. Chassie provided the Board with a list of tasks required by the director of college and career readiness and indicated how that work was being assigned during Ms. Brown's absence. She expressed her appreciation for all of the support she is receiving from the administrative leadership team and faculty.

C. College Board

Ms. Chassie described the steps that have been taken to ensure a smooth administration of the PSATs and SATs on October 16, 2019.

D. Post-Secondary Opportunities

With the help of Ms. English, Ms. Chassie is ensuring seniors are able to meet with colleges, universities, and military branches. Also, field trips are being planned for students to visit college fairs, career fairs, and campuses.

E. Senior Audits

Audits of the senior's credits are currently taking place. Ms. LeMay is meeting with the students and results of individual audits are being shared by letter with parents. A follow up meeting will be scheduled with families in November for students at risk of not graduating in June.

X. DIRECTOR OF INTERVENTIONS

A. Title I Meeting with Teams

Ms. LeMay stated the Title I team began their meetings with grade level teams in order to determine what the reading intervention supports will be most helpful for students in each grade.

B. Title I Grant

Ms. LeMay explained that the New Hampshire Department of Education is short-staffed, which has delayed approval of the grant.

C. College and Career Readiness Support

Ms. LeMay stated that she has spent time focused on creating and altering student schedules to match needs.

X. SUPERINTENDENT OF SCHOOLS

A. Policy DN, Disposal of Material and Equipment

Dr. Freeman proposed changes to Policy DN, Disposal of Material and Equipment, which was requested by the Board. A motion was made by Mr. Gauthier and seconded by Mr. Mitchell to approve Policy DN, Disposal of Material and Equipment. Discussion ensued regarding the language in the proposed policy. A

motion was made by Ms. Douglas and seconded by Ms. Asdot to amend the motion. The amended motion was approved unanimously.

B. Proposed MOU with Foss Family Foundation

Dr. Freeman stated the MOU was approved by the school's attorney. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve the MOU.

C. Proposed MOU with the Pittsfield Youth Baseball Foundation

Dr. Freeman presented a draft of a memorandum of understanding with the Pittsfield Youth Baseball Association. He asked if a multi-year agreement might be considered by the Board; he had included a suggestion of a three-year agreement. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board unanimously approved the memorandum of understanding for a three-year term.

D. Capital Improvements

Dr. Freeman provided the Board with a list of capital improvements generated by a recent walk-through of the buildings by the Board Facilities Committee and school administrators. The list included items at PES, PMHS and Drake Field.

E. Critical Shortage List

Dr. Freeman explained that he had distributed a *Critical Shortage List* that was created by the New Hampshire Department of Education. He advised the Board that he has been told by multiple sources that this list may not be accurate; it was completed at the New Hampshire Department of Education.

G. Pittsfield Community Newsletter

Ms. Vogt was disappointed to learn that the cost of the newsletter would be \$.20 per side, which made it unreasonable to produce. Dr. Freeman suggested the district donate the labor to print on paper provided by the committee and charge the district rate of \$.015 per side. The Board was in favor of offering that assistance since there has been a void since the closing of *The Suncook Valley Sun*.

F. Coming Events

Dr. Freeman proved the Board with a list of upcoming events.

XI. SCHOOL BOARD

A. Night Locks

Ms. Douglas has recently been made aware of night locks and wondered if the district should consider their installation. Mr. Hamilton reported it had been suggested to the district by the New Hampshire Department of Homeland Security that the night locks would deter first responders from making a timely entry into the building. Ms. Douglas said that according to her sources, there is a tool available that can be made available to first responders so they can easily gain entry. Dr. Freeman suggested Mr. Hamilton contact the New Hampshire Department of Homeland Security to see what their position is currently, contact local first responders, and count the number that would be required. Sean Asdot, member of the community, stated the cost is \$60 per door; he volunteered to teach the custodial staff how to install the hardware.

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)

Mike Cabral asked if the Board has updated the policy on the use of vaping devices. Dr. Freeman stated a policy is in place to address the issue of vaping on school grounds.

Bob Schiferle stated that the capital improvement information from the district is late in being delivered to the Town of Pittsfield. Dr. Freeman explained the request came between the two summer Board meetings so could not respond in a timely fashion. He further explained that Mr. Gauthier, Mr. Hamilton, and Mr. Wolfe worked with him to create a list, following a walk through, and will now prioritize projects and estimate costs with the intent of submitting to the town committee as soon as possible.

XV. NON-PUBLIC SESSION

At 6:44 p.m. a motion was made by Mr. Gauthier and seconded by Mr. Mitchell to enter into non-public session to discuss two personnel issues 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 6:55 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.

XV. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the meeting was adjourned at 6:56 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary