

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

MINUTES

Pittsfield School Board Meeting
July 19, 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: John J. Freeman, Superintendent of Schools
Melissa Brown, Director of College and Career Readiness
Derek Hamilton, Dean of Operations
Tobi Chassie, Director of Student Services
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:

- Rotary Club (Mr. Gauthier)
- Teen Challenge Proposal (Mr. Gauthier)
- School Security Project Grant (Mr. Hamilton)
- Gift Acceptance (Mr. Hamilton)
- PATCH Clinic (Dr. Freeman)
- Student Assistance Program (Dr. Freeman)

The following items were deleted from the agenda:

- HVAC Maintenance (Dr. Freeman)

III. ACTION ON AGENDA

On a motion made by Mr. Gauthier 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 Mr. Gauthier to approve the minutes of the June 28, 2018, meeting. On page one, change date of meeting to June 28, 2018; on page three, paragraph two, change to "...had more students than the room allowed..."; on page four, paragraph one, change to "...iPads were being pulled..."; and on page six, section XVI, change date to July 19, 2018." The Board unanimously approved the minutes as amended.

V. PUBLIC INPUT - None

VI. STUDENT REPRESENTATIVE - None

VII. DEAN OF INSTRUCTION

A. Master Schedule

By report, Ms. Harvey stated the master schedule for fall is in draft form. The Board thanked Kiza Armour for her hard work in developing the schedule, recognizing the arduous task at hand.

B. Performance Assessment for Competency-based Education (PACE)

Ms. Harvey's report explained the work being done to complete PACE assessment documentation. She reminded the Board that PACE assesses grades three through ten in English language arts and mathematics and grade four in science.

C. PES Promotion / Retentions

Ms. Harvey reported that two retentions were approved for the next school year. This determination is made by the dean after significant deliberations by the family and teacher team.

D. Teacher Recruitment

Interviewing is in progress for a fifth grade teacher and learning commons teacher at PES and a social studies teacher at PMHS.

VIII. DEAN OF OPERATIONS

A. School Security Project

Mr. Hamilton explained additional funds have been added to the school infrastructure fund by the New Hampshire Department of Education. The district made a request but had previously been put on a waiting list. However, the proposed project to increase security through the installation and use of window coverings has been approved. The project requested was for the amount of

\$20,680. The District will need to utilize district funds for the twenty percent of the project that the grant does not cover.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board unanimously approved the receipt of the grant. The Board supported the use of district funds to complete the project.

Mr. Hamilton also informed the Board that the fob entry system at PES will be upgraded.

Ms. Asdot reminded Mr. Hamilton to continue his research on Night Lock, a safety device for classroom doors.

B. Gift Acceptance

Mr. Hamilton announced the award of a gift of a water bottle filling station to be installed in the PMHS lobby. On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board unanimously approved the acceptance of the gift.

C. Air Quality Report

Mr. Hamilton provided the Board with a report on the indoor air quality survey performed recently. An annual survey is required, and the survey indicated that no problems were noted other than low humidity (survey was completed in February).

Mr. Gauthier noted the survey had been done during February vacation when students were not in the building. Mr. Hamilton stated the devices measuring air quality were installed during vacation, but remained when students returned.

D. End of Year Attendance Report

Mr. Hamilton reviewed data on student truancy. At PES, a total of 39 students or 11.5 percent of the student population were considered habitually truant from school. Last year, 47 or 13.5 percent were considered habitually truant.

At PMHS, a total of 58 students or 24 percent of the student population were considered habitually truant from school. Last year, 65 students or 27 percent were considered habitually truant.

At PES, a total of 62 or 18 percent of the student population were considered chronically absent. At PMHS a total of 95 students or 39 percent of the student population were chronically absent from school. These data compare to a national figure of 13 percent of students missing fifteen or more days of school.

E. End of Year Discipline Report

Mr. Hamilton reviewed discipline data. He indicated there were nine reports of bullying, of which one was substantiated after a full investigation. There were three incidents of sexual harassment, one of which was substantiated. He provided further data relative to the number of in and out of school suspensions, as well as behavioral referrals.

F. Technology Update

Mr. Hamilton updated the Board by informing them that the buy-back program for iPads was discontinued. He stated efforts are being made to equip high school English language arts and social studies classrooms with additional desktop computers.

IX. DIRECTOR OF COLLEGE AND CAREER READINESS

A. Summer Academies

According to Ms. Brown, three summer academies are being offered this summer. The program will conclude with a final presentation by students on the evening of Friday, July 20, 2018, at 6:00 p.m. in the PMHS lecture hall.

B. Senior Graduation Update

The 2018 cohort consisted of forty-one students. Thirty students (71%) graduated, with one student earning his diploma this summer. Two students (5%) received the HiSet, four students (10%) will require additional time to earn their diploma, and five students (12%) dropped out.

C. Scholarship Update

According to Ms. Brown, the graduates from the class of 2018 were awarded \$53,550 from local scholarships and \$24,500 being from the Foss Family Scholarship. An additional \$16,500 was awarded by the Foss Family Scholarship to past graduates. Total scholarship amount awarded to Pittsfield students from local and colleges/universities totaled \$192,590

D. Post-Secondary Plans

Ms. Brown reported on the post-secondary plans for the class of 2018. Ten students (33%) will be attending four-year college/university, seven students (23%) will be attending a two-year college, three students (10%) will be attending a trade school/specialty program, two students (7%) have enlisted in the armed forces, and eight (27%) are either taking a gap year or will be employed.

E. Eight Grade Retentions

Two eighth grade students (5%) were retained. Meetings with the students and their families will be taking place to make a plan for the 2018-2019 school year.

F. Program of Studies

Ms. Brown provided the Board with a copy of the 2018-2019 Program of Studies and asked for approval. She reviewed the changes. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board unanimously approved the Program of Studies.

X. SUPERINTENDENT OF SCHOOLS

A. Resignation

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board unanimously approved the resignation of Debra Berogli-Flanders from her position as a PES special education teacher.

B. Nominations

Dr. Freeman nominated five individuals for professional positions in the district. Nominated were Debra Caldwell for PES Learning Commons Teacher, Robert Dudley for PES special education teacher, Mark McLeod for district school psychologist, John Murray for PES classroom teacher, and Rachel Elliott, PMHS school nurse. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board unanimously approved the five nominations.

C. Authority to Hire

Dr. Freeman requested permission to hire for professional positions in between Board meetings. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board unanimously approved Dr. Freeman making hiring decisions throughout the remainder of the summer.

D. FY20 Budget Development

Dr. Freeman provided the Board with a copy of the 2018-2019 budget. He asked the Board to provide the administration with guidance, such as goals, targets and/or guidelines, as the budget begins to be developed.

Discussion ensued regarding the school funding issue. Dr. Freeman explained that a team has convened to work on strategies to inform the public and organize for a change to the current funding formula. The team will next meet on Wednesday, July 25, 2018, at 6:00 p.m. at the Pittsfield Community Center. Dr. Freeman stated a proposal has been submitted for a public relations organization person to work with the group.

E. PMHS Summer Academies

Dr. Freeman's written report reiterated the information regarding summer academies.

F. School Board Committee Assignments

Dr. Freeman requested the Board complete committee assignments for the coming year. Assignments were confirmed. See Section XII.

G. Student Assistance Program

Ms. Amber Violette, the student assistance program counselor, submitted a report summarizing the year's work.

H. PATCH Clinic

Dr. Freeman provided the Board with a summary report from Susan Hemingway, the community health clinician from Concord Hospital who organizes the PATCH Clinic. Ms. Chassie highlighted the benefits of the PATCH Clinic and the relationship that we enjoy with the resident doctors from Concord Hospital.

I. School Board Policy Binders

Board members were requested by Dr. Freeman to bring their policy books to the meeting. He assured the Board binders will be updated and returned in August.

XI. SCHOOL BOARD - None

XII. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

B. Drake Field & Facilities: Mr. Wolfe

C. Negotiations – Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation – Mr. Mitchell

XIII. SCHOOL BOARD

A. Rotary

Mr. Gauthier stated the Rotary will again be sponsoring the annual balloon rally. He asked if the student parking lot can be used to park vendor trailers, to which the Board agreed.

B. Teen Challenge

Mr. Gauthier commented on the proposal for Teen Challenge, a treatment center for young adults, to be housed on Fairview Drive, which the Town of Pittsfield is considering. He wondered if the Board had any concerns. Discussion ensued regarding the potential impact if the residents are of school age.

XIV. PUBLIC INPUT (Second Session)

Melissa Babcock questioned the validity of having window shades during an emergency.

Ms. Babcock asked about the elimination of the tech education program. Dr. Freeman explained how the requirement will be met with Project Lead the Way.

XV. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for August 23, 2018, at 5:30 p.m. at the Pittsfield Middle High School.

XVI. ADJOURNMENT

On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board voted unanimously to adjourn the meeting at 6:43 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary