

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

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**MINUTES**

Pittsfield School Board Meeting  
December 6, 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  
Tobi Chassie, Director of Student Services  
Danielle Harvey, Dean of Instruction  
Derek Hamilton, Dean of Operations  
Kathy LeMay, Director of Interventions & Title I Manager  
Colby Wolfe, Site Council Representative  
Members of the Public

Chairperson Wolfe called the meeting to order at 5:31 p.m.

II. AGENDA REVIEW

The following items were added to the agenda:

- *Schindler's List* (Mr. Mitchell)
- Conference Participation Data (Ms. Harvey)

III. ACTION ON AGENDA

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, 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 November 15, 2018, meeting. On page three, paragraph six, change to Tuesday, November 20, 2018. On page five, paragraph three, change to "...and Mr. Mitchell were in attendance." On page six, paragraph two, change Ms. Douglas

to Ms. Asdot and change to "...voted unanimously to exit..." On page six, paragraph seven, change Ms. Douglas to Ms. Asdot. The Board unanimously approved the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Mitchell to approve the non-public minutes of the November 15, 2018, meeting. The Board unanimously approved the minutes as presented.

V. PUBLIC INPUT – None

VI. STUDENT REPRESENTATIVE

Colby Wolfe explained the Site Council continues to work on an anti-vaping campaign. Signs have been made and put up around the building. Students have not responded in a positive manner to the signage, so the Site Council is considering the options for the campaign. Additionally, Site Council Member Dan Courtney and Colby are investigating ways in which attendance by members can be increased at Site Council meetings.

VII. DEAN OF INSTRUCTION

A. Midyear Assessments

Ms. Harvey explained that PMHS teachers administer academic exams in December so that students will receive feedback before the end of the semester in January. Feedback from graduates and families have indicated that students needed more experience preparing for formal academic examinations which support the retention of learning.

B. Foundations Night

According to Ms. Harvey, kindergarten teachers hosted a family night on November 28, 2018, to educate families on the phonics and word study program that is used to instruct students. Twenty families participated.

C. Plymouth Interns

Ms. Harvey reported that two student teachers from Plymouth State University (PSU) have been serving at PES. Also, twenty-two additional PSU students have been working on Mondays in literacy classes. In the spring, eight additional PSU students will be coming to PES.

D. Conference Participation Data

Ms. Harvey provided data relative to family participation in conferences, showing a comparison with the previous year. Overall, PES had an 83% participation rate, compared with 87% in 2017; PMHS had an 83% participation rate, compared with 76% in 2017.

## VIII. DEAN OF OPERATIONS

### A. Student Attendance Report

Mr. Hamilton presented a data summary of first quarter student attendance at PES and PMHS.

### B. Student Behavior Report

Mr. Hamilton presented a data summary of student behavior at PES and PMHS.

### C. District Newsletter

A copy of the latest district newsletter was shared with the School Board.

### D. District Wellness Team

Mr. Hamilton reviewed a summary of the agencies and programs that are active in district schools as members of the district's Wellness Team, including Concord Hospital Family Health Center and UNH Cooperative Extension Service.

## IX. DIRECTOR OF INTERVENTIONS & TITLE I MANAGER

### A. International Dyslexia Association Conference

On October 24-27, 2018, Ms. LeMay attended the International Dyslexia Association conference, using Title I funds. She provided a brief presentation intended to help the Board understand dyslexia and the impact it can have on students.

## X. SUPERINTENDENT OF SCHOOLS

### A. Nomination

Dr. Freeman provided the Board with the resume of Jessica Bickford and nominated her for the position of director of student services effective July 1, 2019. A motion was made by Ms. Douglas and seconded by Ms. Asdot to approve Ms. Bickford for the position. The motion carried with Ms. Asdot, Ms. Douglas, Mr. Mitchell, and Mr. Wolfe voting in the affirmative and Mr. Gauthier abstaining from the vote. The Board thanked Ms. Bickford for her work in the district and interest in stepping up to this position.

## B. Warrant Articles

Dr. Freeman reviewed three potential warrant articles which the Board had previously discussed, including (1) the collective bargaining agreement, (2) the creation of a reserve fund for dumpster replacement, and (3) the allocation of funds for the repair of the Drake Field tennis courts. The Board authorized Dr. Freeman to draft warrant articles for the March District Meeting as discussed.

## C. Policies

Dr. Freeman presented the following policies for approval: Policy JFAA, Admission of Resident Students; Policy JG, Assignment of Students to Classes and Grade Levels; Policy JICD, Student Discipline and Due Process; Policy JICD-R, Memorandum of Understanding; Policy JICDAA, Employee-Student Relations; Policy JICDD, Student Discipline; Policy JICFA, Hazing; Policy JICG, Tobacco Products Bans Use and Possession In and On School Facilities and Grounds; Policy JICH, Drug and Alcohol Use by Students; Policy JICI, Weapons on School Property; Student JICK, Weapons on School Property; Policy JICK-R, Pupil Safety and Violence Prevention.

A motion was made by Ms. Douglas and seconded by Mr. Mitchell to approve the proposed policies. Discussion ensued and editing corrections made. The corrected policies were approved unanimously.

## D. Middle School Designation

Dr. Freeman explained the approach being taken by the administrative team relative to the designation of "Additional Targeted Support" for the middle school. Weekly meetings have been scheduled with the teachers in grades five, six, seven, and eight to develop a plan to address the deficit identified in this designation.

## E. Budget Updates

Dr. Freeman shared a document prepared for the Budget Committee to answer questions raised by the Pittsfield Budget Committee. He also distributed a copy of the Pittsfield Expenditure Report.

Dr. Freeman presented the Default Budget for 2019-2020, should the proposed budget be defeated by the Town. If the proposed budget is defeated and the default budget becomes the operating budget, \$180,000.05 will need to be eliminated from the proposed budget. Dr. Freeman asked the Board if they would like the administrative team to create a potential list of cuts that would be made if the default budget prevails to which the Board agreed.

Dr. Freeman explained that the Budget Committee asked several questions that could not be adequately answered as data is not collected.

F. Long-term District Planning

Dr. Freeman provided a status report on the efforts to continue the long-term district planning, specifically the revision of the mission and vision statements, as well as identification of district priorities and goals.

G. Superintendent Succession Plan Update

Dr. Freeman presented six key tasks and target completion dates relative to the leadership succession of the superintendent.

XI. SCHOOL BOARD

A. *Schindler's List*

Mr. Mitchell asked about the teaching of the Holocaust. Ms. Harvey stated the Holocaust is taught in middle school. *The Boy in Striped Pajamas* is a video that is used. Also, a Holocaust survivor has been a guest speaker to classes in the past. Mr. Mitchell asked if the book, *Schindler's List*, might not be a good resource. Dr. Freeman asked Ms. LeMay to research this possibility and report back to the Board.

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. PUBLIC INPUT (Second Session)

Paulette Wolfe stated her support of hiring of Ms. Bickford and spoke highly of her service to the district.

XIV. NON PUBLIC SESSION

At 6:42 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to enter into non-public session to discuss a personnel issue under the authority of RSA 91-A:3, II (a) and (b). The Board was polled and voted unanimously (Ms. Asdot, yes; 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 6:46 p.m. a motion was made by Ms. Asdot and seconded by Ms. Douglas 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, yet; Mr. Gauthier, yes; Mr. Mitchell, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

XV. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Ms. Douglas the Board voted unanimously to adjourn the meeting at 6:47 p.m.

Respectfully submitted,

Tobi Chassie  
Recording Secretary