

APPROVED BY THE PITTSFIELD SCHOOL DISTRICT

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

MINUTES

Pittsfield School Board Meeting
May 17, 2018
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Heidi Asdot
Adam Gauthier
Ted Mitchell

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 Interventions and Title I
Ross Morse, Community Liaison
Colby Wolfe, Site Council Representative
Members of the Faculty and Staff
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:

- Tree at Drake Field (Mr. Gauthier)
- Extended learning opportunity presentation (Ms. Brown)
- Middle school organization (Ms. Harvey)
- Facility use request (Mr. Hamilton)
- Nomination (Dr. Freeman)
- School district auditor (Dr. Freeman)
- Non-public session regarding student and personnel matters (Dr. Freeman)

The following item was deleted from the agenda:

- Regular education transportation (Dr. Freeman)

III. ACTION ON AGENDA

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, 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 May 3, 2018, meeting. The following changes were made: On page one, add the name of Colby Wolfe to the list of others present; on page 6, move section XVI to become section XIV. It was determined that Mr. Mike Wolfe would be referred to as Mr. Wolfe in the minutes and Mr. Colby Wolfe would be referred to as Colby Wolfe. The Board voted unanimously to approve the minutes of the May 3, 2018, meeting as amended.

V. PUBLIC INPUT

Melissa Babcock asked if H.A. Marston must be used for transportation for a field trip. She explained that two buses will be required for a field trip due to a student with a physical disability if Marston is used, but that another company might have one bus with a wheelchair lift. Dr. Freeman agreed to research the Marston contract and report his finding to Ms. Babcock.

Paulette Wolfe stated that the Safety Forum hosted by the district on May 16, 2018, was excellent. She said the presentation made by Mr. Hamilton was very helpful in answering the questions and concerns of the people present.

VI. STUDENT REPRESENTATIVE

Colby Wolfe explained that the Site Council continues to work on the proposal for scheduling changes. The Council is also conducting the election process for new members for the following year.

VII. SUPERINTENDENT

A. Student Presentation

Mr. Ross Morse explained the project seventh and eighth graders have been working on during late start Wednesday throughout the school year. Mr. Morse introduced the project related to Pittsfield's Rocky Ridge Town Forest. Four students (Lewis Driscoll, Felix Munoz, Abigail Smith, and Devon Thompson) made a presentation to the Board that summarized the work they have done throughout the year to organize a proposal for an outdoor classroom in the forest.

Dr. Freeman commended the students on their presentation, stating that he had not seen a finer presentation made by students.

Mr. Morse stated the Foss Family Foundation has seen the presentation and is interested in the concept. The Foundation may be interested in supporting the work that has been proposed by the project. He explained that he has been attending the Conservation Commission meetings throughout the year to keep the Commission apprised of the project status.

VIII. DEAN OF INSTRUCTION

A. Spring Assessment

Ms. Harvey explained that students in grades three, four, and eight participated in the New Hampshire Assessment Program, which has taken the place of Smarter Balanced Assessments; eleventh graders took the SAT, and other classes in grades three through ten report out competency scores and achievement level descriptors. She explained that the district participates in Performance Assessment for Competency-based Education (PACE) and that samples of work will be calibrated over the summer at the state level. Currently, the New Hampshire State Assessment System testing and PACE tasks are being scheduled. In addition, students in kindergarten through grade eight will take the NWEA assessment, which allows us to track growth over time in math and language arts.

B. Universal Design for Learning

Ms. Harvey explained that the district kicked off the work in Universal Design for Learning on May 16, 2018. Prior to this, Ms. LeMay, Ms. Chassie, Ms. Harvey and six teachers attended a full day workshop to prepare the leadership team. Ms. Harvey showed the Board and audience a short video, *Transforming Inclusive Education*, illustrating a bowling analogy to explain the universal design concept to address the needs of all students.

C. Exhibition Night

Faculty has been planning some adjustments to Exhibition Night for this year. Ms. Harvey explained students will present throughout the 12:00 noon to 7:00 p.m. day, rather than all within an hour as has been the practice in the past. This will allow parents and community members to have the option of attending Exhibition Night earlier and will allow students more time to present their work. Additionally, there will be a passport component, which is intended to increase engagement for students in viewing the work of peers.

D. Middle School

Ms. Harvey explained a proposal to accommodate a large sixth grade class coming from PES. She further explained that there is a limit to twenty-four students in a science lab and provided possible solutions. Ms. Harvey explained the idea of multi-age classrooms in the middle school.

Mr. Wolfe asked what the disadvantages are. Ms. Harvey explained the seventh grade is a tight knit group and this would somewhat disrupt the group. She explained grade span standards and the arbitrary nature of traditional grade designations.

Ms. Harvey explained the benefit of using the more experienced eighth graders to help the seventh graders. She pointed out that the students are accustomed to being in mixed groups in other settings.

Ms. Asdot suggested a clear presentation for parents so they would understand the benefits would be helpful. Mr. Mitchell reiterated the leveraging of the older students to help the younger students.

Ms. Asdot asked how the content of the courses would change. Ms. Harvey explained the curriculum progressions and provided examples of how students at different levels would be accommodated. Content topics would rotate from year to year, but the students will be pushed further according to their academic readiness, rather than an arbitrary grade level determination.

IX. DEAN OF OPERATIONS

A. Facilities Request

Mr. Hamilton stated a request has been received by the Rotary to use Drake Field. On a motion made by Mr. Wolfe and seconded by Ms. Asdot, the Board approved the use of Drake Field for the Balloon Rally with a vote of 4 – 0 with Mr. Gauthier abstaining.

B. Bullying Prevention

Mr. Hamilton explained the final phase of the bullying prevention project, which would introduce and reinforce anti-bullying strategies with students in Kindergarten through grade three. He is working with PTO President Melissa Babcock, who suggested including Sensei Phil of the United Martial Arts Academy in Epsom. Additionally, Mr. Hamilton has registered PES to participate in the Gratitude Campaign next fall, with the goal of starting the year on a positive note and to inspire acts of kindness throughout the school year. He shared a video with the Board and audience illustrating Gratitude Campaign. Mr. Hamilton is expecting students to help roll out the program to the students. He is also considering extending a program like this in grades seven through twelve.

C. PlayWorks Training

PlayWorks training has been provided to all PES staff since January. The Core Team of teachers is responsible for establishing systems for equipment maintenance and storage, the transition of students to and from recess, visuals and boundaries for recess activities, rules and consequences, and a

communication plan. A formal rollout of the program will occur in the opening weeks of school in September.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Extended Learning Opportunities Presentation

Ms. Brown stated the Extended Learning Opportunities Presentation will be held on June 6, 2018, at 6:30 p.m. She extended an invitation to Board members to attend.

XI. DIRECTOR OF INTERVENTIONS AND TITLE I

A. Title I Grant Final Revisions

Ms. LeMay stated she was able to make final changes on the Title I grant. Adjustments included summer programming (field trips, summer tutoring, family events, family visits), as well as set-aside funds for students who are experiencing homelessness.

B. Dyslexia Training

Ms. LeMay explained that she participated in a Dyslexia training recently. She explained the requirement for districts to screen students upon entrance into school. She explained that a strategic plan is being devised in collaboration with Ms. Harvey and Ms. Chassie.

XII. SUPERINTENDENT (Continued)

A. School Lunch Prices

Dr. Freeman explained that a tool provided by the Department of Education is used to establish school lunch prices. He said that the tool has been utilized and increases are recommended. At PES, meals would go from \$2.70 to \$2.75 and at PMHS, meals would go from \$3.00 to \$3.10 in 2018-2019. A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the recommended increases. Mr. Wolfe asked about the status of outstanding bills, but no information was available at this time; Mr. Hamilton agreed to research and report back to the Board. The motion passed unanimously.

B. 2018-2019 Budget

Dr. Freeman distributed information relative to proposed cuts to the 2018-2019 budget. He will be providing the Board with information regarding an estimated fund balance at the next meeting.

C. Resignation

Dr. Freeman distributed two letters of resignation. One was from Gloria Kaplan, sixth grade teacher, and one was from Allison Daigle, PMHS school nurse. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board unanimously accepted both resignations.

D. Nomination

Dr. Freeman distributed the resume of Jessica Therriault, nominee for the English 9/10 vacancy. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board unanimously approved the hiring of Ms. Therriault.

E. School District Auditor

Dr. Freeman reminded the Board that a three-year annual audit contract was previously awarded to Beaulieu and Company of Portland, Maine. Unfortunately, the audit was not completed last year, due to the auditor's suspension from licensure in New Hampshire. The former auditor, Paul Mercier, has agreed to complete the audit. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve the contract with Mr. Mercier for both last year's and the current year's audits.

F. Organization Charts

Dr. Freeman provided the Board with copies of the organizational charts. He stated the charts will provide pertinent information to the Board regarding supervision of teachers, as well as prepare them for some potential modifications, which will be provided at a future meeting. Dr. Freeman also asked the Board to consider suggestions to the areas of responsibility.

G. Inappropriate Use of District Email

Dr. Freeman distributed a memo to the Board summarizing emails between a staff member and a member of the community.

XIII. SCHOOL BOARD - None

XIV. COMMITTEE ASSIGNMENTS

A. Budget Committee – None

B. Drake Field & Facilities

Mr. Gauthier showed the Board a picture of a tree that has been damaged by a beaver at Drake Field. Mr. Wolfe will visit the site and determine the appropriate steps that need to be made.

C. Negotiations – None

D. Foss Foundation – None

XV. PUBLIC INPUT (Second Session)

Susan Bradley explained that the Nellie Mae Education Foundation has extended the timeline for spending the remaining grant funds. Also, another \$12,500 has been granted to continue the work being done around the mission, vision, and guiding principles. Mr. Gauthier asked how much money is left in the grant; Ms. Bradley stated that accounting has not been finalized but will be provided at a future meeting, assuring the Board that the grant funds will be fully expended by the conclusion of the grant period.

Paulette Wolfe asked if teachers will be qualified to teach Running Start classes. Ms. Harvey explained that work is still in process to finalize plans, but that teachers were approved to teach certain courses. She added that Ms. Engler has agreed to take coursework that will allow her to teach additional courses.

Cara Peterson stated her displeasure about the proposal regarding multiage seventh and eighth grade. She stated disagreement in mixing the grades.

Marissa McLellan stated her displeasure with the idea of mixing the grades. She is concerned about the behavior of the sixth grade class.

Ross Morse stated that the new 9/10 language arts teachers is either the third or fourth teacher in that position in as many years. He asked that it not be forgotten that the district's teacher turnover is the result of contracts and that this should be taken into consideration in the future.

Marissa McLellan asked about the School Board meeting being in conflict with Exhibition Night, thus preventing parents from being at both.

Melissa Babcock stated concern that the decision about the seventh and eighth grade multi-age grouping will be made, potentially without further input from the public, if the Board's meeting conflict with Exhibition Night.

XVI. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for June 7, 2017, at 5:30 p.m. at the Pittsfield Middle High School.

XVII. NON PUBLIC SESSION

At 7:12 p.m. a motion was made by Mr. Mitchell and seconded by Mr. Gauthier to enter into non-public session to discuss a student matter and a personnel matter under the authority of RSA 91-A:3, II (a) and (c). The Board was polled and voted unanimously (Ms. Asdot, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) to enter into non-public session.

The Board approved two non-resident requests of two sets of parents.

The Board discussed two hiring options.

At 7:29 p.m. a motion was made by Mr. Mitchell and seconded by Mr. Gauthier to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously (Ms. Asdot, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

XVIII. ADJOURNMENT

On a motion made by Mr. Gauthier and seconded by Mr. Mitchell the Board voted unanimously to adjourn the meeting at 7:30 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary