

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

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**MINUTES**

Pittsfield School Board Meeting  
July 20, 2017  
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson  
Ted Mitchell  
Ralph Odell

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

Chairperson Wolfe called the meeting to order at 5:31 p.m.

II. AGENDA REVIEW

The following items were added:

- Performance Assessment for Competency-based Education (Ms. Harvey)
- NG<sup>2</sup> (Ms. Harvey)
- End of School Professional Learning (Ms. Harvey)
- PES Promotions / Retentions (Ms. Harvey)
- State Performance Plan Indicator Determination Letter (Ms. Chassie)
- Staffing Proposal (Ms. Chassie)
- School District Meeting (Dr. Freeman)
- Summer Academy Celebration (Dr. Freeman)
- Nellie Mae Project Reports (Dr. Freeman)
- PATCH Health Clinic Report (Dr. Freeman)
- School Safety Report (Dr. Freeman)
- Student Assistance Program Report (Dr. Freeman)
- Resignation (Dr. Freeman)
- Budget (Mr. Odell)

### III. ACTION ON AGENDA

On a motion made by Mr. Mitchell 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 Mr. Mitchell and seconded by Mr. Odell to approve minutes of the June 15, 2017, meeting. Minutes were approved as written.

A motion was made by Mr. Wolfe and seconded by Mr. Odell to approve minutes of the June 15, 2017 non-public session. Minutes were approved as written.

### V. PUBLIC INPUT

Ross Morse commented on the Budget Committee Hearing, held on Wednesday, July 19, 2017. He stated his concern for the lack of understanding of the public relative to the impact of the vote on the master contract.

### VI. STUDENT REPRESENTATIVE

Tucker Wolfe stated a summer Site Council meeting was held on July 19, 2017. Mr. Mitchell stated Tucker was the only student present. There will be another summer meeting with the hope of better attendance. The topics discussed were end-of-year codes in the grading system and mid-term examination schedules.

### VII. DEAN OF INSTRUCTION

#### A. Performance Assessment for Competency-based Education (PACE)

Ms. Harvey informed the Board of data that was submitted to the New Hampshire Department of Education for PACE assessments. She stated she has been invited to attend a meeting in support of the New Hampshire Learning Initiative's proposal to the Assessment for learning Project to combine the PACE efforts with the work of the personalization from the NG<sup>2</sup> grant.

#### B. NG<sup>2</sup>

According to Ms. Harvey, a reflection was conducted with three other schools who participated in NG<sup>2</sup>. Multiage teachers Bernadette Rowley, Liz Erickson, Tessa Mancini, and Kristen Brown participated in a conference that was very productive and worthwhile.

#### C. End-of-Year Professional Learning

Ms. Harvey provided the Board with information about the professional learning opportunities offered to the faculty during the last three days of the contract year.

#### D. PES Promotion / Retentions

Ms. Harvey informed the Board of three retentions that were decided at PES.

### VIII. DEAN OF OPERATIONS

#### A. Building Inspections

According to Mr. Hamilton, Don Tyler from the Pittsfield Fire Department conducted a courtesy inspection on June 20, 2017. Mr. Hamilton provided the Board with a copy of the report and provided reassurance that the items cited in the report are being remedied.

#### B. Student Discipline Data

Mr. Hamilton stated there were seven bullying incidents reported in the district during the past school year. Of the seven, three reports were substantiated. At PES there was a 30% decrease in the total number of behavior referrals. At PMHS there was nearly a 50% decrease in behavior referrals.

#### C. Student Truancy

Mr. Hamilton explained habitual truancy is defined as ten half days of unexcused absence during the school year. At PES forty-seven students met the criteria and at PMHS sixty-five students met the criteria to be identified as habitually truant. Mr. Hamilton explained the Attendance Team will be planning a focus group of habitually truant students in early September. The Team will collect data and look for common themes to plan action steps accordingly.

### IX. DIRECTOR OF STUDENT SERVICES

#### A. Extended School Year

The extended school year program is going smoothly. Unfortunately, poor attendance is an issue with some students who met the criteria to attend. Attempts are made daily to contact the families of absent students. Data will be analyzed at the end of the program to inform decisions for next summer.

#### B. State Performance Plan Indicator Determination Letter

Ms. Chassie distributed a letter from the New Hampshire Department of Education informing the status of determination, required under the Individuals with Disabilities Education Act 2004, on such issues as suspension, identification, timeliness of evaluations, and transitions. All indicators being measured were met with success.

### C. Staffing Proposal

Ms. Chassie explained there are thirteen paraprofessional vacancies to be filled. In the past, these positions have not been successfully filled due to non-competitive pay scale and lack of benefits. She suggested considering the hiring of teacher instead of paraprofessionals. According to Sally Blanchette, financial manager, it would take three paraprofessional positions to fund a teacher. Ms. Chassie suggested trading nine paraprofessional positions for three special education teachers. One would be assigned to middle school and two to elementary school. This proposal would also result in more highly qualified professionals working with our students with disabilities. The Board gave informal approval of making this change in the staffing pattern.

### X. DIRECTOR OF INTERVENTIONS / TITLE I MANAGER

#### A. Title I Grant Update

Ms. Lemay explained the increase in funds available through the Title I grant. After careful consideration on how to expend the funds, it was decided a teacher would be hired to support math intervention at PES.

### XI. DIRECTOR OF COLLEGE AND CAREER READINESS

#### A. Senior Graduation Update

Ms. Brown stated there were thirty-six students in the class of 2017 cohort. Twenty-six student graduated, one student earned a HiSET equivalency, seven students will require additional time to earn their diploma, and two students dropped out.

#### B. Scholarship Update

According to Ms. Brown, \$39,350 were awarded from local scholarships, \$21,500 being from the Foss Family Scholarship. Additionally, past graduates were awarded \$18,000 from the Foss Family Scholarship.

#### C. Post-Secondary Plans

The post-secondary plans for the class of 2017 included five students attending a four-year college/university, five students attending a two-year college, two students attending a trade school, three students enlisting in the military, and eleven students either taking a gap year or being employed.

#### D. Middle School Retentions

Four eighth grade students, according to Ms. Brown, are being retained. Meetings with students and their families will be taking place to plan for the 2017-2018 school year.

## XII. SUPERINTENDENT OF SCHOOLS

### A. Resignation

Dr. Freeman presented a letter of resignation from Nick Persson, middle school social studies teacher. On a motion made by Mr. Mitchell and seconded by Mr. Odell, the Board voted unanimously to approve the resignation.

### B. School District Meeting

Dr. Freeman provided the Board with draft wording for an article relative to the teacher contract, which will need to be approved by the DRA. The Deliberative Session has been tentatively scheduled for Thursday, August 17, 2017, at 7:00 p.m. at PES. Dr. Freeman recommended the school's attorney be invited due to the district's inexperience with SB2 proceedings; the Board approved.

Dr. Freeman provided the Board with the handout distributed at the Budget Committee hearing. He is planning to distribute information at Old Home Day. He asked if Board members thought further publicity was warranted. Mr. Wolfe stated a simplified explanation would help the public to understand the impact of the upcoming vote.

### C. Summer Academy Celebration

Summer Academy celebration is scheduled for July 20, 2017, at 6:00 p.m.

### D. Nellie Mae Project Reports

Dr. Freeman provided the Board with two reports associated with the PMHS Nellie Mae Education Foundation grant.

### E. PATCH Health Clinic Report

Dr. Freeman provided the Board with the annual report on the PATCH Health Clinic, prepared by Sue Hemingway, PATCH liaison.

### F. School Safety Report

Dr. Freeman provided the Board with the annual School Safety Report.

### G. Student Assistance Program Report

Dr. Freeman provided the Board with the annual Second Start report on the Student Assistance Program.

XIII. SCHOOL BOARD

XIV. COMMITTEE ASSIGNMENTS

A. Budget

Mr. Odell commented on the hearing held on Wednesday night. He felt that for the most part, people seemed positive about the teacher contract proposal.

B. Drake Field & Facilities - None

C. Negotiations - None

D. Foss Foundation - None

XV. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for August 17, 2017, at 5:30 p.m. at the Pittsfield Elementary School.

XVI. PUBLIC INPUT (Second Session) – None

XVII. NON-PUBLIC SESSION

At 6:12 p.m. a motion was made by Mr. Odell and seconded by Mr. Mitchell to enter into non-public session to discuss employee compensation under the authority of RSA 91-A:3, II (a). The Board was polled and voted unanimously (Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes).

No action was taken in non-public session.

At 6:18 p.m. a motion was made by Mr. Wolfe 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 (Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

XVIII. ADJOURNMENT

On a motion made by Mr. Wolfe and seconded by Mr. Mitchell, the Board voted unanimously to adjourn the meeting at 6:19 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary