

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

MINUTES

Pittsfield School Board Meeting
September 20, 2018
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson
Bea Douglas, Vice-Chairperson (arrived at 5:37 p.m.)
Heidi Asdot
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 (arrived at 5:45 p.m.)
Danielle Harvey, Dean of Instruction
Kathy LeMay, Director of Interventions & Title I Manager
Colby Wolfe, Site Council Representative (arrived at 6:20
p.m.)
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:

- Drake Field (Mr. Mitchell)
- Policy Questions (Mr. Gauthier)
- Audit Services (Dr. Freeman)
- Bullying (Dr. Freeman)
- Lead Testing (Dr. Freeman)
- Year End Financial Report (Dr. Freeman)
- Collective Bargaining Agreement (non-public) (Dr. Freeman)
- Support Staff Compensation (non-public) (Dr. Freeman)

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. Gauthier and seconded by Ms. Asdot to approve the minutes of the September 6, 2018, meeting. On page 3, paragraph 7, change “open” to “opening”; on page 4, paragraph 4, change “Footloose” to “Footworks”; and on page 5, paragraph 1, change “fund raising” to “fundraising.” The Board unanimously approved the minutes as amended.

V. PUBLIC INPUT - None

VI. DEAN OF INSTRUCTION

A. PMHS Learning Studios

Ms. Harvey shared this semester’s Learning Studios descriptions with the Board. She also shared a number of photos of several of the sessions in action; the photos will be posted on the district’s Facebook page.

VII. DIRECTOR OF STUDENT SERVICES

A. Applied Behavioral Analysis

Ms. Chassie explained the need to hire board certified behavioral analysts and registered behavioral technicians for individual students. She shared a plan that is being developed to provide training within the district to eliminate the need to hire consultants for this purpose.

B. Hiring Progress

Ms. Chassie reported that all paraprofessional positions have been filled.

C. Out of District Placements

Ms. Chassie distributed information intended to help the Board understand the ebb and flow of out of district placements. Overall, there has been a decrease in placements since the 2017-2018 school year. Ms. Douglas asked if money was budgeted in the event of an unexpected placement; Ms. Chassie explained that the practice has been to budget for what is known at the time the budget is submitted to the SAU office.

D. Pittsfield Interagency Community Coalition

Ms. Chassie explained that a team of people from both the district and outside agencies meet on a monthly basis to promote a professional network who serve

families in Pittsfield. This team has been in existence for over a decade and participants continue to find great value in meeting.

E. Professional Growth and Evaluation

Meetings have been scheduled with special education teachers to begin the annual evaluation process.

VIII. DEAN OF OPERATIONS

A. School Club and Organization Fair

According to Mr. Hamilton, the annual school club and organization fair was held at PMHS. The purpose of the event is to promote the role of each club and organization and to inform students of meeting logistics. There will be thirteen clubs and organizations for student involvement at PMHS this school year.

B. Substitute Teacher Training

Mr. Hamilton provided information on a recent training session held for substitute teachers in the district. Ms. Douglas provided positive feedback on the fact that the district provides training for substitutes. Mr. Hamilton informed the Board that eleven people are currently on the active list for substitute teaching although not all eleven are typically available every day.

C. Upcoming Assemblies at PES

Mr. Hamilton informed the Board of several assemblies being planned for the students at PES, including Sensei Phil of the United Martial Arts Academy on bullying and Food Play, a partner of Concord Hospital's Center for Health Promotion.

IX. DIRECTOR OF INTERVENTIONS AND TITLE I MANAGEMENT

A. Dyslexia Screening

According to Ms. LeMay, screenings for dyslexia and related disorders are being completed as required by RSA 200:59. She acknowledged the work of Title I staff member Karen Trefry in developing intervention plans for the students identified as being at-risk in first grade.

B. Study Hall

Ms. LeMay reported that Jennifer Lynch has been hired to supervise study halls at PMHS. She explained that media center supervisor MaryAnn Hatab has

been very helpful supporting students from the beginning of the school year until the position was filled.

X. SUPERINTENDENT OF SCHOOLS

A. Resignation

Dr. Freeman presented a letter of resignation for purpose of retirement from Tobi Chassie. Dr. Freeman noted Ms. Chassie's long and dedicated service to the district. On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board unanimously approved the resignation of Tobi Chassie as director of student services, effective June 28, 2019.

B. Policies

Dr. Freeman proposed the following policies: Policy IC, School Year; Policy ICA, School Calendar; Policy IF, Instructional Program; Policy IFA, Instructional Needs of Each Individual Student; Policy IGA, Curriculum Development; Policy IGD, Curriculum Adoption; Policy IGDJ, Eligibility Requirements; Policy IGE, Parental Objections to Specific Course Material; Policy IHAH, World Languages Program; Policy IHAK, Character and Citizenship Education; Policy IHAM, Health Education and Exemption; Policy IHBA, Programs for Students with Disabilities; Policy IHAMA, Teaching about Alcohol, Drugs, and Tobacco; Policy IHBAA, Evaluation Requirements for Children with Specific Learning Disabilities; Policy IHBG, Home Education Instruction; and Policy IHBH, Extended Learning Opportunities. Board members made several minor edits and corrections to the documents.

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board voted unanimously to approve the polices proposed by Dr. Freeman as corrected.

C. Audit Services

Dr. Freeman stated a proposal for a three-year contract to provide audit services was received by the Mercier Group, the district's long-time auditor. He also reported that Paul Mercier has been very helpful in the past and recently stepped in to complete the annual audit when the firm which has previously been hired to do so reneged on their commitment.

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to accept the bid from the Mercier Group for a three-year term of audit services (2018-2019, 2019-2020, 2020-2021) at a cost of \$9,200 per year.

D. BCEP Charges

According to a letter from BCEP, BCEP will no longer support the cost of repairing or replacing the school waste containers; rather, the cost must be

borne by the district. The Board expressed interest in presenting a warrant article to establish a reserve fund for this purpose at the annual district meeting.

E. Budget Development

The New Hampshire Retirement System has released its tax rates for the 2018-2019 school year. Dr. Freeman reported that the district's obligation for employee retirement contributions has decreased from 11.38% to 11.17% while for teachers the district rate has increased from 17.36% to 17.80%. The new contribution rates will be used in the budgeting process for FY20.

F. FY17 Audit

Dr. Freeman provided the Board with the final FY17 auditor's report, which reported no significant irregularities.

G. New Hampshire Tax Rate Inequity

Dr. Freeman reminded the Board that according to Claremont Lawsuit Attorneys Tobin and Volinski, the Supreme Court ruling that the funding formula at the time was unconstitutional on two counts: inequity of education property tax rates and inequity of per pupil spending due to the fact that public education is a state responsibility. Dr. Freeman illustrated the inequity for taxpayers by sharing a photocopy of a brochure on home sales in North Hampton. The data shared lent credence to Mr. Volinski's statement that property-poor towns like Pittsfield, in fact, pay more for less with our current unfair tax structure.

H. Bullying

Dr. Freeman explained that Mr. Hamilton is developing a document outlining the efforts made by the district to support the elimination of bullying. Dr. Freeman and Mr. Hamilton will be organizing a committee with staff and community members to review practices and make recommendations regarding additional initiatives to address bullying. Dr. Freeman thanked Tracy Huyck for her willingness to participate on the committee and for maintaining attention on this important issue.

I. Lead Testing

In response to a Board question on cost, Dr. Freeman distributed a proposal provided to the district by RPF Environmental Testing and Consulting Services highlighting the cost for the required testing service as \$1,675.

J. Year End Financial Reports

Dr. Freeman distributed the final FY19 Expenditure Report and FY19 Revenue Summary. In response to Ms. Asdot's question, Dr. Freeman explained that the district cannot keep the money remaining in the budget at the end of the fiscal

year; rather, any district fund balance is used to offset the subsequent year's taxes. Dr. Freeman walked the Board through the documents, explaining the variations in a number of accounts.

XI. STUDENT REPRESENTATION

Mr. Hamilton explained that the Site Council is considering a proposal from the Pittsfield Youth Voice in It Together (PYViiT) to become part of the Site Council and have a vote in matters that come before the Council. The next meeting of Site Council is October 3, 2018.

XII. SCHOOL BOARD

A. Drake Field

Mr. Mitchell stated that a community member has made a suggestion that the surface of the tennis courts be improved. Additionally, it was reported that the entry way to the tennis courts is in need of gravel to create a safe entry way. Ms. Douglas suggested that the cost of resurfacing be proposed to the voters of the district in a warrant article at the annual district meeting.

B. Policies

Mr. Gauthier suggested that an index be provided for the School Board Policy book. Dr. Freeman agreed to provide such an index.

C. PMHS Life Skills Program Kitchen

Mr. Gauthier asked if bids were put out for the work being done in the kitchen at PMHS. Mr. Wolfe explained the kitchen is being funded by a grant. Ms. Chassie further explained that the grant proposal included specific vendors and their estimates for the work. Bills are being submitted and paid for by the grantee; project financial arrangements are not being processed by the district.

XIII. COMMITTEE ASSIGNMENTS

A. Budget Committee: Ms. Asdot

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

C. Negotiations: Ms. Asdot and Ms. Douglas

D. Foss Family Scholarship Foundation: Mr. Mitchell

XIV. PUBLIC INPUT

Tracy Huyck asked if any grants have been applied for from Adverse Childhood Experiences (ACEs). Dr. Freeman stated that he was not aware that ACEs had an

organization from which funds could be requested but would investigate further. Ms. Huyck agreed to share contact information with Ms. Harvey and Dr. Freeman.

Tobi Chassie, on behalf of the Alumni Association, asked if the School Board would be willing to send thank you notes to the people and organizations who contributed to the landscaping project in the front of PMHS. Ms. Asdot agreed to write the notes.

Adam Gauthier reported that the Rotary will be holding a food drive during the Penny Sale to support the Food for Kids program, PMHS Food Pantry, and the 68 Hour of Hunger Program in Barnstead.

XV. NON PUBLIC SESSION

At 6:47 p.m. a motion was made by Mr. Wolfe and seconded by Ms. Douglas to enter into non-public session to discuss employee compensation under the authority of RSA 91-A:3, II (a). The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes).

No action was taken in non-public session.

At 7:08 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes exit the non-public session and to re-enter into open session).

XVI. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for October 4, 2018, at 5:30 p.m. at the Pittsfield Middle High School.

XVII. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to adjourn the meeting at 7:09 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary