

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  
February 15, 2018  
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson  
Bea Douglas  
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  
Danielle Harvey, Dean of Instruction  
Kathy LeMay, Director of Intervention & Title I Manager  
Ross Morse, Community Liaison  
Members of the Faculty  
PMHS student and parent

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

II. AGENDA REVIEW

The following items were added to the agenda:

- Student safety (Mr. Odell)
- Non-Public Session, Student Matter (Dr. Freeman)
- Request for Non-Resident Attendance (Dr. Freeman)
- Sleep (Dr. Freeman)
- Technology (Dr. Freeman)

III. ACTION ON AGENDA

On a motion made by Mr. Mitchell and seconded by Mr. Wolfe 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 the minutes of the February 1, 2018 meeting. The following changes were made: 1) Remove Danielle Harvey's name from others present; 2) on page 2, section VI, line 5, add "unanimously;" 3) on page 2, section VII, line 5, remove the second "per person;" 4) on page 3, section VIII, line 2, change "move" to "movie;" 5) on page 3, section VIII, line 4, add "unanimously;" 6) on page 3, section IX, D, line 3, change to "feedback to improve;" 7) page 7, section XVI, line 2, change to "to enter into." The Board voted unanimously to approve the minutes of the February 1, 2018 meeting as amended.

#### V. PUBLIC INPUT

Melissa Babcock notified the Board that when she sent emails to the members of the Board, the emails sent to Mr. Mitchell, Ms. Douglas, and Mr. Odell, were returned as undeliverable. Dr. Freeman stated he would investigate further and correct the problem.

Ms. Babcock distributed a letter inviting people to an event to celebrate "Read Across American" during the week of March 12 through 16. She invited the School Board to participate in this event if they are able.

#### VI. NON-PUBLIC SESSION

At 5:40 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 under the authority of RSA 91-A:3, II (c). The Board was polled and voted unanimously (Ms. Douglas, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to enter into non-public session.

On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board voted unanimously to make an exception to the policy relative to the untimely dropping of a class. The class will be dropped and the student's transcript will reflect a WF (withdrawn, failing), but the course grade will not be calculated into the student's grade point average.

At 5:59 p.m. a motion was made by Ms. Douglas and seconded by Mr. Odell to exit from non-public session. The Board was polled and voted unanimously (Ms. Douglas, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

#### VII. STUDENT REPRESENTATIVE

Colby Wolfe, student representative, reported that the Site Council did not meet due to a snow cancellation.

## VIII. DEAN OF INSTRUCTION

### A. Recruitment of Teachers

Questions arose at the Deliberative Session about teachers who are hold dual certifications. Ms. Harvey provided a list of teachers who hold more than one certification.

Ms. Harvey stated she continues to look for substitutes for two first grade teachers going out on maternity leave.

### B. Guitar Rack Donation

Ms. Harvey reported a guitar rack has been purchased and donated by Tammy Rollins in memory of Jacob Rowell, a 2006 graduate who sadly passed away in 2017.

## IX. DEAN OF OPERATIONS

### A. Bullying Prevention

According to Mr. Hamilton, Rich Cram and Jessica Klingerman of the Merrimack County Juvenile Services Program have completed bullying prevention presentations for grades 4 through 12. Mr. Hamilton is investigating the ways in which work can continue in an effort to prevent bullying.

### B. Student Council

Kali Mara, media teacher at PES, and Mr. Hamilton have established a Student Council at the elementary school. More than eighty students attended the first meeting to discuss purpose and expectations of student members. The first meeting, including thirty students, was held on February 15, 2018. Classes elected five students each to represent them.

## X. DIRECTOR OF INTERVENTION / TITLE I MANAGER

### A. Lexia Core5 Mid-Year Update

Ms. LeMay reported statistics relative to the Lexia Core5 program. The program has moved students working at grade level in the program from 37% to 57%. Faculty continue to work on meeting the goal of 80% of students meeting their prescribed minutes on the program. Further training is being scheduled for March.

## B. Dreambox Mid-Year Update

According to Ms. LeMay, students in grades K through 6 have completed 24,015 lessons in Dreambox. Students are averaging 45% growth since the beginning of the school year.

## XI. SUPERINTENDENT

### A. Driver Education

Dr. Freeman provided a proposal from Jack's Driving School to provide lessons for another three years. On a motion made by Ms. Douglas and seconded by Mr. Wolfe, the Board voted unanimously to approve the proposal from Jack's as presented.

### B. Deliberative Session and District Voting

Dr. Freeman asked the Board to reflect on the Deliberative Session. Ms. Douglas stated she had too many pieces of paper to which she had to refer to find answers to questions. She would like to see information streamlined. Mr. Mitchell suggested numbering the documents. Mr. Odell stated there were two questions asked that were not properly answered and suggested answers be provided. Dr. Freeman agreed to do so.

Ms. Douglas suggested having an event, such as a spaghetti dinner, prior to the Deliberative Session. Ms. Harvey stated in a neighboring town, the school district provides a presentation prior to the Deliberative Session to help form a narrative that will help people to understand the process.

Mr. Morse stated his concern that no one presented an argument on funding a budget that was below the default budget, which he believes would be irresponsible.

Ms. Babcock stated the PTO will be publishing information in the newspaper before voting day.

Discussion ensued regarding the School Board's attendance at the voting location. Dr. Freeman suggested the Board considering publishing a copy of the ballot prior to voting day. Mr. Morse stated a neighboring town publishes a voting guide to help inform people of the effect of their vote. If the School Board chooses to insert a guide in the Suncook Valley Sun, it would need to be done by March 2, 2018.

Dr. Freeman asked the Board if they wanted to publish letters in the paper to support the budget. Letters to the editor would need to be provided to the Suncook Valley Sun by 4:00 p.m. on March 1, with a 300-word limit.

### C. Technology

Dr. Freeman distributed a memo to the Board updating previous information provided relative to technology.

### D. March 1 School District School Board Meeting

Dr. Freeman explained the March 1 School Board meeting will take place during February vacation. He is available to meet if the Board chooses to do so. Ms. Douglas suggested cancelling the meeting, to which the other members agreed.

### E. Request for Non-Resident Attendance

Dr. Freeman distributed a letter from Barbara Loughman, the district's attorney, relative to the recent request for a teacher's request to enroll her child in the Pittsfield kindergarten.

On a motion made by Ms. Douglas and seconded by Mr. Odell, the Board voted unanimously to approve the request for a non-resident student to attend the Pittsfield Elementary School.

### F. Sleep

Dr. Freeman distributed two articles, *Let Them Sleep: AAP Recommends Delaying Start Times of Middle and High Schools to Combat Teen Sleep Deprivation* and *Lack of Sleep Tied to Teen Sports Injuries*. He explained to the Board that conversations will be occurring to discuss the potential of alternate start times for school in consideration of the research available.

## XII. SCHOOL BOARD

### A. Student Safety

Mr. Odell asked about the district's response plan in the case of an emergency. Ms. Chassie explained that the New Hampshire Department of Education and the New Hampshire Department of Homeland Security have provided assistance to the district in developing an Emergency Response Plan. Mr. Hamilton explained the protocols that are included in the plan. He explained the efforts that have been made to be sure students and teachers are well prepared in the event of an emergency.

Ms. Chassie explained that the Emergency Response Team has made an intentional decision to not publish the Emergency Response Plan on the website, for obvious reasons. However, in the past a community conversation was sponsored by the superintendent to help answer questions and concerns. Mr. Odell suggested repeating the community conversation, to which Dr. Freeman agreed.

Mr. Hamilton stated he received a memorandum today to assist schools in contending with the aftermath of the recent incident. Although it was targeted for school resource officers, it provided information that was helpful.

XIII. COMMITTEE ASSIGNMENTS

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

XIV. PUBLIC INPUT (Second Session)

Mr. Morse stated that the issue of school safety is a conversation he is having with his children. He cautioned the administration to be sensitive to the feelings of the students as drills are practiced.

Mr. Morse stated there were specific reasons the district decided on the utilization of the iPad and explained the reasons: durability, battery life, size and weight of the device, and limited applications on other devices at the time the initial decision was made to purchase iPads. He feels it is frustrating to think community members don't understand the length and breadth of investigation that was done to make a good decision.

Ms. Babcock asked how a teacher would know if they should stay in their room or barricade the door. Mr. Hamilton explained the strategies that are in place to inform teachers of their options.

XV. PLAN AGENDA FOR NEXT MEETING

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

XVI. ADJOURNMENT

On a motion made by Ms. Douglas and seconded by Mr. Mitchell the Board voted unanimously to adjourn the meeting at 7:00 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary