

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

MINUTES

Pittsfield School Board Meeting
August 17, 2017
Pittsfield Elementary School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Linda Freese
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
Kathy LeMay, Director of Interventions / Title I Manager
Ross Morse, Community Liaison
School District Attorney (arrive at 6:15 p.m.)
School District Moderator
Members of the Public

Chairperson Wolfe called the meeting to order at 5:34 p.m.

II. AGENDA REVIEW

The following items were added:

- Public Policy (Mr. Odell)
- Request for Release from Contract (Dr. Freeman)

III. 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.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Mr. Odell to approve minutes of the July 20, 2017, meeting. On page one, change "District Administrator" to

“Director of Student Services.” On page two, section VII B, change “NH²” to NG².”
The Board voted unanimously to approve the minutes as corrected.

A motion was made by Mr. Wolfe and seconded by Mr. Odell to approve minutes of the July 20, 2017, non-public session. Minutes were unanimously approved as written.

V. PUBLIC INPUT – None

VI. STUDENT REPRESENTATIVE – None

VII. NON-PUBLIC SESSION

At 5:40 p.m. a motion was made by Mr. Wolfe and seconded by Ms. Freese to enter into non-public session to consider a request by a parent to assign a student to a school outside the district under the authority of RSA 91-A:3, II (c). The Board was polled and voted unanimously (Ms. Freese, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to

At 5:57 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Freese to exit the non-public session and re-enter into open session. The Board was polled and voted unanimously (Ms. Freese, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to exit the non-public session and re-enter into open session.

VIII. DEAN OF INSTRUCTION

A. Executive Function Instruction

Ms. Harvey provided the Board with information about executive function skills; the district will be working to address executive function in our PS-12 students this year.

B. New Teacher Orientation

According to Ms. Harvey, the administrative team shared the facilitation of new teacher orientation. Six of the eight new hires were able to join the first two days. Additional days of training will be provided next week. The new teacher reception will be held on September 7, 2017, at 4:30 p.m. in the PMHS Media Center.

IX. DEAN OF OPERATIONS

A. PES Family Handbook

In accordance with School Board Policy CHCA, Mr. Hamilton, by report, requested the approval of the PES Family Handbook. Dr. Freeman will be directing Mr. Hamilton to include the district’s vision, mission, values, and guiding principles. On a motion made by Ms. Freese and seconded by Mr.

Odell, the Board unanimously voted to approve the PES Family Handbook with the addition suggested above.

B. PMHS Student and Family Handbook

In accordance with School Board Policy CHCA, Mr. Hamilton, by report, requested the approval of the PMHS Family Handbook. On a motion made by Mr. Mitchell and seconded by Mr. Wolfe, the Board unanimously voted to approve the PMHS Student and Family Handbook with the addition of the vision, mission, and guiding principles.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Promotions and Retentions

Ms. Brown reported that as of the last day of school, eighty-three students (60%) were promoted to the next grade level in grades nine through eleven. Fifty-five students (40%) were retained due to the failure to earn enough credits and/or obtain grade level English credit.

XI. DIRECTOR OF INTERVENTIONS & TITLE I MANAGER

A. Summer Program Update

Ms. LeMay stated Title I funded five field trips this summer. Unfortunately, only 65% of those signed up for the trips attended, which included both students and chaperones. A formal evaluation will be completed in consideration of possible improvements for next summer's program.

Seven out of the twenty students identified to participate in tutoring actually participated. A more comprehensive report will be provided by the agency providing the tutoring.

Ms. LeMay explained the "Evidence of Summer Learning" program. Twenty-six students have met their summer learning goal. A celebratory summer party will be held on August 18, 2017, to celebrate their learning.

B. Kindergarten Camp

Ms. LeMay reported on Kindergarten Camp, which ran for four sessions over two weeks. Each week ended in a luncheon celebration. There were seventy participants in the first week celebratory luncheon and in the second week. A full report on K-Camp will be provided to the Board at a later meeting.

XII. SUPERINTENDENT OF SCHOOLS

A. Request for Release from Contract

On a motion made by Mr. Wolfe and seconded by Ms. Freese, the Board unanimously approved the request for release of Katie Howe from her 2017-2018 teaching contract with regret and best wishes.

B. 2018-2019 School District Budget

Dr. Freeman distributed the *Draft Budget Development Timeline* for the Board's approval. He asked the School Board for direction for the administrative team as the planning begins. Mr. Wolfe directed the administrative team to be as conservative as possible. He said the administrators should scrutinize, as usual, every request made.

Mr. Wolfe asked what the last date possible would be for presenting a proposed teacher contract. Dr. Freeman stated an attempt will be made to have a proposed contract by late November.

C. Nellie Mae Education Foundation Grant

Dr. Freeman shared the first of monthly reports provided by Project Manager, Susan Bradley. The sixth and final phase of implementation has begun for the 2017-2018 school year. During this school year, the district will receive technical assistance in the areas of continuous improvement, evaluation of outcome measures, and logic model revision and training.

During the 2016-2017 school year, two educators have included the Pittsfield School District in their academic research. George Philhower from Western Wayne Schools in Indiana and Aubrey Scheopner-Torres from Saint Anselm College have used data gathered in the district in their research.

The Restorative Justice, Assessing Competencies, and Site Council videos produced by Edutopia featuring the innovative student centered learning work of the district, have been shared nationally on the Edutopia website and Facebook page.

D. School District Meeting

The School Board finalized plans for the deliberative session and the ballot vote session. Discussion ensued regarding the insurance plans available to the school district personnel. Moderator Gerard LeDuc and Attorney Jay Boynton joined the Board at the table. Mr. LeDuc reviewed the rules by which he will abide, including maintaining participant respect of one another and providing every individual the chance to speak before a person is allowed speaking again. Mr. LeDuc also stated he will keep the discussion focused on the issue at hand, which is the teacher's contract. Mr. Wolfe asked Attorney Boynton to clarify

what the public can do at the meeting. Attorney Boynton read the law and pointed out the contradiction within the wording. In Attorney Boynton's opinion, the dollar amount of the warrant can be modified by the public and the approved figure taken back to negotiations between the teachers and School Board.

XIII. SCHOOL BOARD

A. Public Policy

Mr. Odell stated rural America becoming the new "inner city." Rural New Hampshire, according to Mr. Odell, will be impacted by an increase in tax burden. He suggested making known to the Selectmen the issues Pittsfield is facing is faced across the state and nation. Tension is mounting, especially when there are multiple towns in an SAU with some towns bearing a greater burden than others.

XIV. COMMITTEE ASSIGNMENTS

A. Budget - None

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 September 7, 2017, at 5:30 p.m. at the Pittsfield Middle High School.

XVI. PUBLIC INPUT (Second Session)

Kevin Gibson stated he was in favor of the warrant article and came to the meeting to ask questions and be sure he had accurate information. He acknowledged the passing of the warrant is critical if we are to keep teachers from leaving the district.

XVII. ADJOURNMENT

On a motion made by Mr. Mitchell 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