

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

MINUTES

Pittsfield School Board Meeting
August 23, 2018
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: John J. 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
Colby Wolfe, Student Representative
Members of the Public

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

II. AGENDA REVIEW

The following items were added to the agenda:

- Medicaid (Ms. Chassie)
- Special Education (Ms. Chassie)

III. ACTION ON AGENDA

On a motion made by Mr. Mtichell and seconded by Ms. Douglas, 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 to approve the minutes of the July 19, 2018, meeting. On page 3, paragraph 3, omit "...and a fob entry system at PMHS will be installed" and on page 3 and 4, change "EOY" to "end of year." The Board unanimously approved the minutes as amended.

V. PUBLIC INPUT - None

VI. NON-PUBLIC SESSION

At 5:35 p.m. a motion was made by Mr. Wolfe and seconded by Ms. Douglas 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. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) to enter into non-public session.

The Board voted (3-1) to approve a request for non-resident attendance for the 2018-2019 school year.

At 5:43 p.m. a motion was made by Ms. Douglas and seconded by Mr. Mitchell to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously to exit the non-public session and to re-enter into open session (Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes).

VII. STUDENT REPRESENTATIVE

Colby Wolfe, Site Council representative, explained there was a lack of participation in Site Council meetings during the summer, which impeded the progress of Site Council. Mr. Hamilton reviewed a section of the Family Handbook relative to competency based education with the Board, which was approved by Site Council.

VIII. DEAN OF INSTRUCTION

A. New Teacher Orientation

Three days have been devoted to the orientation of new professional staff during August. The administration shared in presenting information new staff members will need to begin the year smoothly.

B. Universal Design for Learning

Ms. Harvey was accompanied by Ms. LeMay and Ms. Chassie and five teachers in a design studio on Universal Design for Learning (UDL). UDL will be a focus for professional learning for the district this school year.

C. Class Placements

Ms. Harvey explained the complex process of determining class placements. She reviewed the many factors that need to be considered as class lists are developed. Ms. Harvey stated she has been meeting with numerous parents who have voiced concern over the placement of their child in the hopes of furthering her understanding of the concern and explaining rationale to parents.

IX. DEAN OF OPERATIONS

A. Student and Family Handbooks / Staff Handbooks

Mr. Hamilton provided the Board with proposed Student and Family Handbooks and Staff Handbooks for their approval. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board unanimously approved the Student and Family Handbooks and Staff Handbooks as presented.

B. Fresh Picks Café Information

Mr. Hamilton shared information from Fresh Picks Café, outlining upgrades and enhancements to the food services program for the 2018-2019 school year.

C. School Facility Projects

Mr. Hamilton stated the recent improvements to the landscape design in the front entrance of PMHS were the result of generous donations from the PHS Alumni Association, the Pittsfield Beautification Committee, and especially, Nick Penney, the parent of an incoming seventh grader and employee at Millican Nurseries in Chichester.

D. School Security Projects

Mr. Hamilton shared a letter from the Commissioner of Education which formally notified the school district that its school security project has been approved in the amount of \$16,544.00, which reflects eighty percent of the anticipated cost to outfit all classrooms and educational spaces at PES and PMHS with custom blinds.

X. DIRECTOR OF STUDENT SERVICES

A. Extended School Year Programs

Summer programming for students with disabilities went very well this year, according to Ms. Chassie's report. District behavior specialist Kim Morganti supervised the program.

B. Hiring Progress

Three full time and one part-time paraprofessional positions remain open. Ms. Chassie stated she is going to wait until the year begins to complete the process to ensure the most effective deployment of staff members.

C. Paraprofessional Employment

Ms. Chassie requested time during a non-public session to discuss the needs involving a specific student.

D. Special Education Work Days

According to Ms. Chassie, two days have been planned to provide special educators with professional learning opportunities. Paraprofessionals were invited to participate in a half-day session.

E. Special Education

On the request of Dr. Freeman, Ms. Chassie updated the Board on the excessive activity in special education placements over the summer. Numerous out-of-district placements have been made and registration of new students with intensive needs has been experienced. A full report, including financial impact, will be made to the Board at a future meeting.

F. Medicaid

The company that provides billing services for the Medicaid to Schools program has announced they will reduce their fees from nine percent to eight percent of the total reimbursement sum. This will equate to approximately \$2,000 in savings for the district. Also, just this week, provisions were made in the Medicaid to Schools program allowing the district to bill for services provided students with Section 504 of the Rehabilitation Act plans, which have not been allowed previously.

XI. DIRECTOR OF INTERVENTIONS AND TITLE I MANAGEMENT

A. Summer Program Update

By report, Ms. LeMay informed the Board of the Title I funded field trips provided to students and families over the summer, tutoring efforts that were provided over the summer, and success of students meeting summer learning goals.

B. Kindergarten Camp

Ms. LeMay explained in her report that four sessions of Kindergarten Camp were conducted to support a smooth transition for students entering kindergarten. The week sessions concluded in a luncheon celebration for students, staff, and families.

XII. SUPERINTENDENT OF SCHOOLS

A. Resignation / Release from Contracts

Dr. Freeman provided the Board with a letter of resignation from Jessica Therriault, a person who had recently been hired for employment.

On a motion made by Mr. Mitchell and seconded by Ms. Douglas, the Board unanimously approved the resignations / release from contracts for Maureen Fortier, Monique Harrington, and Melissa Miller, and Ms. Therriault.

B. HVAC Maintenance

Dr. Freeman provided the Board with the single bid received from Control Technologies for HVAC maintenance. Control Technologies is currently providing the service; the district has been satisfied with their service. On a motion made by Mr. Wolfe and seconded by Ms. Douglas, the Board unanimously accepted the HVAC bid from Control Technologies.

C. Professional Employment Hires

Dr. Freeman provided resumes of the professional employees hired since the Board's last meeting in July, including Chelsea Bibeau, Nicole Calautti, Cynthia Caravella, Rachel Elliott, Emily Foote, Christine Northrop, Molly Weingart, and John Waters. He also provided a resume for Elizabeth Pellegrini of Second Start to fill the vacant student assistance program counselor position, which is partially grant-funded.

D. Candidates Night

According to Dr. Freeman's report, the PES PTO collaborated with Pittsfield Listens and other Pittsfield-based organizations to organize a candidates' night for legislative candidates at 6:30 p.m. on August 21, 2018.

E. School Board Goals for 2018-2019

Dr. Freeman proposed priorities for the upcoming year:

- Complete review of district policies;
- Complete revision of district vision, mission, values foundational statements;
- Complete revision of role descriptions;
- Develop succession plan for district level leadership, including articulation of transition plan;
- Establish performance evaluation plan for administrators;
- Identification of both short- and long-term priorities for the district.

The Board agreed to these priorities.

F. FY20 Budget Development

Dr. Freeman presented a proposed timeline for the budget development timeline for the 2019-2020 budget. It was noted the work is being done much earlier than in the past due to SB2 requirements. The Board established Wednesday, February 6, as the first session, deliberative, of the annual meeting process.

G. School Board Policy Binders

Updated School Board policy binders were provided to the members of the Board.

XIII. SCHOOL BOARD - None

XIV. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

B. Drake Field & Facilities: Mr. Wolfe and Mr. Gauthier

Mr. Gauthier stated work will be done on Drake Field to correct the problems caused by weather and the Rotary Balloon Rally.

C. Negotiations – Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation – Mr. Mitchell

XV. PUBLIC INPUT (Second Session)

Rachel Rao asked for information about the Wednesday early release. She was trying to understand the reason for the early release and stated concern for the ninety minutes of educational time that would be decreased for students, as well as the child care issues that is raises for students. Dr. Freeman briefly described the reasons for this time allocation.

Karen Perras asked if the district is counting days or hours in defining its school year. Dr. Freeman explained the district develops a calendar based on the day count, but due to excessive cancellations due to weather, the district has utilized the hour count for the last two years.

Paulette Wolfe asked if the draft minutes of meetings could be posted to the district's website. Dr. Freeman agreed to ensure this is done.

XVI. NON PUBLIC SESSION

At 6:25 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Douglas to enter into non-public session to discuss damage to Drake Field and a personnel

compensation issue under the authority of RSA 91-A:3, II (a) and (c). Mr. Hamilton (for the first portion) and Ms. Chassie were requested to remain. The Board was polled and voted unanimously (Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) to enter into non-public session.

No action was taken in non-public session.

At 6:48 p.m. a motion was made by Ms. Douglas and seconded by Mr. Mitchell to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously exit the non-public session and re-enter into open session (Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes).

XVII. SCHOOL BOARD

Dr. Freeman reminded the Board of the opening of school activities and invited them to attend these activities.

XVIII. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for September 6, 2018, at 5:30 p.m. at the Pittsfield Middle High School.

XIX. ADJOURNMENT

On a motion made by Ms. Douglas and seconded by Mr. Gauthier the Board voted unanimously to adjourn the meeting at 6:49.

Respectfully submitted,

Tobi Chassie
Recording Secretary