

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

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**MINUTES**

Pittsfield School Board Meeting  
October 4, 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 (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 5:32 p.m.

**II. AGENDA REVIEW**

The following items were added to the agenda:

- Movie approval (Ms. Harvey)
- Building facilities (Mr. Hamilton)
- Request for non-resident attendance (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 Mr. Mitchell to approve the minutes of the September 20, 2018, meeting. On page 1, change Casey Wolfe to Colby Wolfe; on page 1, change Student Representative to Site Council Representative; on page 1, change Mitchell to Mr. Mitchell; on page 5, change Tracy Huyuck to Tracy Huyck; on page 5, paragraph 4, change to “willingness to participate on the committee...”; on page five, paragraph 6, change to FY19; on page 6, paragraph 5, change Tracy Huyuck to Tracy Huyck (twice); on page 7, paragraph 2, change to “Adam Gauthier reported that the Rotary will be holding a food drive during the Penny Sale to support the PES Food for Kids program, PMHS Food Pantry, and the 68 Hours of Hunger Program in Barnstead.” The Board unanimously approved the minutes as amended.

A motion was made by Mr. Mitchell and seconded by Ms. Douglas to approve the minutes of the September 20, 2018, non-public meeting. The minutes were approved as written.

#### V. PUBLIC INPUT

Paulette Wolfe notified the Board that the agenda for tonight’s meeting was not on the website. She provided a compliment for the updating of the district’s Facebook page.

#### VI. SITE COUNCIL REPRESENTATIVE

In the absence of Colby Wolfe, Mr. Mitchell informed the Board that the Site Council voted not to accept the proposal to the Site Council for the *Pittsfield Youth Voice In It Together* group, which had been requested by the group.

#### VII. DEAN OF INSTRUCTION

##### A. Movie Approval

Ms. Harvey distributed a request by the grades 3 and 3/4 multiage team to show the film *James and the Giant Peach* to students. The request acknowledged that the film does not comply with the requirements of Policy IKJ. On a motion made by Ms. Douglas and seconded by Mr. Gauthier, the Board unanimously approved the showing of the movie and suspension of Policy IKJ for this purpose.

##### B. State Accountability Results

Ms. Harvey shared the data from the spring 2018 New Hampshire State Assessment data. These data will provide baseline data for the administration of the test in the future, as this is the first time this test has been used, comparison with previous state tests is not valid.

C. Performance Assessment in Competency-Based Education (PACE)

Ms. Harvey informed the Board that teachers are reflecting on their participation in PACE. She reported that teachers agree PACE is in alignment with current practice, but requires a level of work that is not reasonable in a small school with minimal staff. Also, there is a lag in the return of scores. Teachers have recommended we discontinue our participation in PACE.

D. Workshop Day – October 5, 2018

Ms. Harvey shared the schedule for teachers and staff for the professional day scheduled for October 5, 2018.

VIII. DEAN OF OPERATIONS

A. District Newsletter

Mr. Hamilton provided a copy of the school year's first issue of the 2018-2019 *District Newsletter*.

B. Bullying Prevention

Mr. Hamilton distributed a document, *Bullying Prevention Strategies: Recent Practices and Programs*, which listed strategies utilized in the district over recent years to address bullying and potential bullying. He reviewed the list of four categories of strategies: 1) curriculum and programs; 2) set expectations, rules, and policies; 3) staff training and community resources; and 4) student activities.

C. Vaping Education

Mr. Hamilton explained the growing vaping issue among PMHS students and described the educational presentations for both students and parents that have been arranged for the coming months.

D. Drake Field

Mr. Hamilton described three options that have been identified to improve the tennis courts at Drake Field. The first option, which is a short-term solution would cost \$3,000; the second option, which is a longer-term solution would cost \$7,700; and the third option, which is a long-term solution will cost approximately \$21,000.

Mr. Hamilton stated the fence around the tennis court is sagging. The people who provided the estimates for the tennis court, suggested it would cost approximately \$15,000 to repair the fence.

Mr. Hamilton informed the Board that there is a section of the pavement near the tennis courts that is sinking. He also pointed out a similar problem at PES, which is causing the significant accumulation of water. At PMHS, there is a section of the front entry that is no longer accessible due to pavement issues. Mr. Hamilton suggested taking care of the three issues together to save money. He has an estimate for PMHS of \$3,500. The company agreed to complete the PES project for \$1,000 if done on the same day.

The Board was in consensus with making the improvements at PMHS and PES, but felt the tennis court solutions should become a warrant article.

## IX. DIRECTOR OF COLLEGE AND CAREER READINESS

### A. Class of 2019

Ms. Brown provided the Board with a chart that depicts the academic status of the forty-four students of the PMHS Class of 2019.

### B. College Board

According to Ms. Brown, the College Board examination day will take place on Wednesday, October 10, 2018, for grades 8 through 12. The grade 7 students will be participating in a field trip during the examination administration.

### C. Concord Regional Technical Center (CRTC)

Ms. Brown stated that eight first year students and ten second year students are currently attending CRTC.

### D. New Hampshire Higher Education Assistance Foundation (NHHEAF)

A representative from NHHEAF is scheduled to host presentations throughout the school year for students and their families to support the college admission process for students.

### E. New England Association for College Admission Counseling (NEACAC)

The annual college fair was held at UNH on October 2, 2018.

### F. Completion Data for 2014 through 2018

Ms. Brown provided the Board with data regarding high school completion rates for students from 2014 to 2018.

## X. SUPERINTENDENT OF SCHOOLS

### A. Policies

Dr. Freeman provided the Board with the following proposed policies: Policy IHBI, Alternative Learning Plans; Policy IHCAA, Summer Activities; Policy IIB, Class Size; Policy IIC, Instructional Time; Policy IJ, Instructional Materials; Policy IJL, Library Materials Selection and Adoption; Policy IJO, School Family, and Community Partnerships; Policy IJOA, Field Trips and Excursions; Policy IJOC, School Volunteers; Policy IK, Earning of Credit; Policy ICAA, Interdisciplinary Credit; Policy IKAD, Changing Student Grades; Policy IKB, Homework; Policy IKE, Promotion and Retention of Students; Policy ADC, Tobacco Products Use and Possession In and On School Facilities and Grounds; and Policy JICG, Tobacco Products Use and Possession In and On School Facilities.

Ms. Douglas pointed out that Policy ADC and JICG are identical. Dr. Freeman recommended keeping ADC and rescinding JICG.

On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board unanimously approved all policies presented with the exception of Policy JICG, which is to be rescinded.

Mr. Mitchell identified several typographical corrections.

### B. Non- Resident Attendance

Dr. Freeman distributed a request from a family who will be moving to Pittsfield within the next two weeks and would like to have the student begin attending school in Pittsfield as soon as possible. On a motion made by Ms. Douglas and seconded by Mr. Mitchell, the Board approved non-residence attendance with the family providing transportation and established a deadline of October 31, 2018, for the family to have completed their move to Pittsfield.

### C. Budget Development

Dr. Freeman distributed the *Pittsfield Proposed Budget 2019-2020*. Dr. Freeman explained the health insurance figures have not been updated because the increases have not been received by the insurance provider. He further explained the proposal includes that support staff salary increases by two percent. The goal is to have all staff at an 80%/20% split on health insurance. Professionals not in the master contract will be paying 85%, professionals in the master contract will be paying 88%, and support staff will be paying 89%.

Dr. Freeman reviewed the budget, highlighting significant changes. He reviewed positions that have been lost in previous budget cuts, which are needed: 1) extended learning opportunities coordinator; 2) technology

integrator; 3) social worker; 4) RENEW coordinator; 5) literacy interventionist; and 6) school resource officer. Dr. Freeman also pointed out the need to purchase dumpsters and the Drake Field improvements; warrant articles may be utilized to address these items.

Mr. Wolfe asked Dr. Freeman to have the administrative team prioritize the positions described.

#### D. Long-term District Planning – Status Update

According to Dr. Freeman, drafts of the district's revised vision and mission statements, as well as five district priorities, have been completed. Next steps include vetting these statements with stakeholders, drafting specific goals in each of the priority areas, developing logic models, and articulating action plans.

#### E. Good to Great Team

Dr. Freeman explained the Good to Great Team provides for a program audit in the district. Three audits have been completed and a recommendation has been accepted by the team to audit the PMHS advisory program in the upcoming year.

#### F. Stand Up Pittsfield

Dr. Freeman reported that Rick Frost, former Pittsfield resident and parent, who is with the New Hampshire National Guard Counterdrug Task Force, Civil Operations Division, has begun to work in partnership with Stand Up, Pittsfield. Two events have been scheduled, including a review of the Youth Risk Behavior Survey results on October 24, 2018, and a community asset assessment November 28, 2018. Jen Picard, former Pittsfield parent and community outreach coordinator at Rite Aid, has assumed leadership of the group.

#### G. Public School Funding

Dr. Freeman provided the Board with a piece from WMUR on school funding, pointing out Pittsfield data is included in the report.

#### H. Coming Events

Dr. Freeman provided a list of coming events in the district.

### XI. SCHOOL BOARD

### XII. COMMITTEE ASSIGNMENTS

- A. Budget Committee: Ms. Asdot
- B. Drake Field & Facilities: Mr. Wolfe and Mr. Gauthier
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

XIII. PUBLIC INPUT

District Moderator Girard LeDuc thanked the School Board for the early release of the draft budget.

Budget Committee Chairperson Bob Schiferle stated that the budget process is pushed to an earlier schedule due to the requirements of SB2. Mr. Schiferle stated there will be a public hearing on January 9, 2019. He stated the school budget is needed by the Pittsfield Budget Committee no later than November 14, 2018. Mr. Schiferle asked that district officials be present at the November 14, 2018, meeting to make their presentation of the proposed budget. Dr. Freeman stated he cannot guarantee the teacher contract negotiations will be completed by that date, although negotiators have stated that they are hopeful it will be before the holiday season. The deadline for completion of collective bargaining agreements established by the Division of Revenue Administration is January 8, 2019.

XIV. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for October 18, 2018, at 5:30 p.m. at the Pittsfield Middle High School.

XV. ADJOURNMENT

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

Respectfully submitted,

Tobi Chassie  
Recording Secretary