

APPROVED BY THE PITTSFIELD SCHOOL DISTRICT

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

MINUTES

Pittsfield School Board Meeting
May 3, 2018
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Bea Douglas, Vice-Chairperson
Heidi Asdot
Adam Gauthier
Ted Mitchell

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

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

II. AGENDA REVIEW

The following items were added to the agenda:

- Space Allocation (Ms. Chassie)
- Donation (Ms. Harvey)
- Foreign Language (Ms. Harvey)
- Teacher Appreciation Week (Ms. Harvey)
- Teacher of the Year (Ms. Harvey)
- Graduation (Mr. Hamilton)
- Concord Monitor (Mr. Wolfe)

III. ACTION ON AGENDA

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell 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. Asdot to approve the minutes of the April 19, 2018 meeting. The following changes were made: page 2, paragraph 5, change to "She requested the Board reconsider..."; page 4, paragraph 2, change "board" to "Board"; page 4, paragraph 6, change to "first and second grades" and third and fourth grades"; on page 5, paragraph 1, change to "fifth and sixth grades"; on page 5, paragraph 2, change to "10:00 a.m."; on page 6, paragraph 5, change to "A motion was made by Ms. Asdot and seconded by Ms. Douglas to approve the bid from Summer Scape for Drake Field maintenance"; and on page 8, paragraph 2, change to "...it would be possible to change the practice..." The Board voted unanimously to approve the minutes of the April 5, 2018 meeting as amended.

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously approved the minutes of the first session of the non-public meeting on April 19, 2018 as written.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board unanimously approved the minutes of the second April 5, 2018 non-public meeting as written.

V. PUBLIC INPUT

Danielle Cormier asked if a decision was made about the writing of reference letters. Ms. Chassie explained that the superintendent has written an email to the administrative leadership team advising them to consider writing a letter directly to the employee, highlighting the assets they offer the district. Ms. Cormier stated she thought it should have been a decision made by the Board. Ms. Chassie stated advice was given to Dr. Freeman by an attorney after a specific incident occurred. Ms. Douglas reiterated that legal advice had been provided to the district.

Paulette Wolfe thanked Bea Douglas for asking questions at the last meeting, which provided clarity to members of the public. She explained to the Board that she is a coach for Girls on the Run. She invited people to participate in a practice run with the girls.

VI. STUDENT REPRESENTATIVE

Colby Wolfe explained that the Site Council is considering a proposal that would change the schedule for the middle high school. The change will modify the start time, increase lunches from two to three, and eliminate content blocks.

Colby explained to the Board that students from Site Council visited the Student Council at PES. The role of Site Council was explained to the Student Council representatives.

VII. DEAN OF INSTRUCTION

A. Donation for PMHS Art

Ms. Harvey explained that a donation accepted from the estate of Kit Cornell, a potter from Exeter who has served as a PMHS artist-in-residence in the past, has been made. On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board accepted the donation of \$3,336. Ms. Harvey will provide the Board an address to the estate of Ms. Cornell so a thank you note can be sent.

B. Foreign Language at PMHS

Ms. Harvey distributed information on Rosetta Stone. Information included white papers on how Rosetta Stone is used and how the courses will equate two years of high school foreign language study. A grading guide was also shared.

C. Teacher Appreciation Week

Ms. Harvey reported the PES PTO is sponsoring a breakfast, lunch, raffles and other surprises planned for the week. Because no PTO exists at PMHS, the administrative team will provide similar activities for the staff there.

D. Teacher of the Year

Ms. Harvey reported that the Chichester Grange recognized Bill Mitchell, PMHS Art Teacher, as teacher of the year.

VIII. DEAN OF OPERATIONS

A. Graduation Exercises

Mr. Hamilton asked the Board to make assignments of Board members for giving out awards at Senior Award Night. Mr. Wolfe volunteered to give the awards on behalf of the Board. He also volunteered to provide the message from the Board during Graduation.

IX. DIRECTOR OF STUDENT SERVICES

A. Space Allocation

According to Ms. Chassie, the local Head Start program is seeking options for space. Although renovations would be necessary, one suggestion has been the technology education space over the SAU office. The administrative team is considering the use of that space and would like to know if the Board is

interested in pursuing the Head Start option further. The Board agreed it would be beneficial to seek more information.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Scholarships

Ms. Brown explained that the Foss Family Scholarship and St. Stephens' Scholarship applications have been distributed to interested students.

B. Senior Meetings

Ms. Brown is in the process of meeting with seniors who may be at risk of not graduating due to incompleteness of course competencies.

C. Eighth Grade Promotion Update

Meetings with students, families, and teachers will be continuing for those students who are in danger of failing to meet eighth grade requirements in time for the promotion ceremony. Individual plans have been developed for five students of concern.

D. NHTI Discovery Day Field Trip

On April 18, 2018, approximately fifteen juniors and seniors took a field trip to NHTI to visit a college class, take a tour, and have lunch in the dining hall. Ms. Brown distributed brochures from NHTI. Ms. Asdot shared the experience of her daughter, who took advantage of a summer program at NHTI.

E. Concord Regional Technical Center (CRTC)

According to Ms. Brown, nineteen freshmen and sophomores applied for the CRTC program for 2018-2019. Ten students were accepted, seven students were conditionally accepted, and two students were not accepted. Nine additional students were accepted for their second year and four students are waitlisted for their specific program.

F. College and Career Exposition

The annual College and Career Exposition will be held on May 15, 2018. This event invites numerous businesses, colleges, universities, and branches of the military to provide presentations to students.

G. Extended Learning Opportunities (ELO)

Information was provided by Ms. Brown on the history of ELOs. During 2015-2016, ten ELOs were completed; during 2016-2017, sixteen ELOs were completed; and during 2017-2018, three ELOs are anticipated to be completed.

She explained that the middle school students have been working on a group ELO during late start Wednesdays with the Pittsfield Conservation Commission. On May 9, 2018, the students will be presenting their work.

H. ELO Presentation of Learning Night

Ms. Brown reported the annual ELO Presentation of Learning Night will be held on May 29, 2018, at 6:00 p.m.; everyone is invited to attend. Mr. Wolfe commented on his positive experience participating in these presentations in the past and urged Board members to attend.

XI. SUPERINTENDENT

A. Policies

Dr. Freeman provided the Board with updated reviews of Policy EGAD, Copyright Compliance; Policy EH, Public Use of School Records; and Policy EHAA, Computer Security, E-Mail, and Internet Communications. A motion was made by Ms. Douglas and seconded by Mr. Gauthier to approve the three policies as presented with the exception two errors to be corrected. The two errors were identified in Policy EHAA: in paragraph six, it was noted that “re” should be “are” and that “with” should be “which.” The motion passed unanimously with the changes noted.

B. Administrative Roles

Dr. Freeman, by report, explained there would be a change in the administrative structure. The position of Director of Interventions / Title I Project Manager will be changed to Director of Curriculum and would include the Title I program in the role description. More information will be provided the Board as details are determined by the administrative team.

C. Student Assistance Program

Dr. Freeman provided the Board with a copy of the Student Assistance Program Mid-Year Report, which had been recently received.

D. Safety Forum

The Safety Forum has been rescheduled for Wednesday, May 16, 2018, at 6:00 in the PMHS lecture hall, according to Dr. Freeman’s report.

XII. SCHOOL BOARD

A. Concord Monitor

Mr. Wolfe stated that a reporter from the Concord Monitor has asked him for an interview. He asked the Board for their opinion; the Board was in favor of having Mr. Wolfe meet with the reporter from the Concord Monitor.

B. Board Packets

Mr. Gauthier asked if the Board packet could be posted on the district's website. Mr. Wolfe stated he would ask Dr. Freeman to investigate the possibility and report back to the Board. It was understood that materials that were not appropriate for the public would not be included.

XIII. COMMITTEE ASSIGNMENTS

A. Budget Committee – None

B. Drake Field & Facilities - None

C. Negotiations – None

D. Foss Foundation – None

XIV. PUBLIC INPUT (Second Session)

XV. PLAN AGENDA FOR NEXT MEETING

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

A workshop session has been scheduled for May 17, 2017, at 4:00 p.m. with the PIVOT student group at the Pittsfield Middle High School.

XVI. PUBLIC SESSION (2nd session)

Mr. Morse asked if a member of the Board had been appointed to the Foss Family Scholarship committee. Mr. Mitchell stated he has been attending the meetings but has proposed to Mr. Gauthier take over with this committee.

XVII. ADJOURNMENT

On a motion made by Ms. Douglas and seconded by Mr. Mitchell the Board voted unanimously to adjourn the meeting at 6:10 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary