

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
June 15, 2017
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: John Freeman, Superintendent of Schools
Melissa Brown, Director of College and Career Readiness
Tobi Chassie, District Administrator
Danielle Harvey, Dean of Instruction
Derek Hamilton, Dean of Operations
Kathy LeMay, Director of Interventions
Ross Morse, Community Liaison
Member of the Faculty
Members of the Public

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

II. AGENDA REVIEW

The following items were added:

- Smarter Balanced Results (Ms. Harvey)
- Budget Balance (Mr. Hamilton)
- Excursion Request (Mr. Hamilton)
- Student Attendance Update (Mr. Hamilton)
- Leave Requests (Dr. Freeman)
- Heating Oil (Dr. Freeman)
- Retirement System Audit Report (Dr. Freeman)

III. ACTION ON AGENDA

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

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Ms. Freese and seconded by Mr. Odell to approve minutes of the June 1, 2017, meeting. Minutes were approved as written.

A motion was made by Ms. Freese and seconded by Mr. Odell to approve minutes of the June 1, 2017, non-public session. Minutes were approved as written.

V. PUBLIC INPUT

Susan Bradley thanked School Board members and administrators for the time and effort expended in providing information for a grant application to the Barr Foundation.

VI. STUDENT REPRESENTATIVE

Mr. Hamilton, in the absence of Tucker Wolfe, informed the Board the Site Council has established three meetings for the summer.

VII. DEAN OF INSTRUCTION

A. Exhibition Night

Ms. Harvey provided the School Board members with the booklets from the 2017 Exhibition Night at PES and PMHS. Feedback has been provided to Ms. Harvey by parents about having the schedules online in advance of the evening's events.

B. Smarter Balanced Results

Ms. Harvey informed the School Board the Smarter Balanced results have been received. Although she has not fully analyzed the results, she wanted to let the Board know the results for individual students will be sent with report cards to parents this week. She briefly reviewed results, which were disappointing: English Language Arts; grade 3 – 36% proficient or above; Math; grade 4 – 53% proficient or above; English Language Arts; grade 8 – 55% proficient or above; Math; grade 8 – 21% proficient or above.

Ms. Douglas asked what Ms. Harvey thought about third graders typing their responses. Ms. Harvey reported she saw this as a problem for our third graders who do not have the required keyboarding skills. Dr. Freeman agreed to forward the concern to the New Hampshire Department of Education.

VIII. DEAN OF OPERATIONS

A. Budget Balance

Mr. Hamilton provided the School Board with information relative to the expenditure of the FY17 budget balance. The School Board approved the allocation of \$92,437.24 for 1) regular program supplies, books, and equipment - \$31,483; 2) building maintenance equipment, supplies - \$34,788.24; 3) Empower Learning Management System - \$5,800; and 4) Responsive Classroom training - \$21,000. Mr. Hamilton provided the School Board with suggestions for further expenditures including athletic supplies, technology, building maintenance, and energy audit.

On a motion made by Mr. Wolfe and seconded by Ms. Freese, the Board voted unanimously to approve the expenditure of \$597 for storage units, \$11,000 for PMHS lecture hall carpeting, \$37,935 for PES pendent fixture replacement to LED lamps, and \$3,000 for athletic supplies.

B. Excursion Request

Mr. Hamilton requested the School Board's permission for the boys' basketball team to travel to the Gold Rush Basketball Camp at Colby College from June 23 to 25, 2017. On a motion made by Ms. Douglas and seconded by Mr. Odell, the School Board unanimously approved the excursion.

C. Student Attendance Update

Mr. Hamilton reported PES and PMHS met their yearlong average daily attendance goals. At PES, the goal was 94% and the projected actual is 94.2%. At PMHS, the goal was 90% and the projected actual is 91.2%.

IX. DIRECTOR OF INTERVENTION AND TITLE I MANAGEMENT

A. Summer Program Update

According to Ms. LeMay, fifty students have signed up for the field trips planned for the summer. Ten grade 5 and 6 students will be receiving tutoring over the summer, based on scores in reading in math.

B. Progression of Support

The Progression of Support system, Pittsfield's version of a multi-tiered system of support for struggling students, is being wrapped up for the year. Summaries for the work done with students who have been served at the intervention or intensive phase will be documented so work can continue in the fall.

X. DIRECTOR OF STUDENT SERVICES

A. Communications Team

Four alumni spotlights were unveiled at Exhibition Night: Richard Foss, Gef Freese, Arthur Morse, and Sheila Vargas. The plan is to highlight approximately six alums each year hereafter.

B. Edutopia

According to Ms. Chassie and Ms. Bradley, Edutopia, an education website published by the George Lucas Educational Foundation, will be featuring three videos produced at the Pittsfield Middle High School. The Foundation celebrates and encourages innovation in K-12 schools across the country.

C. Good to Great Team

Ms. Chassie disseminated a summary of the recent program audit completed by the Good to Great Team. The team, with help from other faculty members, completed an audit of the Professional Growth and Evaluation Plan.

D. Nellie Mae Education Foundation

Ms. Chassie and Ms. Bradley provided the School Board with copies of the final reports produced as evaluation tools for the Nellie Mae Education Foundation. Also shared was a report from the community liaison, Ross Morse, documenting the many ways in which he creates and maintains critical links to our community.

E. Special Education Transition

Ms. Chassie and Ms. Lehmann are working diligently to create a smooth transition for students, parents, and teachers as Ms. Lehmann departs and Ms. Chassie resumes her role as director of student services. A letter has been sent to parents of students with disabilities to guarantee their knowledge of this change.

F. Visits

Ms. Chassie reported there have been thirty-four visits from other districts, agencies, and dignitaries this year to learn about the innovative educational practices at PMHS. This brings the PMHS grand total to eighty-four visits in four years. We have had an average of ten people per visit, which will total approximately 840 guests.

XI. SUPERINTENDENT OF SCHOOLS

A. Negotiations with Education Association of Pittsfield (EAP)

Dr. Freeman reported on the tentative agreement for a one-year contract with the EAP. There remains a question about the figure that will be used in the final expenditure; this is still being considered by the district's attorney. The impact on the tax rate, depending on the final amount will be either \$.25 or \$.28 per \$1,000 on the tax rate.

Dr. Freeman distributed a draft timeline for consideration of the proposed Collective Bargaining Agreement (CBA).

A motion was made by Ms. Douglas and seconded by Ms. Freese to approve the tentative agreement for a one-year contract with the EAP. Ms. Douglas stated the negotiations were very positive; teachers would like their step increase. Without the step increase and considering raises in health costs, teachers would take a decrease in pay. The motion passed unanimously.

Gerard Leduc, school district moderator, stated that he was in favor of the timeline and appreciated that it will be done in less than the sixty days that are available.

B. Authority to Hire

On a motion made by Ms. Douglas and seconded by Ms. Freese, the Board voted unanimously to give Dr. Freeman the authority to hire teachers over the summer months.

C. Leave Requests

Dr. Freeman distributed two letters of request, one from Mr. Michael Curtin, PES school counselor and one from Ms. Maryann Hatab, PMHS media specialist. Both requested the use of personal time on Friday, June 23, 2017. On a motion made by Ms. Douglas and seconded by Mr. Odell, the Board voted unanimously to approve the requests of Mr. Curtin and Ms. Hatab.

D. Health Insurance Alternatives

A meeting will be scheduled with the district's health insurance provider, Health Trust. Board members' schedules will be considered as this meeting is set.

E. Summer Meeting Schedule

Dr. Freeman proposed four dates for summer School Board meetings: July 6, July 20, August 3, and August 17. After discussion, the Board decided to have meetings on July 20 and August 17.

F. Heating Oil

Dr. Freeman explained he has not gone out to bid for the oil for the district. Mr. Wolfe explained he is receiving daily information, making it possible to watch pricing trends. When the price is right, oil will be purchased for the district using a broker rather than awarding a contract for the year.

G. New Hampshire Retirement System Audit

Dr. Freeman distributed a letter from the New Hampshire Retirement System, which has completed a recent audit of the retirement records pertaining to the Pittsfield School District employee and teacher accounts. Short of a few minor changes, all records were in good order.

XII. SCHOOL BOARD

XIII. COMMITTEE ASSIGNMENTS

A. Budget

B. Drake Field & Facilities

C. Negotiations

D. Foss Foundation

XIV. PLAN AGENDA FOR NEXT MEETING

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

XV. PUBLIC INPUT

Adam Gauthier asked if a request has been made to use Drake Field for an upcoming date for the purposes of showing a movie. Mr. Hamilton responded in the affirmative.

Mr. Gauthier asked if there was cooperation between the town and the school district for the purchase of oil. Dr. Freeman assured Mr. Gauthier that he communicates with the town administrator on matters such as the purchase of oil.

Gerard LeDuc stated the Budget Committee will work diligently to shorten the draft timeline for the proposed collective bargaining agreement.

XVI. NON-PUBLIC SESSION

At 6:30 p.m. a motion was made by Ms. Douglas and seconded by Mr. Odell to enter into non-public session to discuss recommended changes to administrator contract us under the authority of RSA 91-A:3, II (a). The Board was polled and voted unanimously (Ms. Douglas, yes; Ms. Freese, yes; Mr. Odell, yes; Mr. Wolfe, yes).

No action was taken in non-public session.

At 6:49 p.m. a motion was made by Ms. Douglas and seconded by Mr. Odell to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously (Ms. Douglas, yes; Ms. Freese, yes; Mr. Odell, yes; Mr. Wolfe, yes) to exit the non-public session and re-enter into open session.

XVII. ADJOURNMENT

On a motion made by Ms. Douglas and seconded by Ms. Freese, the Board voted unanimously to adjourn the meeting at 6:50 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary