

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

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**MINUTES**

Pittsfield School Board Meeting  
November 16, 2017  
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson  
Bea Douglas  
Linda Freese  
Ted Mitchell  
Ralph Odell

Others Present: John 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  
Kathy LeMay, Director of Intervention & Title I Manager  
Ross Morse, Community Liaison  
Colby Wolfe, Student Representative  
Members of the Public

Chairperson Wolfe called the meeting to order at 5:30 p.m.

II. AGENDA REVIEW

The following item was added:

- *I Am College Bound – I Applied* (Ms. Brown)

The following item was deleted:

- *New Hampshire Scholars* (Ms. Brown)

III. ACTION ON AGENDA

On a motion made by Ms. Douglas and seconded by Ms. Freese, 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. Freese to approve minutes of the November 2, 2017, meeting. On page 5, change to "DEAN OF OPERATIONS." On page 9, change "Ms. Clough" to "Mr. Clough." The motion passed unanimously with the noted changes.

On a motion made by Ms. Douglas and seconded by Ms. Freese, the Board voted unanimously to approve the minutes of the November 2, 2017, non-public session as written.

#### V. PUBLIC INPUT – None

#### VI. STUDENT REPRESENTATIVE

Colby Wolfe, student representative, reported the Site Council hosted a visit of the Youth Organizers United. This organization is recruiting one or two members to sign up for a round table discussion, and planning session. The Site Council has finalized their team charter. At the last Site Council meeting, student (Chandler Norris), faculty (Joe Downey), and community membership (Yvonne MacGlashing) was confirmed.

#### VII. DEAN OF OPERATIONS

##### A. Prom Presentation

Casey Wolfe reported to the Board the plans for the Class of 2019 Junior/Senior Prom. He stated it would be held at Lake Shore Farm Inn in Northwood. The proposed date of the prom is May 19, 2018, from 6:00 to 11:00 p.m. Colby Wolfe added financial details to the presentation. He estimated tickets to be \$50 per person and anticipates a minimum of 50 people will attend.

On a motion made by Ms. Douglas and seconded by Ms. Freese, the Board voted unanimously to approve the prom plan.

#### VIII. DEAN OF INSTRUCTION

##### A. C.A.R.E.S.

Ms. Harvey reported to the Board on CARES, an acronym from Responsive Classroom that stands for Cooperation, Assertion, Responsibility, Empathy, and Self-Control. She explained the program is used to help students build empathy and understanding of how to work in a classroom. A rubric has been developed, which is used by teachers to reflect on what students are demonstrating and to build comments to the families.

IX. DEAN OF OPERATIONS (Continued)

A. Behavior Management

According to Mr. Hamilton, the administrative leadership team, with the support of Mike Curtin, PES counselor, and Kim Morganti, behavior specialist, have focused attention on the area of behavior management at PES. He explained the discipline policies and procedures are being reviewed. The former student support center has been renamed Pitt Stop and the purpose has been redeveloped. Mr. Hamilton stated a more dramatic approach to repeat offenders will be implemented. Communication for staff, students, and families is in process.

Mr. Hamilton reviewed efforts being taken by the administration to address the student behavior concerns. He explained that he has conferred with Bethany Cottrell from Merrimack County Advocacy, who will be providing students in grades seven through twelve with training on internet safety. He has collaborated with Greg Palinski from Merrimack County Juvenile Services, who will be providing students in grades four through twelve with an educational presentation on bullying prevention. Mr. Hamilton has met with Chief Cain to discuss a referral process to Teen Court, providing a presence at the bullying prevention workshops and after school hours.

B. District Newsletter

Mr. Hamilton provided the Board with a copy of the recent district newsletter highlighting the upcoming *I am College Bound – I Applied* event and recent school-community connections with the Pittsfield Fire Department and Food Pantry.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. *I Am College Bound – I Applied*

Ms. Brown invited the members of the Board to attend the event on November 28, 2017, in the PMHS media center.

XI. DIRECTOR OF INTERVENTIONS / TITLE I MANAGER

A. New Hampshire Scholastic Center for Authentic Family Voice

Ms. LeMay stated that the New Hampshire Department of Education in partnering with Scholastic, a publishing company, to “provide expert leadership, training, and consultation to New Hampshire school administration, faculty, staff, families, and their respective communities, in the development of home-school partnerships that honor the authentic family voice that supports mastery based approach toward a personalized learning model.” Ms. LeMay stated that

she and Ross Morse, community liaison, are in the process of applying for participation in this project.

#### B. Lexia Core5

Ms. LeMay explained the PES faculty will be trained to use the Lexia Core 5 Program. This program assists faculty in using data to improve instruction to better meet the individual student's needs.

### XII. SUPERINTENDENT OF SCHOOLS

#### A. Policy Recommendation

A motion was made by Ms. Douglas and seconded by Ms. Freese to approve the eight policies. The policies are:

- Policy CA, Administration Goals: recommended change to reflect current administrative structure;
- Policy CBI, Evaluation of the Superintendent: amendment simplifies areas of responsibility, reflects changes in the law and rules since 2009, and allows for focus and flexibility;
- Policy CCB, Line and Staff Relations: no changes recommended;
- Policy CE, PMHS Site Council: no changes recommended;
- Policy CFB, Building Administrators' Evaluation: changes reflect current administrative structure and current evaluation process;
- Policy CHCA, Approval of Handbooks: slight change recommended to reflect current administrative structure;
- Policy CHD, Administration in Policy Absence: recommended so authority of superintendent is clear; and
- Policy CLA, Treatment of Outside Reports: no changes recommended.

The policies were approved unanimously as presented.

Dr. Freeman distributed a copy of a document from the New Hampshire School Boards Association entitled, *New Hampshire School Boards Association Legislative Update – SB 193* as well as a financial analysis conducted by *Reaching Higher New Hampshire*, which indicated a potential tax impact to Pittsfield of \$.38/thousand. He assured the Board he would keep them abreast of the activity around this bill as it progresses; it is anticipated that the bill, which has been approved by the Education Committee of the House, will be brought to the House for a vote in January.

#### B. Student Behavior Management and Bullying

Dr. Freeman explained the administrative team has dedicated much of its meeting time to the issue of student behavior management and bullying. He provided the Board with a synthesis of the data that have been used throughout the discussions. The data are the *Youth Risk Behavior Survey* and *School Climate Survey*. Dr. Freeman applauded the work of Dean Hamilton on the

efforts he has led in the improvements in the area of student behavior management.

Dr. Freeman stated two concerns that are impacting the behavior of students: use of electronic devices and history of trauma. He went on to explain the severity of the issue and the intensity of the behaviors of some students in the district. He stated, according to his research, expulsion show no measurable impact. However, a community banding together to create a culture of respect is noted as one of the most powerful strategies. Dr. Freeman reminded the Board that Ms. Brown is working on improving the Advisory Program at PMHS and Mr. Hamilton is working on recess behavior, thanks in part to a \$7,000 grant received from *Playworks*.

Dr. Freeman reiterated his desire to establish an advisory committee to work on a plan to address the issue of bullying, to which the Board expressed their support. He provided the Board with information regarding the history of bullying reports in the district. He stated there are fewer than ten cases per year reported to the administration.

Ms. Harvey explained there was training provided to faculty and staff on the effects of trauma on our students and their ability to learn. Mr. Hamilton explained the training that is being provided to staff at PES on prevention and de-escalation strategies.

### XIII. PUBLIC INPUT – Second Session

Sean Asdot, member of the public, asked for a definition of bullying. Ms. Harvey read from Policy JICK the district's definition for bullying. Dr. Freeman reminded the public the policies can be found on the district's website.

Tracy Huyck asked what measures are taken to ensure students with disabilities can be safely included with the general population of students. Dr. Freeman reassured Ms. Huyck that appropriate strategies are implemented to ensure all students are safe.

Ms. Huyck informed the Board of an opportunity for students who qualify for free and reduced lunch to attend a free camp called Copper Canyon Camp.

Mr. Wolfe (member of the public) stated the new seating arrangement of the Board meeting is more inviting to the public attending.

### XIV. SCHOOL BOARD

#### A. Hacking of School Districts

Mr. Mitchell reported on a news item warning districts of on the dangers of hacking. Dr. Freeman asked Mr. Hamilton to investigate the precautions being taken and report to the Board.

XV. COMMITTEE ASSIGNMENTS

- A. Budget - None
- B. Drake Field & Facilities - None
- C. Negotiations – None
- D. Foss Foundation – None

XVI. PUBLIC INPUT (Second Session)

XVII. NON-PUBLIC SESSION

At 6:30 p.m. a motion was made by Ms. Douglas and seconded by Ms. Freese to enter into non-public session to discuss negotiations with the EAP under the authority of RSA 91-A:3, II (a). The Board was polled and voted unanimously (Ms. Douglas, yes; Ms. Freese, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to enter into non-public session.

No action was taken in non-public session.

At 6:53 p.m. a motion was made by Ms. Douglas and seconded by Ms. Freese to exit from non-public session and to re-enter into open session. The Board was polled and voted unanimously (Ms. Douglas, yes; Ms. Freese, yes; Mr. Mitchell, yes; Mr. Odell, yes; Mr. Wolfe, yes) to exit the non-public session and to re-enter into open session.

XVIII. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for December 7, 2017, at 5:30 p.m. at the Pittsfield Middle High School.

XIX. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Odell, the Board voted unanimously to adjourn the meeting at 6:54 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary