

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

MINUTES

Pittsfield School Board Meeting
February 1, 2018
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, Director of Student Services
Derek Hamilton, Dean of Operations
Kathy LeMay, Director of Intervention & Title I Manager
Ross Morse, Community Liaison
Member of the Faculty

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

II. AGENDA REVIEW

The following items were added to the agenda:

- Talking Points (Ms. Chassie)
- Grant Celebration (Dr. Freeman)
- School Funding (Dr. Freeman)
- District Retreat (Dr. Freeman)
- Non-Public Item (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 Ms. Douglas. The minutes were amended to correct the footer to read January 18, 2018. The Board unanimously approved the minutes of the January 18, 2018, meeting as amended.

V. PUBLIC INPUT

Elizabeth Erickson requested of the Board permission for her daughter to attend kindergarten in Pittsfield as a non-resident attendee. Dr. Freeman offered to research the issue and report back to the Board.

VI. STUDENT REPRESENTATIVE

Colby Wolfe introduced Co-Chair Tucker Wolfe of the Site Council to present a proposal regarding senior release. Tucker provided rationale for allowing seniors to use their senior release privilege to be excused from content block on Wednesdays.

On a motion made by Ms. Douglas and seconded by Ms. Freese, the Board unanimously approved the change to the policy regarding senior release.

VII. DEAN OF OPERATIONS

A. Senior Class Trip

Meredith Smith, on behalf of the senior class, presented a proposal for the Class of 2018 senior trip. She was accompanied by a number of seniors and the class advisor, Ms. Kathy Vassallo. Meredith distributed a handout that described the details of the proposed trip to Crab Apple Whitewater, Inc. in The Forks, Maine. The charge per person will be \$128. It is anticipated twenty-five seniors will participate.

On a motion made by Mr. Mitchell and seconded by Mr. Odell, the Board unanimously approved the senior trip as presented.

B. Senior Baccalaureate

Emily Dunagin, on behalf of the senior class, presented a proposal to eliminate Senior Baccalaureate from the senior end-of-year activities. The class is concerned that low attendance at the event would be a poor reflection on the class and the school. She described the communication efforts that will be made if the Board approves the elimination of Baccalaureate. Ms. Douglas asked Mr. Hamilton for numbers of attendees in the past years, to which he reported approximately 50 to 70%. Dr. Freeman stated the tradition is long standing and quaint; he stated that he is sad to support the proposal. However, he understands that many people are not church-going folks so a baccalaureate

is not as meaningful as it once was. The Board asked the students to conduct a survey of their parents and report the results to the Board at a future meeting.

VIII. DEAN OF INSTRUCTION

A. Movie Approval

Ms. Harvey, by report, requested, on behalf of Ms. Mancini, PES teacher, the showing of a movie. *Matilda*, rated PG, is requested to be shown in conjunction with a literacy activity. On a motion made by Ms. Douglas and seconded by Ms. Freese, the Board unanimously approved the viewing of the movie *Matilda* as requested.

IX. DIRECTOR OF STUDENT SERVICES

A. Talking Points

Ms. Chassie distributed information on out-of-district placements and grants to be used when Board members are talking to community members.

B. Council for Exceptional Children Conference

Using Individuals with Disabilities Education Act (IDEA) grant funds, two special educators will be attending the 2018 Council for Exceptional Children Conference in Tampa, Florida on February 7, 8, 9, and 10, 2018.

C. Extended School Year Programs

The special education team will begin reviewing data and determining a plan for the summer of 2018 extended school year program.

D. Professional Growth and Evaluation Plan

Ms. Chassie reported observations mandated by the Professional Growth and Evaluation Plan are being accomplished. The process mirrors a coaching cycle and provides an opportunity for the teacher to receive feedback to improve instructional practices.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Community College System of New Hampshire

On Thursday, January 18, 2018, admission counselors from New Hampshire Technical Institute, Great Bay Community College, and Lakes Region Community College came to PMHS for the annual instant admission day. Seventeen appointments were scheduled for students to meet counselors.

B. Eighth Grade Promotion Ceremony and Retention Policy Letters

Ms. Brown explained the steps she takes to ensure eighth grade students and their families are aware of their standing to participate in the promotion ceremony. She provides progress reports, promotion letter, retention explanations, and conducts meetings for students who are in danger of not meeting the requirements to participate in the promotion ceremony.

C. National Honor Society

Two students will be inducted into the PMHS Chapter of the National Honor Society during the annual ceremony to be held on Wednesday, February 2, 2018, at 6:00 p.m.

D. Hospitality Field Trip

On January 19, 2018, seventeen students were escorted on a hospitality industry field trip to Manchester. They learned of all the job opportunities at a hotel, sports arena, and restaurant, such as accounting, management, and technology.

XI. DIRECTOR OF INTERVENTIONS / TITLE I MANAGER

A. Family Resource Center

The Early Childhood Consortium is in the process of creating family resource centers at both laundromats in town. Grant funds have been used to purchase bookshelves that will be filled with donated books, flyers, and other resources for families.

B. Struggling Student Check-Ins

Ms. LeMay reported she met with PMHS common planning time teams to discuss struggling students. Plans were created around each student, utilizing the Progression of Support system. Dr. Freeman commended the administrators who take the lead on following the progress of individual students.

C. Scholastic Family Voice Project

Ms. Lemay distributed a letter written to Dr. Freeman from the New Hampshire Department of Education, congratulating the district on their selection to be part of the Scholastic Family Voice Project.

XII. SUPERINTENDENT

A. Policies

Dr. Freeman recommended policies as follows: Policy DD, Funding Proposals and Applications; Policy DI, Fiscal Accounting and Reporting; Policy DIE, Audits; Policy DIH, Fraud Prevention and Fiscal Management; Policy DJ, Purchasing; Policy DJE, Bidding Requirements; Policy DJG, Vendor Relations; Policy DK, Payment Procedures; Policy DKA, Payroll Procedures; Policy DKC, Expense Reimbursements; Policy DN, Disposal of Materials and Equipment.

On a motion made by Ms. Douglas and seconded by Ms. Freese, the policies presented were accepted unanimously by the Board.

B. Deliberative Session

Dr. Freeman reviewed plans for the Deliberative Session. According to Dr. Freeman, the Board has traditionally met prior to the annual school district meeting. The Board agreed to post a meeting and meet before the Deliberative Session.

Dr. Freeman provided the Board with a copy of the Warrant and asked for volunteers to make and second motions, should the traditional format be followed for bring matters under consideration at the meeting.

Dr. Freeman distributed a document outlining budget history for the past ten years. The ten-year difference in budgets was +\$153,631 or +1.5%. He reviewed key issues impacting the budget variation this year. Finally, he provided differences between previous collective bargaining agreements and the current proposal.

C. Expenditure Report

Dr. Freeman provided the Board with a mid-year expenditure report for their review.

D. School Funding

Dr. Freeman distributed communication from Attorney Andru Volinsky regarding issues of school funding, including Article 83, which Attorney Volinsky referenced in his email communication. Attorney Volinsky stated his willingness to have a discussion with the Board during a non-public session. The Board agreed to meet with Mr. Volinsky.

E. Grant Celebration

Dr. Freeman reminded the Board of past events celebrating the work

accomplished during the Nellie Mae Education Foundation grant. There exists another opportunity to celebrate the work, using Foundation funds. Project Manager Susan Bradley explained the possibilities of student-centered presentations being the main program event. Discussion ensued regarding the timing of such an event. It was decided the event would be held on March 24, 2018.

F. District Retreat

Dr. Freeman stated the dates for the district retreat have been finalized and will be held on the afternoons of March 26 and 27, 2018.

On a motion made by Ms. Douglas and seconded by Ms. Freese the Board voted unanimously to approve a change in the calendar to accommodate the plans for a district retreat.

G. Annual Audit

According to Dr. Freeman, an unexpected problem with the annual audit for the 2016-2017 district finances has surfaced. The company contracted to conduct the audit has not complied in spite of numerous requests by the SAU. Financial Manager Sally Blanchette has contacted the company used previously to complete the audit. Although willing to do the audit, they will be unable to complete it until the summer of 2018. Ms. Blanchette is in the process of requesting an extension from the state, and expects that this will not be a problem. A proposal will be coming to the Board to switch back to the original and current auditor.

XIII. COMMITTEE ASSIGNMENTS

- A. Budget Committee - None
- B. Drake Field & Facilities - None
- C. Negotiations – None
- D. Foss Foundation – None

XIV. PUBLIC INPUT (Second Session)

Ross Morse reported on events scheduled to assist the community in understanding SB2 and the budget process.

Mr. Morse acknowledged the work of PMHS Teacher James Coburn to provide the event that offered parents the opportunity to view the movie, “Screenagers” and discuss its implications for children and youth.

Mr. Morse clarified the statistic relative to decrease in student enrollment. Although the decrease is approximately four students per year over a period of ten years, the variation of students moving in and out is close to 25% most years.

XV. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for February 15, 2017, at 5:30 p.m. at the Pittsfield Middle High School.

XVI. NON-PUBLIC

At 6:43 p.m., a motion was made by Ms. Freese and seconded by Ms. Douglas to enter into non-public session to discuss two personnel issues and two student misbehavior issues 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 7:08 p.m., a motion was made by Ms. Douglas and seconded by Mr. Mitchell to exit from the non-public session and to re-enter into open session. The Board was polled and voted unanimously (Ms. Douglas, yes; 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.

XVII. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Odell the Board voted unanimously to adjourn the meeting at 7:09 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary