

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
March 17, 2022
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Sarah Duval
Molly Goggin

Others Present: Bryan Lane, Interim Superintendent
Derek Hamilton, Principal, PMHS
Mike Wiley, Principal, PES
Melissa Brown, Assistant Principal, PMHS
Members of the Public

Interim Superintendent Lane opened the meeting at 5:31 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Lane.

III. NOMINATION / ELECTION OF BOARD CHAIR

Mr. Lane asked for nominations for Chairman of the Board. Ms. Adams nominated Adam Gauthier, which was seconded by Ms. Goggin. Mr. Gauthier was elected with Ms. Adams, Ms. Duval, Ms. Goggin voting in the affirmative and Mr. Gauthier abstaining from the vote.

Mr. Lane turned the meeting over to Chairman Gauthier.

IV. NOMINATION / ELECTION OF VICE CHAIR

Mr. Gauthier asked for nominations for Vice Chairman of the Board. Ms. Duval nominated Sandra Adams for Vice Chairman. Ms. Adams was elected with Ms. Duval,

Ms. Goggin, and Mr. Gauthier voting in the affirmative and Ms. Adams abstaining from the vote.

V. AGENDA REVIEW

The following items were added:

- Student recognition (Ms. Goggin)
- Weekly communication (Ms. Goggin)
- Board vacancy (Mr. Gauthier)
- Request for Drake Field (Mr. Hamilton)

Mr. Lane informed the Board that a non-public session would be required.

VI. ACTION ON AMENDED AGENDA

On a motion made by Ms. Goggin and seconded by Ms. Adams, the Board unanimously approved the amended agenda.

VII. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes of the February 3, 2022 meeting were considered. Changes made include: on page two, paragraph four, change to Lea Adams; on page four, paragraph three, change to Erica Anthony; on page seven, paragraph six, change to Lea Adams. On a motion made by Ms. Goggin and seconded by Ms. Adams, the Board approved the minutes as amended with Ms. Adams, Ms. Goggin, and Mr. Gauthier voting in the affirmative and Ms. Duval abstained from the vote.

The minutes of the February 17, 2022 meeting were considered. Due to omissions, the Board tabled the approval of the minutes to the next meeting.

VIII. PUBLIC INPUT

Ed Patterson stated his concern for the loss of technical instruction such as wood shop. He stated there is a need in the workforce for skills taught in technical programs. He suggested a Home Life and Maintenance class in which skills for basic home and car repair would be taught. Mr. Patterson stated that people do not know how to take care of basic needs relative to home and car maintenance and that the school should provide the training. Mr. Lane explained that students do have access to the Concord Regional Technical Center for programs. He also stated that the Consumer Science curriculum is being reconsidered so these ideas may be able to be incorporated.

IX. STUDENT REPRESENTATIVE

Matthew Swenson asked for time on the agenda to consider the proposal for changes in the dress code. The Board will consider the proposal on April 7, 2022.

X. PMHS PRINCIPAL

A. Facility Request

Mr. Hamilton brought forward a request from the Pittsfield Parks and Recreation to use Drake Field for the annual Easter egg hunt on April 9, 2022. On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to approve the request.

Mr. Hamilton brought forward a request from the Suncook Valley Rotary Club to use Drake Field for the annual Hot Air Balloon Rally from August 3-8, 2022. On a motion made by Mr. Gauthier and seconded by Ms. Adams, the Board voted unanimously to approve the request.

B. Senior Class Trip

Mr. Hamilton introduced Jen Garrett and Sarah Carson, senior class advisors, as well as Matthew and Dalton Swenson, members of the senior class. Dalton reviewed the specifics for the proposed trip as Matthew distributed information to the Board. Dalton stated that a portion of the cost would come from the class' treasury and \$65 would be the cost per person out-of-pocket. On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board voted unanimously to approve the trip.

C. Program of Studies

Mr. Hamilton thanked the Guidance Department for the work done to publish the 2022-2023 Program of Studies. Mr. Hamilton explained that the major difference in this year's program is the inclusion of the competencies that are designated for each course. This change was in response to requests from parents to provide more information about each course.

Ms. Adams asked some clarifying questions about grading and aspects of student centered learning. Mr. Hamilton gave a brief explanation of competency-based learning and how grading works.

Ms. Goggin asked if Earth Science is required. Mr. Lane confirmed that Earth Science is not required, but is an elective. He explained that there is a requirement for a number of hours of science.

Ms. Goggin questioned why Anatomy and Physiology would not be offered. Mr. Hamilton stated that the newly hired teacher is not qualified to teach that course but that students have access to the course online.

Mr. Gauthier asked clarifying questions relative to athletic eligibility. Mr. Hamilton said that information is in the Student and Family Handbook. Mr. Gauthier suggested adding the information to the Program of Studies.

Mr. Gauthier raised the issue of community service being done according to a timetable. Mr. Hamilton explained that the requirements relative to community service have changed over the years; the timetable is helping students to stay current with their hours.

Mr. Gauthier asked if sixth graders are able to begin their community service hour requirements. Mr. Hamilton stated that he wasn't sure what is in the Student and Family Handbook but offered to look into it further, especially as the Handbook is revised this summer.

Mr. Gauthier asked if the honor roll is still acknowledged. Mr. Hamilton explained the current status relative to the honor roll.

Ms. Goggin asked if a course in economics is required; Mr. Hamilton confirmed that it is a course required by the NH Department of Education for graduation.

Ms. Goggin asked about the inclusion of the newly required citizenship exam. Mr. Hamilton said that work will be done to incorporate this in the curriculum in time for the first test next spring.

Mr. Gauthier asked for clarification on pass / fail grading. Mr. Hamilton stated that very few courses have an option of pass / fail.

Ms. Adams asked clarifying questions relative to report cards. Mr. Hamilton explained that grading is done on a rolling basis over the course of a class and is directly related to students' passing competencies.

XI. DIRECTOR OF STUDENT SERVICES

A. Compliance and Indicator 13

In Ms. Bickford's absence, Mr. Lane explained the changes that the NH Department of Education is making in the monitoring of compliance relative to the transition planning for students with disabilities starting at the age of fourteen, referred to as Indicator 13. Ms. Bickford's report provided the Board with information explaining Indicator 13. A review will be happening in the fall of 2022 using the new process and the Board will be kept informed.

XII. INTERIM SUPERINTENDENT OF SCHOOL

A. COVID-19

Mr. Lane explained that the requirement for mask wearing has been eliminated throughout the district. He stated that he communicated with legal counsel at the NH Department of Education regarding the requirement for masks if there is a break-out. If a cluster is identified, the District can impose a targeted mask protocol if the Department of Public Health recommends it.

B. Team Harriman Design

Mr. Lane explained that representatives from Team Design Harriman met with administration on March 9, 2022. Team Design was interested in understanding exactly what information the Board is looking for.

C. Contracts

Mr. Lane explained that after the passing of the budget, work began on creating contracts. He explained that a computerized program will be used to create contracts, which will increase accuracy and eliminate the need for each contract to be typed individually. Contracts will be issued no later than April 15, 2022 and will need to be returned by May 4, 2022. Extensions will be given to individuals who may be applying for positions elsewhere.

D. NON-TEACHING POSITIONS

Mr. Lane is conferring with administrators about the organization of non-teaching positions.

E. SCHOOL CALENDAR

Mr. Lane explained that the last day of school is now scheduled for June 21, 2022 due to snow days.

F. CERTIFICATION

According to Mr. Lane, he has nearly finished completing meetings with teachers whose certifications are being renewed this year.

G. NOMINATION LIST

Mr. Lane explained that teachers must be provided a contract by April 15, 2022 if they are being invited back. He will be providing the Board with a nomination list prior to April 15, 2022.

H. SOFTWARE

Mr. Lane is investigating updating software that takes care of payroll. The current system was installed in 2007 and is outdated.

I. UNEXPENDED FUNDS

Mr. Lane explained that at the next meeting he will be presenting the fund balance and a proposal for possible expenditures.

XIII. SCHOOL BOARD

A. POLICIES - First Reading

Mr. Lane presented the following policies for the first reading: Policy JFABD, Admission of Homeless Students; Policy JFAA, Admission of Resident Students; Policy, JFAB, Admission of Non-Resident Students; and Policy IHCD, Advanced Course Work / Advanced Placement. These policies will be considered for approval by the Board at the next meeting.

B. NOMINATION

Mr. Lane nominated Melissa O’Leary as the Library Media Specialist at PES. On a motion made by Ms. Adams and seconded by Mr. Gauthier, the Board voted unanimously to approve the hiring of Ms. O’Leary.

Mr. Lane nominated Ashley Blum to fill a vacant special education position at PMHS. On a motion made by Mr. Gauthier and seconded by Ms. Duval, the Board voted unanimously to approve the hiring of Ms. Blum.

C. POLICIES – Second Reading

Mr. Lane stated that newly approved policies will immediately be uploaded to the website. The Board asked if their policy books would be updated during the summer; Mr. Lane agreed to have his office update books.

Consideration of the following policies were made:

- Policy BEDB, Agenda Preparation and Dissemination – No modifications
- Policy EBCE, School Closings – On a motion made by Ms. Adams and seconded by Ms. Goggin, the Board unanimously adopted language to have the school principals in consultation with the school board chair to make decisions in the absence of the superintendent.
- Policy JH, Attendance, Absenteeism and Truancy – On a motion made by Mr. Gauthier and seconded by Ms. Adams, the Board unanimously modified the policy by replacing Dean with principal.
- Policy JIA, Student Due Process Rights – No modifications
- Policy JHC, Student Early Release Precautions – On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board unanimously modified the policy by replacing Dean of Operations with principal.
- Policy JI, Student Rights and Responsibilities – No modifications
- Policy JIAA, Eighteen Year-Old Students – No modification
- Policy JICC, Student Conduct on School Buses - On a motion made by Ms. Adams and seconded by Mr. Gauthier, the Board unanimously modified the policy by replacing Dean with principal.

D. Student of the Month

Ms. Goggin asked if the Student of the Month continues to be awarded. Mr. Wiley stated that this practice did not serve the population as a whole so was terminated. She suggested that this is a way to promote social emotional learning

and the ability to celebrate student's academic and social emotional excellence. Mr. Wiley agreed to reconsider this concept.

Ms. Goggin asked if there was any acknowledgement on a monthly basis at PMHS. Mr. Hamilton stated that these acknowledgements are made at the end of the year. Mr. Lane stated that if there is an idea someone wants to be considered, communicate with him and he will forward to the principals.

E. Weekly Communication

Ms. Goggin stated that PES does a weekly communication to parents and PMHS does a newsletter on a monthly basis. She asked if a weekly note can be considered from both PES and PMHS. Mr. Hamilton explained the on-going communication that is provided to parents, but Ms. Goggin asked for consideration of a more formal and consistent (weekly) communication to parents. Mr. Gauthier asked if ClassTag was being used; Mr. Hamilton stated that when it was being used only fifty percent or less of families participated so its use was terminated.

Mr. Lane stated that the multiple subscriptions, such as ClassTag that were used when COVID began, are coming up for renewal. Discussion is taking place about using one platform so there would not be as great of an expense. Ms. Goggin reiterated the need for a one-stop place for news relative to PES and PMHS.

F. Board Vacancy

Mr. Gauthier explained that Justin Clough has taken a new job and is no longer available to serve on the Board. Mr. Gauthier suggested opening the position up for letters of interest with a deadline of April 4, 2022. Discussion ensued regarding whether interviews should be required. Ms. Duval stated that interviews might be a good idea since she was not involved with the previous interviews. Ms. Adams agreed that the interview process is important. Mr. Lane stated that the vacancy will be publicized.

XIV. COMMITTEE ASSIGNMENTS - Committee assignments will be made at the next meeting.

- A. Budget Committee Representative
- B. Drake Field and Facilities
- C. Negotiating Team
- D. Foss Family Scholarship

XV. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, April 7, 2022 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XVI. PUBLIC INPUT (Second Session) - None

XVII. NON-PUBLIC SESSION

At 7:09 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Goggin to enter into a non-public session under the authority of RSA 91-A:3 (a) to discuss personnel. The Board was polled and voted unanimously to enter into a non-public session (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

At 7:47 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Adams to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Adams, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

XVIII. ADJOURNMENT

A motion was made by Ms. Adams and seconded by Ms. Goggin to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 7:48 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary