

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
Thursday, April 6, 2017
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Bea Douglas, Vice Chairperson
Linda Freese
Ted Mitchell
Ralph Odell

Others Present: John Freeman, Superintendent of Schools
Melissa Brown, Director of College and Career Readiness
Tobi Chassie, District Administrator
Derek Hamilton, Dean of Operations
Donna Lehmann, Director of Student Services
Kathy LeMay, Director of Interventions
Ross Morse, Community Liaison
Tucker Wolfe, Student Representative
Members of the Faculty
Members of the Public

Superintendent Freeman called the meeting to order at 5:30 p.m.

II. SCHOOL BOARD REORGANIZATION

Dr. Freeman explained the practice of the superintendent opening the meeting following the annual election of School Board members and school district meeting. He asked for nomination for chair of the School Board. Ms. Douglas nominated Mr. Wolfe for the position of chair, which was seconded by Mr. Mitchell. No additional nominations were made. Mr. Wolfe was approved as chair with four members voting in the affirmative and one person (Mr. Wolfe) abstaining from the vote.

Mr. Wolfe asked for nominations for vice chair. Ms. Freese nominated Ms. Douglas, which was seconded by Mr. Odell. No additional nominations were made. Ms. Douglas was approved as vice chair with four members voting in the affirmative and one person (Ms. Douglas) abstaining from the vote.

Mr. Wolfe asked for nominations for secretary. Ms. Douglas nominated Ms. Freese, which was seconded by Mr. Odell. No additional nominations were made. Ms. Freese was approved as secretary with four members voting in the affirmative and one person (Ms. Freese) abstaining from the vote.

III. AGENDA REVIEW

The following items were added:

- Special Education Rules (Ms. Lehmann)
- Correspondence (Mr. Odell)
- Minutes of Non-Public Session (Dr. Freeman)
- Community Heart and Soul (Mr. Wolfe)

IV. ACTION ON AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Ms. Freese to approve minutes of the March 16, 2017, meeting. On page one, change location of the meeting to Pittsfield Elementary School; on page two, paragraph one, change “tow” to “two;” and on page four, paragraph six and seven, change “Mr. Wofe” to “Mr. Wolfe.” The minutes were unanimously approved with changes made.

A motion was made by Mr. Wolfe and seconded by Mr. Mitchell to approve the non-public minutes of the March 16, 2017, meeting. The minutes were unanimously approved as written.

VI. PUBLIC INPUT - None

VII. STUDENT REPRESENTATIVE

Tucker Wolfe stated a community service proposal is being considered by Site Council. The proposal recommends an increase from 37.5 to 40 hours and inclusion of the number of hours on student transcripts.

VIII. DEAN OF INSTRUCTION

A. Teacher Evaluation: Concern Process

By report, Ms. Harvey reviewed the process outlined in the Professional Growth and Evaluation Plan used when a concern is raised about a faculty member.

B. Staffing Outlines for 2016-2017

In the absence of Ms. Harvey, Dr. Freeman stated this topic will be reviewed at the next School Board meeting.

IX. DEAN OF OPERATIONS

A. Senior Class Trip Transportation Request

Mr. Hamilton reviewed the details of the planned senior class trip. Only eleven students have committed to the trip, whereas the trip was budgeted for fifteen. The cost of the trip has been impacted by the number of students participating. Mr. Anthony explained a plan that would include three staff members driving their private vehicles, but acknowledged this would require a waiver of Board policy. Mr. Anthony further explained the cost of using the vehicles will be significantly less than renting a bus. Ms. Freese asked why more students are not participating. Mr. Anthony theorized it was due to cost and scheduling conflicts.

On a motion made by Ms. Douglas and seconded by Mr. Odell, the Board voted unanimously to waive the district's policy regarding transportation of students and approve the trip with insured drivers as proposed.

B. Baseball Team Excursion Request

According to Mr. Hamilton, the varsity boys' baseball team is requesting permission for an excursion to Cooperstown, New York, from April 27 to April 29.

On a motion made by Mr. Mitchell and seconded by Ms. Freese to approve the baseball team excursion as proposed.

X. DIRECTOR OF STUDENT SERVICES

A. Parent Survey Update

Ms. Lehmann informed the Board of a parent survey, required by the New Hampshire Department of Education, that has been sent out to the parents of students with disabilities.

B. Enrollment Numbers

Ms. Lehmann distributed information regarding the enrollment of students with disabilities. The current enrollment preschool through age 21 is 137 students. There are 6 students out of district placed by the district and two students placed by the Division of Children, Youth, and Families.

C. Special Education Rules

Ms. Lehmann explained changes have recently been made to the special education rules. She cited several examples.

D. Speech and Occupational Screening and Interventions

Ms. Lehmann explained the utilization of funds from the Individuals with Disabilities Act (IDEA) to conduct extended screenings and intervention programs for the 2016-2017 school year. She provided the Board with a description of occupational therapy services. The cost savings of conducting extended screenings instead of full evaluations was \$8,673. Ms. Lehmann also provided the Board with a description of speech therapy services. The cost savings realized by completing screenings rather than full evaluations was \$7,276.

XI. DIRECTOR OF COLLEGE AND CAREER READINESS

A. New Hampshire Technical Institute Discovery Day Field Trip

Ms. Brown informed the Board of a field trip being taken by approximately thirty juniors and seniors to New Hampshire Technical Institute on April 12, 2017.

B. Keene State College Field Trip

On April 18, 2017, according to Ms. Brown, eighth grade students will be touring KeenE State College.

C. Plymouth State University Field Trip

Ms. Brown informed the Board of a field trip being taken by the junior class on May 8, 2017, to Plymouth State University.

D. Foss Scholarship

According to Ms. Brown, the Foss Scholarship application was released on March 31, 2017. The deadline for the application is May 1, 2017.

E. Extended Learning Opportunities (ELO)

Ms. Brown reported the number of students enrolled in extended learning opportunities. In the 2015-2016 school year, ten ELOs were completed, nine of which had a community partner. In the 2016-2017 school year, sixteen ELOs are anticipated to be completed. An exhibition of learning for ELOs is scheduled for May 31, 2017 at 6:00 in the PMHS Lecture Hall.

F. SAT

Mr. Wolfe asked if the SAT test day went well, to which Ms. Brown indicated it had with the exception of two students coming into school late and needing to make up the test on an altered schedule.

XII. SUPERINTENDENT OF SCHOOLS

A. Nominations

Dr. Freeman provided the nomination list and explained the people not being renewed had been notified. On a motion made by Ms. Douglas and seconded by Ms. Freese the Board voted unanimously to approve the faculty nominations made by the superintendent for the 2017-2018 school year.

B. Calendar 2016-2017

Dr. Freeman reviewed a proposed change in the calendar due to the buildup of snow day closings. Concord has notified Pittsfield that the district will be shifting to the hour count this year because of lateness of their adjusted last day of school due to snow. Following that lead, he recommended the last day for students be June 20, the last day for teachers June 23.

On a motion made by Ms. Douglas and seconded by Mr. Mitchell the Board unanimously approved the altered school calendar with the students ending the year on June 20 and teachers ending their year on June 23.

C. Calendar 2017-2018

Dr. Freeman presented the proposed 2017-2018 calendar, which generally aligns with the Concord calendar so as not to disadvantage our CRCT students. He reviewed the details of the calendar.

On a motion made by Ms. Douglas and seconded by Ms. Freese the Board voted unanimously to approve the proposed calendar for 2017-2018 with a modification made to the last day of school.

D. FY18 Budget

Dr. Freeman explained the administration has devoted significant time since the school district meeting reviewing the adopted budget and making minor modifications to specific budget lines. Four professional positions and three paraprofessional positions have been identified for reduction.

Dr. Freeman notified the Board the kindergarten enrollment for next year is unusually high for this point in the registration process.

XIII. SCHOOL BOARD

A. Correspondence

Mr. Odell requested the secretary of the Board write a note to Jay Darrah for his award as Division IV Coach of the Year.

Mr. Wolfe read an email from a community member asking for information about the insurance plans offered to employees. With the help of our financial manager, Sally Blanchette, and Dr. Freeman, the information has been provided to the person making the request.

B. Community Heart and Soul

Mr. Wolfe explained the Economic Development Committee is attempting to organize a community effort to increase economic growth. A convening is being planned for April 29, 2017. Mr. Mitchell stated he would be participating.

XIV. COMMITTEE ASSIGNMENTS

A. Budget

Mr. Odell volunteered to continue as the Board's representative to the Budget Committee. Ms. Douglas acknowledged the competent work Mr. Odell has done on the committee. The Board thanked Mr. Odell for his continuation on the Budget Committee.

B. Drake Field & Facilities

Mr. Wolfe and Mr. Mitchell volunteered to continue on the Drake Field and Facilities committee.

C. Negotiations

Ms. Freese and Ms. Douglas agreed to continue with negotiations with the Education Association of Pittsfield.

D. Foss Foundation

Mr. Mitchell volunteered to continue with the Foss Foundation committee.

XV. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for April 20, 2017, at 5:30 p.m. at the Pittsfield Middle High School.

XVI. PUBLIC INPUT – 2nd Session

Ross Morse stated the New England Secondary School Consortium conference attended by Ms. Douglas, Ms. Bradley, Ms. Chassie, Mr. Billings, Mr. Mitchell, and himself was excellent, focusing on student centered learning.

Amber Violette thanked the Board for the reconsideration of the school assistance program (SAP) and stated her appreciation for the position being reinstated.

Lee Corson asked if the district is able to consider other insurance carriers. Dr. Freeman explained the two options available to school districts in New Hampshire. He stated the issue will be raised again during negotiations and further investigation will take place. Mr. Corson volunteered to assist the district in negotiating with companies, using his past experience.

XVII. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Odell, the Board voted unanimously to adjourn the meeting at 6:44 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary