

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  
October 5, 2017  
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: John Freeman, Superintendent of Schools  
Tobi Chassie, Director of Student Services  
Derek Hamilton, Dean of Operations  
Danielle Harvey, Dean of Instruction  
Kathy LeMay, Director of Intervention & Title I Manager  
Ross Morse, Community Liaison  
Members of the Faculty  
Members of the Student Body

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

II. AGENDA REVIEW

The following items were added:

- Policy Review Proposal (Dr. Freeman)
- FY17 Financial Report (Dr. Freeman)
- FY18 First Quarter Expenditure Report (Dr. Freeman)
- Budget Calendar (Dr. Freeman)
- Tuition Students (Dr. Freeman)

Dr. Freeman reminded the Board of the items on the non-public session agenda which include:

- Student Matter
- Employee compensation
- Negotiations with EAP

III. ACTION ON AGENDA

On a motion made by Mr. Odell and seconded by Ms. Douglas, 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 September 21, 2017, meeting. On page three, paragraph one, omit the work us from “contract us under” and in paragraph five, change date to “October 5, 2017.”

On a motion made by Mr. Wolfe and seconded by Ms. Douglas, the Board voted unanimously to approve the non-public minutes of September 21, 2017.

V. PUBLIC INPUT – None

VI. INTRODUCTION

Ms. Chassie introduced Shannon Fitch, special education teacher for grade one and two at PES. She is a graduate of Simmons College and the University of New Hampshire.

VII. STUDENT REPRESENTATIVE – None

VIII. DEAN OF INSTRUCTION

A. Learning Studios

Ms. Harvey provided the Board with a list of the learning studios being offered for the fall of 2017 to PMHS students.

B. Fall Professional Learning Day

Ms. Harvey informed the Board of the plan for the October 6 teacher workshop day; a variety of workshops and trainings are being offered to faculty and staff.

IX. DEAN OF OPERATIONS

A. Youth Leadership Institute and Student Presentations

Mr. Hamilton introduced Colton Gaudette who began a protocol in order to introduce the members of the Youth Leadership Institute. Students introduced themselves and provided the School Board with information about the conference, which was held in Massachusetts during the summer, including the information they shared and the information they learned from other presentations.

The students also spent time at the conference learning about school funding in New Hampshire and the issue of equity. The students will be attending a retreat in Concord, New Hampshire, later in the month to further develop their ideas to continue raising awareness and increasing students' interest.

Dr. Freeman offered to provide the students with financial information and a contact with a group from the New Hampshire Legislature which is studying the issue of school funding.

Students praised the Youth Leadership Institute as an opportunity to experience leadership roles, meet other people, and deepen their relationships with one another.

Jenny Wellington, PMHS teacher and advisor of the Youth Leadership Institute, stated her appreciation of the role played by Pittsfield Listens. She thanked Pittsfield Listens director Molly Messenger for the assistance she has provided. She praised the students for their contributions to the Youth Leadership Institute.

#### B. Athletic Hall of Fame

According to Mr. Hamilton, there were two individuals were inducted into the PMHS Athletic Hall of Fame during Homecoming Weekend: Krista Hast-Fitzgerald, class of 1980, and Rick Anthony, class of 1982, were honored for their contributions to athletics at PMHS.

#### C. District Attendance Team

The District Attendance Team's role was summarized by Mr. Hamilton. Each quarter will feature a progressive approach to promoting and recognizing school attendance. The team will also be creating an action plan aimed at supporting chronically absent students.

#### D. Site Council Presentation

On October 13, Mr. Hamilton will be accompanying PMHS English teacher, Jenny Wellington and a small group of Site Council representatives to the New Hampshire Historical Society in Concord for a workshop hosted by the New Hampshire Institute for Civics Education and the New Hampshire Association for Middle School Education. They will be participating in the morning session and presenting in the afternoon session.

#### E. Student Leadership Workshop

Mr. Hamilton explained the Student Leadership Workshop at PMHS on September 19, 2017. The purpose of the workshop was to build an understanding of student leadership qualities that can be applied inside and outside the school. Student leaders facilitated all of the workshop activities.

Stefne Ricci, Peyton Shaw, Tucker Wolfe, and Jacob Marcotte all played key roles in facilitating whole group discussions and activities designed for students to identify their leadership strengths.

X. DIRECTOR OF STUDENT SERVICES

A. Special Education Aid

Ms. Chassie explained that Catastrophic Aid has been renamed Special Education Aid by the state.

B. Paraprofessional Positions

Three new paraprofessionals have been hired in the district: Emma Keogh, Rebecca Goodwin, and Sarah Daigle.

C. Paraprofessional Training

Ms. Chassie has arranged for a series of professional development sessions for paraprofessionals throughout the year.

XI. DIRECTOR OF COLLEGE AND CAREER READINESS

Ms. Brown was not able to attend the meeting due to a conflict with her graduate class. By report, she provided the following:

A. Registration and Withdrawals

At PMHS, there have been seventeen enrollments and twenty-eight withdrawals from the district. At PES, there have been twenty-four enrollments and twenty-five withdrawals to this point in the school year.

B. College Board

The College Board examination day will take place on Wednesday, October 11 for grades 8 through 12. The seventh grade students will be going on a field trip.

C. Running Start

Currently, PMHS offers three Running Start courses. This program provides students the opportunity to take a course at our school, taught by one of our teachers, and earn high school credit as well as college credit through New Hampshire Technical Institute. Six students have registered for American Literature, fifteen registered for Composition, and sixteen for College Algebra. The cost of the program is \$5,400. If these students took courses at NHTI, it would cost approximately \$38,000, saving the students and their families over \$32,000.

#### D. PMHS Orientation and Open House

Thirty-six (97%) seventh grade students and their families attended orientation and open house on Monday, August 28, while thirty (83%) ninth grade students and families attended the event.

### XII. SUPERINTENDENT OF SCHOOLS

#### A. Policy Recommendations

A motion was made by Mr. Mitchell and seconded by Mr. Odell to approve the following policies: 1) Policy IGE, Parental Objections to Specific Course Material; 2) Policy IHAK, Character and Citizenship; 3) Policy IHAM, Health Education and Exemption from Instruction; and 4) Policy JLF, Reporting Suspected Child Abuse or Neglect.

Mr. Wolfe asked questions regarding Policy ADB. Dr. Freeman removed Policy ADB from the motion and agreed to provide further information before requesting the Board to vote on Policy ABD. The motion passed unanimously.

#### B. Budget Development Timeline

Dr. Freeman explained Budget Committee Chairperson Bob Schiferle and District Moderator Gerald LeDuc have proposed a different timeline of events leading up to budget adoption. Dr. Freeman stated the requested date for submission of the district's budget materials cannot be met; Mr. Freeman has advised Mr. Schiferle of this.

Further, Mr. Schiferle and Mr. LeDuc have proposed that the deliberative session be held on a Monday evening and not the day approved by the Board. Dr. Freeman conferred with the district's attorney, and it was confirmed the Board is responsible for setting the schedule of district meetings.

#### C. Policy Review

Dr. Freeman distributed a proposed review cycle for policies. The Board was in agreement with the plan.

#### D. FY17 Expenditure Report

Dr. Freeman distributed the FY17 Expenditure Report, which has been finalized. The return to the Town is \$80,944.65, which is an estimated \$.30 per \$1,000.

#### E. FY18 Expenditure Report

Dr. Freeman distributed the FY18 Expenditure Report to provide the Board with an estimate of expenditures to date. Dr. Freeman cautioned that the current report does not yet include all encumbrances for the year and stated that he will provide a revised statement to the Board when available.

#### F. Key Budget Development Events

Dr. Freeman distributed a proposed list of dates for events designed to inform the public of the budget development process

#### G. Tuition Students

Dr. Freeman distributed a list of school districts who may potentially be interested in tuitioning their students to PMHS. He also shared a draft of a letter that would be sent to districts inviting them to tuition students to PMHS. The Board directed Dr. Freeman to move forward with the letters.

#### H. School District Development

Dr. Freeman explained the plans in motion for revising the district's long term plan and articulation documents. He is intending to develop an inclusive process for the review of the mission, vision, guiding principles and slogan, utilizing Pittsfield Listens to assist in the process.

Dr. Freeman proposed a district-wide retreat to create a concrete version of the outcome of Phase I of the process. He stated people from the Nellie Mae Education Foundation and Educational Development Center will co-facilitate. Dr. Freeman suggested the Board may be asked to approve a no-student day between Christmas and February vacation to accommodate this process.

The accomplishment of Phase I and II will set the district up to conduct a thorough review, revision, and extension of our logic models. The Board was in consensus to support this rough plan, with further details forthcoming. The Board was also encouraged to participate in the three phases as much as possible.

#### XIII. PUBLIC INPUT (Second Session) - None

#### XIV. NON-PUBLIC SESSION

At 6:30 p.m. a motion was made by Mr. Mitchell and seconded by Mr. Odell to enter into non-public session to discuss a student matter, employee compensation, and negotiations with the EAP under the authority of RSA 91-A:3, II (a) and (c). The Board was polled and voted unanimously (Ms. Douglas, yes; Ms. Freese, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to enter into non-public session.

No action was taken in non-public session.

At 7:24 p.m. a motion was made by Mr. Mitchell 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; Ms. Freese, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

XV. SCHOOL BOARD

XVI. COMMITTEE ASSIGNMENTS

A. Budget

B. Drake Field & Facilities

C. Negotiations

D. Foss Foundation

XVII. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for October 19, 2017, at 5:30 p.m. at the Pittsfield Middle High School.

XVIII. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Ms. Freese, the Board voted unanimously to adjourn the meeting at 6:25 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary