

APPROVED BY THE PITTSFIELD SCHOOL DISTRICT

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

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**MINUTES**

Pittsfield School Board Meeting  
December 7, 2017  
Pittsfield Middle High School

**I. CALL TO ORDER**

Members Present: Michael Wolfe, Chairperson  
Bea Douglas  
Ralph Odell

Others Present: John Freeman, Superintendent of Schools  
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  
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:

- Behavior management
- Ski and Snowboard Club
- Default Budget
- Leave Request
- Request for Release of Contract

**III. ACTION ON AGENDA**

On a motion made by Ms. Douglas and seconded by Mr. Odell, the Board voted unanimously to approve the agenda, as amended.

**IV. APPROVAL OF PREVIOUS MEETING MINUTES**

A motion was made by Mr. Wolfe and seconded by Mr. Odell to approve minutes of the November 15, 2017 meeting. The minutes were approved as written.

A motion was made by Mr. Wolfe and seconded by Mr. Odell to approve minutes of the November 16, 2017 meeting. The minutes were approved as written.

A motion was made by Mr. Wolfe and seconded by Mr. Odell to approve minutes of the November 16, 2017 non-public meeting. The minutes were approved as written.

V. PUBLIC INPUT – None

VI. STUDENT REPRESENTATIVE

Colby Wolfe stated that there had not been a Site Council meeting since the last Board meeting. He said that students on Site Council participated in a conference call with a school in North Carolina. The school had seen the Edutopia clip on Site Council and wanted further information as they develop their own Council. Serena Biemer has been appointed by the faculty to serve on Site Council.

VII. DEAN OF INSTRUCTION

A. Substitutes

Ms. Harvey updated the Board on the critical shortage of substitutes for both PES and PMHS. She reviewed the strategies implemented when there are not enough substitutes to cover absences.

B. Fall Conference Participation Data

Ms. Harvey provided data on conference participation data for fall 2017. She provided comparison statistics from the previous year. The percent of participation at PMHS has dropped to 76% as compared to 84% last year.

VIII. DEAN OF OPERATIONS

A. Behavior management

Mr. Hamilton distributed a copy of the letter that was sent to families of PES students explaining the renewal of behavior management practices. He provided information about the steps that have been taken to manage behavior, as well as the statistics representing the number of referrals made to the office. As a result of changes to behavior response, there has been an increase in referrals. The response to the changes has been positive from staff and families, realizing there is a strong effort being put forth to manage the school's climate.

## B. Ski and Snowboard Club

Mr. Hamilton distributed a letter he has sent to the families of students in the ski and snowboard club. The club includes students in grades four through twelve. A Sanderson Fund gift is covering the fees associated with this club at Gunstock Ski Area.

## C. Bullying Prevention Presentations

According to Mr. Hamilton, bullying prevention information is being presented to students in grades four through twelve. The presentation will raise awareness of bullying, how it happens, and its impact on everyone involved.

## D. Girls on the Run Program

Mr. Hamilton explained Girls on the Run is a nonprofit after school youth development program for girls in third through fifth grade. It is a ten-week program that meets twice a week after school for approximately ninety minutes each day. Lesson topics include body image, positive self-talk, and making healthy decisions. Paulette Wolfe and Donna Keeley will be coaching the team. Ms. Wolfe, present at the meeting, stated her enthusiasm in bringing this opportunity to the girls in Pittsfield. She provided the Board with an explanation of the program elements.

On a motion made by Mr. Odell and seconded by Ms. Douglas, the Board voted unanimously to approve the Girls on the Run Program at PES.

## E. Internet Safety

In response to the Board's request, Mr. Hamilton explained information he gathered relative to the school district's firewall. Mr. Ballou reports that the school district uses Fortinet Firewall, a commonly used firewall among schools and government organizations. The firewall filters all incoming and outgoing data and is aligned to the laws within the Child Internet Protection Act. Additionally, our network is managed by Security 7, a firewall management company, and only accessible for Mr. Ballou and Security 7.

# IX. DIRECTOR OF STUDENT SERVICES

## A. OUT OF DISTRICT PLACEMENTS

According to Ms. Chassie, there are now twelve out of district placements. Four of the students have been placed by the courts and the remainder by the district. A committee is in the process of investigating the possibility of housing a behavior program at PES. Recommendations will be made to Dr. Freeman in the spring.

X. DIRECTOR OF COLLEGE AND CAREER READINESS

A. I Am College Bound – I Applied

On behalf of Ms. Brown, Mr. Hamilton reported there were seventy-four applications submitted, seven out of state and sixty-seven in state applications. There were sixty four-year college applications and fourteen two-year college applications. The total of savings in fee waivers was \$2,930.

B. Senior Meetings

Ms. Brown reported she has conducted thirty-nine meetings with individuals to discuss their graduation status, grades, transcripts, credit audit, and senior information form. Of those thirty-nine students, thirty-one are on pace to graduate in June of 2018, two are being closely monitored, two will not be graduating in June and will need additional time, and four students are preparing to take the HiSET examination.

XI. SUPERINTENDENT OF SCHOOLS

A. Default Budget

Dr. Freeman distributed to the Board a copy of the default budget. He suggested they review the budget and take action at the next meeting.

B. Leave Request

On a motion made by Ms. Douglas and seconded by Mr. Odell, the Board voted unanimously to approve a request for leave adjacent to a school vacation.

C. Contract

Dr. Freeman distributed a letter from Anne Banks, who is requesting a release from her contract mid-year. He invited Ms. Banks, who was present, to speak on her own behalf. Ms. Banks explained the circumstances of the request. On a motion made by Mr. Wolfe and seconded by Ms. Douglas, the Board voted unanimously to approve the release of Ms. Banks from her contract, effective Friday, December 22, 2017.

XII. SCHOOL BOARD - None

XIII. COMMITTEE ASSIGNMENTS

A. Budget – Default budget was distributed and will be discussed at a future meeting.

B. Drake Field & Facilities - None

C. Negotiations – None

D. Foss Foundation – None

XIV. PUBLIC INPUT (Second Session)

Mr. Ross Morse stated Carrie Clark initiated the application to the Sanderson Fund for the Ski and Snowboard Club. The Board expressed their appreciation to Ms. Clark for this effort.

XV. NON-PUBLIC SESSION

At 6:04p.m. a motion was made by Mr. Wolfe and seconded by Ms. Douglas to enter into non-public session to discuss a student matter, employee compensation, and negotiations with the EAP under the authority of RSA 91-A:3, II (a). The Board was polled and voted unanimously (Ms. Douglas, yes; Mr. Odell, yes; Mr. Wolfe, yes).

At 6:15 p.m. a motion was made by Ms. Douglas and seconded by Mr. Odell to exit from non-public session. The Board was polled and voted unanimously (Ms. Douglas; Mr. Odell, yes; Mr. Wolfe, yes).

XVI. PLAN AGENDA FOR NEXT MEETING

The next School Board meeting is scheduled for December 21, 2017 at 5:30 p.m. at the Pittsfield Middle High School.

XVII. ADJOURNMENT

On a motion made by Ms. Douglas and seconded by Mr. Wolfe the Board voted unanimously to adjourn the meeting at 6:16 p.m.

Respectfully submitted,

Tobi Gray Chassie  
Recording Secretary