

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, July 16, 2020

PMHS Lecture Hall

Pittsfield Middle High School

1. CALL THE MEETING OF THE SCHOOL BOARD TO ORDER
 - All speakers are to conduct themselves in a civil manner. Obscene, libelous, defamatory, or violent statements will be considered out of order and will not be tolerated. The Board Chairperson may terminate the speaker's privilege or address if the speaker does not follow this rule of order. (Pittsfield School Board Policy BEDH)
2. AGENDA REVIEW
3. ACTION ON AMENDED AGENDA
4. APPROVE MINUTES: June 18, 2020
June 18, 2020, Non-public minutes
5. PUBLIC INPUT – Comments from community members, guests, and faculty
6. STUDENT REPRESENTATIVE – Oral Report

7. DEAN OF INSTRUCTION

Action

-

Information & Discussion

- No Report

8. DEAN OF OPERATIONS

Action

-

Information & Discussion

- Building Facilities Protocol
- Summer Athletic Guidelines
- School Safety Report

9. DIRECTOR OF STUDENT SERVICES

Action

-

Information & Discussion

- No Report

10. DIRECTOR OF CAREER READINESS

Action

-

Information & Discussion

- No Report

11. DIRECTOR OF INTERVENTION

Action

-

Information & Discussion

- No Report

12. SUPERINTENDENT OF SCHOOLS

Action

- Administrative Restructuring

Information & Discussion

- Emerging Leader Award
- Resignation
- New Professional Employees
- School Reopening Planning for August
- *School Warrant Tuition Request Article*
- Opioid Litigation

13. SCHOOL BOARD

Action

-

Information & Discussion

-

14. COMMITTEE ASSIGNMENTS

- | | |
|-------------------------------------|---------|
| A) Budget Committee Representative: | HA |
| B) Drake Field & Facilities: | AG |
| C) Negotiating Team: | BD & HA |
| D) Foss Foundation: | TM |

15. PLAN AGENDA FOR NEXT MEETING: August 6, 2020

16. NON-PUBLIC SESSION – The Board is requested to meet in non-public session at the beginning of your agenda to discuss a student matter and a personnel matter under the authority of RSA 91-A:3 II (c); a confidential document is enclosed for Board members only.

17. ADJOURNMENT

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

MINUTES

Pittsfield School Board Meeting
June 18, 2020
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Bea Douglas, Chairperson
 Heidi Asdot, Vice Chairperson
 Jessica Drouin
 Adam Gauthier (exit meeting at 6:54 p.m.)
 Ted Mitchell

Others Present: John J. Freeman, Superintendent of Schools
 Jessica Bickford, Director of Student Services
 Derek Hamilton, Dean of Operations
 Danielle Harvey, Dean of Instruction
 Tobi Chassie, Recording Secretary
 Members of the Public

Ms. Douglas called the meeting to order at 5:30 p.m.

II. AGENDA REVIEW

The following items were added to the agenda:

- Acceptance of Gift (Dr. Freeman)
- Non-Public Session (Dr. Freeman)
- Facilities Use Request (Mr. Hamilton)
- Surveillance Camera Quotes (Mr. Hamilton)

III. ACTION ON AGENDA

On a motion made by Mr. Mitchell 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 Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the public meeting on June 4. The following changes were made: on page five, first paragraph, add the sentence, “Six family members will be allowed”; and on page seven, paragraph four, add to the first sentence, “...for graduating seniors”. The motion was passed unanimously to approve the minutes as amended.

A motion was made by Mr. Gauthier to approve the minutes of the non-public meeting on June 4, 2020. The motion was passed to approve the minutes as written with Ms. Douglas, Ms. Asdot, Mr. Mitchell, and Ms. Drouin voting in the affirmative, and Mr. Gauthier abstaining due to his absence from the session.

V. PUBLIC INPUT

Justin Clough asked about the agenda item added regarding security cameras; he wanted to know if they were for Drake Field. Mr. Hamilton said these cameras are for PES and that there are already cameras at Drake Field. Mr. Clough stated concern for the condition of Drake Field and gave the example of trash being strewn around the children’s play area. Mr. Hamilton stated he had not heard about the incident.

Ms. Asdot, a neighbor of Drake Field, said that there have been several groups of people who have not followed the pandemic distancing guidelines. Ms. Douglas asked if the custodians check on Drake Field, and Mr. Hamilton said that they do, typically one or two times per week; but due to Covid-19, custodians have not been working full time nor have had a full crew. As of July 1, 2020, according to Dr. Freeman, custodians will be back to a full crew full time. Mr. Clough asked if there could be a more aggressive stand taken against the people who are vandalizing Drake Field.

VI. DEAN OF INSTRUCTION - No report

VII. DEAN OF OPERATIONS

A. Facilities Usage Request

Mr. Hamilton reviewed a request from the United States Census Bureau to use one large room and two small rooms to conduct training sessions from July 31 through August 5 from 8:00 to 1:00 p.m. On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to approve the request.

B. School Facilities Projects

Mr. Hamilton provided the Board with information on the PES boiler replacement and other items associated with the HVAC systems, PMHS attic insulation, PMHS window replacement, and Drake Field tennis courts.

Mr. Hamilton stated that Keith DeMoura, a mechanical engineer with Yeaton Associates and Robert Gregoire from Granite State Plumbing and Heating

inspected the PES facility. Mr. DeMoura stated that barring a catastrophic failure, the existing boilers are in good condition and should continue to function for another two to five years. Mr. DeMoura stated that of greater concern is the underground oil tank, which is approximately thirty years old.

Mr. DeMoura recommended that the district create a five-year plan to replace the boilers and oil tank and suggested consideration of other fuel sources than oil, such as propane or natural gas. Further, Mr. DeMoura recommended that the first phase of the five-year plan should be updating the control system. He is willing to bring a proposal forward with a cost estimate for preparing a narrative and design plans to move these projects forward.

Ms. Douglas stated that further information from Mr. DeMoura would be appreciated. Mr. Hamilton will ask him to bring a proposal for a five-year plan for the HVAC systems at PES forward to the Board for review. On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to request that Mr. DeMoura provide a proposal for a five-year HVAC upgrade plan for PES.

Mr. Hamilton stated a quote from Energy Improvements of New Hampshire has been received for \$9,900 to insulate the PMHS attic. Mr. Hamilton described details on the scope of the work being considered. On a motion made by Mr. Gauthier and seconded by Ms. Douglas, the Board voted unanimously to approve the \$9,900 for insulation at PMHS.

Mr. Hamilton explained the plan for replacing windows on the first floor of PMHS. Portland Glass provided a quote for \$40,490.69, but broke it up into four phases plus some miscellaneous hallway windows. Phase 1 would cost \$8,775.83, Phase 2 would cost \$6,068.20, Phase 3 would cost \$10,146.02, and Phase 4 would cost \$13,951.42. The miscellaneous windows would cost \$1,549.22. Ms. Douglas expressed her concern for the safety issues relative to the windows.

Dr. Freeman stated that the approximate fund balance available at the end of the fiscal year is \$565,000. This is more than what was previously projected.

Ms. Asdot made a motion, seconded by Mr. Mitchell, that the Board conduct all four phases plus miscellaneous hallway windows for the cost of \$40,490.69. Upon discussion, the motion was withdrawn by Ms. Asdot and Mr. Mitchell.

Discussion ensued regarding the possibility of also doing the second floor at the same time. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve window replacement in both PMHS floors at a cost of no more than \$100,000.

Mr. Hamilton stated two quotes were received for the fence at the tennis courts at Drake Field, with funding provided by the warrant article approved for this purpose. One was from Superior Fence Company for \$7,670 and one was from B-Line Fence Company for \$13,822, which reflected more extensive work than the first quote. Paving quotes had previously been received. The entire work, including fence and pavement could be done for approximately \$15,000. On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously accepted the bid for the fencing done by B-Line Fence Company and approved up to \$15,000 to repair and paint the tennis court.

C. Surveillance Camera Quotes

Mr. Hamilton explained that the 2020-2021 operating budget includes funds for the proposed installation of additional external surveillance cameras at PES. The Department of Homeland Security and Emergency Management recommends that each external door be monitored by a camera. Mr. Hamilton shared quotes to provide fourteen cameras to be installed to cover all exterior doorways not already covered by the camera and a camera to monitor the dumpster area. On a motion made by Ms. Douglas and seconded by Ms. Asdot, the Board accepted the quote from BRE Security for \$9,099 for the additional surveillance cameras for PES.

D. School Facilities Projects (Continued)

The Board continued to discuss the HVAC systems at PES and considered that the controls replacement would serve the district regardless of fuel source. On a motion made by Mr. Gauthier and seconded by Ms. Drouin, the Board voted unanimously to spend up to \$150,000 for HVAC control replacements at PES.

E. Summer Athletic Programs

Mr. Hamilton asked the Board for permission to return to summer athletic programs following the CDC guidelines, which he reviewed. The desire is to offer skill and drill sessions over the summer months for middle and high school age student-athletes for soccer, basketball, baseball, and softball. Ms. Douglas stated she feels that the students need this activity and fully supports it. On a motion made by Ms. Douglas and seconded by Mr. Gauthier, the Board voted unanimously to approve the implementation of the summer athletic program following the CDC guidelines.

VIII. DIRECTOR OF STUDENT SERVICES - No report.

IX. DIRECTOR OF INTERVENTIONS AND TITLE I MANAGER - No report.

X. SUPERINTENDENT OF SCHOOL

A. Policy GD, Support Staff - Amendment

Dr. Freeman provided the Board with proposed amendments to Policy GD, Support Staff. On a motion made by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to approve amendments to Policy GD.

B. Resignation

Dr. Freeman presented the resignation of Megan Vasconcellos from her teaching position at PES. On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the Board voted unanimously to accept the resignation of Ms. Vasconcellos.

C. Nominations

Dr. Freeman nominated several teachers to positions in the district: Emily Lion for PMHS English, Monique Medeiros for PES kindergarten, Maryann McNeil for PES grade 3/4, Ariel Ramos for PMHS world language, and Jerrica Smith for PES special education. On a motion made by Ms. Douglas and seconded by Ms. Drouin, the Board voted unanimously to approve teacher nominees: Ms. Lion, Ms. Medeiros, Ms. McNeil, Ms. Ramos, and Ms. Smith.

D. Authority to Hire

On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board authorized Dr. Freeman to fill professional vacancies that may arise over the summer months.

E. Acceptance of Gift

Dr. Freeman stated that a gift from the New Hampshire Audubon Society has been received for the amount of \$3,000 to begin work on the natural playground behind PES. Mr. Gauthier suggested applying to the Globe for the remainder of the money that will be needed to complete the playground. Ms. Harvey stated that is already in the process. On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to accept \$3,000 from the New Hampshire Audubon Society.

XI. 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

XIV. SCHOOL BOARD

A. Superintendent Performance Evaluation

Ms. Douglas stated that she has had difficulty completing the evaluation process because Board members did not submit their feedback in a timely manner. She directed members of the Board to complete their evaluations no later than the July School Board meeting.

B. Out of District Placements

Ms. Bickford announced that three students who have been placed out of district have graduated and been accepted at post-secondary institutions of higher learning.

C. Non Resident Student Request

Dr. Freeman presented a request from a parent for a non-resident attendance for a PES student. On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to allow the student to attend PES for the 2020-2021 school year with parents responsible for transportation.

XV. PUBLIC INPUT (Second Session)

Jillian Gauthier asked for clarification on the motion made by the Board for the work at Drake Field. Mr. Gauthier provided the information requested.

XV. NON-PUBLIC SESSION

At 6:43 p.m. a motion was made by Mr. Gauthier and seconded by Mr. Mitchell to enter into non-public session under the authority of RSA 91-A:3 (c) to discuss a personnel matter. The Board was polled and voted unanimously (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier, yes; Mr. Mitchell, yes) to enter into non-public session.

No action was taken in non-public session.

At 7:02 p.m. a motion was made by Ms. Douglas and seconded by Ms. Asdot 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, yes; Ms. Drouin, yes; Mr. Mitchell, yes) to exit the non-public session and to re-enter into open session.

XV. NEXT MEETING

The next meeting of the Board is scheduled for July 16, 2020, at 5:30 p.m. in the Pittsfield Middle High School lecture hall.

XVI. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Ms. Drouin, the meeting was adjourned at 7:03 p.m.

Respectfully submitted,

Tobi Chassie
Recording Secretary

PITTSFIELD SCHOOL BOARD

Non-Public Session Minutes

June 18, 2020

Members Present: Bea Douglas, Chairperson
Heidi Asdot, Vice Chairperson
Jessica Drouin
Adam Gauthier (exit meeting at 6:54 p.m.)
Ted Mitchell

Motion: On a motion by Mr. Gauthier and seconded by Mr. Mitchell, the Board voted unanimously to enter into non-public session under the authority of RSA 91-A:3 II (b) and (c).

Specific Statutory Reason for Nonpublic Session: RSA 91-A:3 II (b): *The hiring of any person as a public employee;* and (c): *Matters which if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself...*

Roll call: Vote to enter non-public session:

Ms. Asdot	yes
Ms. Douglas	yes
Ms. Drouin	yes
Mr. Gauthier	yes
Mr. Mitchell	yes

Time Nonpublic Session Entered: 6:43 p.m.

Other Persons Present: Superintendent John Freeman

Description of Matters Discussed: The Board discussed a request made by the bargaining unit, the superintendent's conditions of employment, and the superintendent's term of employment.

Action: No action was taken.

Public Session Reconvened: 7:02 p.m.

Roll Call to Seal Minutes: No motion to seal minutes.

Minutes Recorded By: John Freeman

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, Dean of Operations
Subject: Board Meeting – July 16, 2020
Date: July 9, 2020

INFORMATION

1. Building Facilities Protocol. I've enclosed a copy of our general procedures and screening protocol for staff members and other visitors to access to our school facilities. This protocol went into effect on July 1.
2. Summer Athletic Guidelines. I've enclosed a copy of our summer athletic guidelines and screening protocol for participation in middle high school summer sports programs. Summer programs will run July 13 through August 14.
3. School Safety Report. I've recently submitted our annual School Safety Reports to the New Hampshire Department of Education. All public schools are required to submit data in the areas of restraint and seclusion, bullying, harassment, student discipline, and truancy.
 - District wide (PK-12) there were 2 reported incidents of bullying; 1 of the reports was substantiated. There were no reported incidents of harassment.
 - At the elementary level (PK-6) we had 34 suspensions (in-school and out-of-school) for physical aggression and 35 suspensions for disruption, defiance, inappropriate language and other behaviors. Also, we had 119 students, or 37% of the student population, considered habitually truant. The state defines habitually truant as ten half days of unexcused absence during a school year. It's important to note that all absences during the remote learning period were considered unexcused.
 - At the middle school level (7-8) we had 6 suspensions for physical aggression, 6 suspensions for drug or tobacco possession, and 39 suspensions for other behaviors. We had 51 students, or 53% of the middle school student population, considered habitually truant this past year.
 - At the high school level (9-12) we had 5 suspensions for physical aggression, 10 suspensions for drug or tobacco possession, and 13 suspensions for other behaviors. We had 100 students, or 70% of the high school student population, considered habitually truant this past year.

Pittsfield School District
Building Access Protocol: Effective July 1, 2020

The following procedures and protocols are based on guidance from the [New Hampshire Department of Education](#) to support and protect providers, staff, and students during summer programs. These procedures and protocols are intended for providers and staff members. The Extended School Year (ESY) program will provide additional guidance and procedures for staff members working with students.

General Procedures

1. Staff members are expected to review safe practices as it relates to hand hygiene, sanitation, and illness outlined in the [Universal Guidelines for All New Hampshire Employers and Employees](#).
2. Staff members who are sick or not feeling well to stay home, and employees must notify their supervisor by phone. Possible symptoms of COVID-19 include:
 - a. Fever
 - b. Respiratory symptoms (runny nose, sore throat, cough, or shortness of breath)
 - c. Flu-like symptoms such as muscle aches, chills, and severe fatigue
 - d. Changes in a person's sense of taste or smell
3. Staff members are expected to follow the guidance below on hand washing while on school grounds.
 - a. Wash hands often with soap and water for at least 20 seconds. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol.
 - b. Always wash hands with soap and water if your hands are visibly dirty.
 - c. Wash or sanitize hands upon arrival, before and after meals or snacks, and before or during meal preparation or services.
4. Staff members working with students are required to wear a face covering or face shield over their nose and mouth. It is recommended that all other staff members wear a face covering over their nose and mouth when a six foot social distance can not be maintained.
5. Staff members are advised to avoid touching their eyes, nose and mouth with unwashed hands.
6. Staff members are advised to cover coughs or sneezes with a tissue, then throw the tissue in the trash and clean hands with soap and water or hand sanitizer (if soap and water are not readily available). Alternatively, cough or sneeze into elbows.
7. Staff members are required to report any symptoms of COVID-19 or close contact to a person with COVID-19 to their supervisor.
8. If there is a confirmed case of COVID-19 identified in a staff member or student at an education facility, the school district will contact the Bureau of Infection Disease Control (BIDC) at 603-271-4496 to discuss tailored infection control guidance. Public Health staff would work directly with the school to provide support and guidance as schools work through a positive case.

Screening Protocol (staff members must enter through the main entrance)

1. Staff members will be screened daily on arrival to the school facility by administering a temperature check and asking if:
 - a. Have any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or a fever of 100.4 degrees F or higher.
 - b. Have had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Have traveled in the past 14 days either: i. Internationally (outside the U.S.), ii. By cruise ship, or iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).
2. Staff with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will **not** be allowed into the school facility.
 - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate at home](#) following the instructions below.
 - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
3. Staff with suspected or confirmed COVID-19 must stay out of the school facility until symptom-based criteria are met for [discontinuation of isolation](#).
 - a. At least 10 days have passed since symptoms first appeared **and**;
 - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms

Pittsfield School District
Summer Sports Guidelines

General Procedures

1. Arrival and Departure
 - a. Encourage players to wait in their cars with guardians until just before the beginning of a practice, warm-up, or game, instead of forming a group.
 - b. All players will be screened prior to the start of each session (see protocol below).
 - c. If practices or competition facilities must be shared, increase the amount of time between practices and competitions to allow for one group to leave before another group enters the facility. If possible, allow time for cleaning and/or disinfecting.
2. Cleaning and Disinfecting
 - a. Clean and disinfect frequently touched surfaces on the field, court, or play surface between or after sessions. Use of shared objects and equipment (e.g., balls, bats, basketballs equipment) should be limited, or cleaned between use by coaching staff.
 - b. Cleaning products should not be used near players, and coaching staff should ensure that there is adequate ventilation when using these products to prevent children or themselves from inhaling toxic fumes.
3. Communal Spaces
 - a. Locker rooms will be closed in the school gym and at Drake Field. Dugouts and bench areas should be avoided unless a six foot social distance can be maintained.
4. Face Coverings
 - a. Players and coaches are expected to wear a face covering over their nose and mouth when not actively engaged in athletics or when a six foot social distance can not be maintained.
 - b. Parents and guardians are expected to wear a face covering over their nose and mouth while around other attendees, players, or coaches when a six foot social distance can not be maintained.
5. Hygiene Practices
 - a. Alcohol-based hand sanitizer with at least 60% alcohol should be readily available at training sessions.
 - b. Hand sanitation is encouraged upon arrival, before or after water breaks or snacks, before and after using the bathroom, and prior to leaving the training session.
 - c. All mouth-based activities (e.g. spitting, chewing gum, and licking fingers) is prohibited.
6. Limitations on Sessions
 - a. Training sessions are allowed for groups up to 50 people (including players and coaches) provided the above guidelines can be met.

7. Modified Layouts and Social Distancing
 - a. Sessions should be non-contact and skill and drill based.
 - b. Space players at least 6 feet apart on the field while participating in the sport (e.g., during warmup, skill building activities, simulation drills)
 - c. Discourage unnecessary physical contact, such as high fives, handshakes, fist bumps, or hugs.
 - d. Create distance between players when explaining drills or the rules of the game.
 - e. If necessary, provide physical guides, such as signs and tape on floors or playing fields, to make sure that coaches and players remain at least 6 feet apart.
8. Shared Objects
 - a. Discourage sharing of items that are difficult to clean, sanitize, or disinfect. Do not let players share towels, clothing (e.g. pinnies or reversible jerseys), or other items they use to wipe their faces or hands.
 - b. Make sure there are adequate supplies of shared items to minimize sharing of equipment to the extent possible (e.g., protective gear, balls, bats; otherwise, limit use of supplies and equipment to one group of players at a time and clean and disinfect between use.
 - c. Keep each player's belongings separated from others' and ensure they are spaced at least 6 feet apart.
 - d. Players are prohibited from sharing personal equipment (e.g. gloves, helmets, and bats) with other players.
9. Ventilation
 - a. If playing using the gym, ensure ventilation systems or fans operate properly. Increase circulation of outdoor air as much as possible, for example by opening windows and doors. Do not open windows and doors if doing so poses a safety or health risk (e.g., risk of falling or triggering asthma symptoms) to players or others using the facility.
10. Water Systems
 - a. Players will not be allowed to use water fountains or share water bottles. Players are expected to bring their own water to training sessions.

Screening Protocol

1. Players will be screened prior to sessions by asking if:
 - a. Have any symptoms of COVID-19 (see [Universal Guidelines](#) for list of potential symptoms) or a fever of 100.4 degrees F or higher.
 - b. Have had any close contact with someone who is suspected or confirmed to have COVID-19 in the past 14 days.
 - c. Have traveled in the past 14 days either: i. Internationally (outside the U.S.), ii. By cruise ship, or iii. Domestically (within the U.S.) outside of NH, VT, or ME on public transportation (e.g., bus, train, plane, etc.).

2. Players with any COVID-19 symptoms, those who report close contact with someone suspected or confirmed with COVID-19, or those reporting travel risk factors will **not** be allowed to participate in sessions.
 - a. Symptomatic persons should be instructed to contact their health care provider to be tested for COVID-19 and [self-isolate at home](#) following the instructions below.
 - b. Asymptomatic persons reporting close contact with someone suspected or confirmed with COVID-19, or who report one of the traveled-related risk factors should [self-quarantine](#) for 14 days from their last exposure or return from travel.
3. Players with suspected or confirmed COVID-19 may not participate in sessions until symptom-based criteria are met for [discontinuation of isolation](#).
 - a. At least 10 days have passed since symptoms first appeared **and**;
 - b. At least 3 days (72 hours) have passed since recovery (recovery is defined as resolution of fever off any fever reducing medications plus improvement in other symptoms)

Resources

1. [CDC Considerations for Youth Sports](#)
2. NHIAA Reopening Sports/Activities Summer Guidance

Pittsfield School District

To: Pittsfield School Board
From: John
Subject: Board Meeting – July 16, 2020
Date: July 13, 2020

NON-PUBLIC SESSION

The Board is requested to meet in non-public session at the beginning of your agenda to discuss a student matter and a personnel matter under the authority of RSA 91-A:3 II(c); a confidential document is enclosed for Board members only.

ACTION

1. Administrative Restructuring. As I discussed at your last Board meeting, I have been giving much thought to the administrative structure and giving consideration to returning to a more traditional structure that was utilized in the district until about ten years ago. Key considerations:

- **Positions.** Building level leadership currently includes five positions:
 - Dean of Instruction
 - Dean of Operations
 - Director of Career Readiness
 - Director of Student Services (special education and others)
 - Title I Project Manager and Director of Interventions
- **Origins.** The decision to move away from the traditional structure (school principals) was initiated based on frustrations expressed by school leaders at the time regarding time spent in meetings and the inability to provide adequate teacher and team support, through classroom visits and feedback, and participation in teacher team meetings. Remember that this was a time of significant change in the district involved in a shift to student centered approaches.

Other models were considered as alternatives to the traditional structure. The current model of separating out the principal duties by specialty was observed in several sites including a large charter school network in the New York area and a traditional public system in the South.

- **Advantages.** The current structure supports greater focus and specialization than does the traditional structure, in which a principal leader is required to become a *jack of all trades*. The division of various district teams and committees extends this specialization and offers a degree of time efficiencies.
- **Disadvantages.** The current structure has proven to be confusing for students, families, and staff members. Despite the development, circulation, and annual updating of our organization charts, this confusion persists, especially for new members to our school

community and for folks who do not have regular involvement in our schools. Simply put, we all have mental models of what a school administration “should” look like, and it clearly involves a principal structure; most people expect a principal to be a single person who is in charge of, and has the final word regarding, school operations.

Additionally, we have heard concerns from both parents and teachers that a leader is not always available to them when needed in a crisis situation. This feedback has been relatively consistent since the beginning of the restructured administration and intensifies in times of crisis, such as the student management issues that we experiences in the fall at PES.

Finally, supervision and a focus on instruction – work with teachers and teacher teams – has not fulfilled its promise. In fact, the dean of instruction – who plays the central role here – supervises forty-three individual professionals, and scheduling does not allow for involvement in a number of classrooms. This is perhaps my greatest disappointment in the current structure.

- Recommendation. At this time, I recommend that the Board consider returning to the traditional structure, to include the following positions:
 - PES Principal (Dean of Instruction)
 - PES Assistant Principal (Title I Project Manager and Director of Interventions)
 - PMHS Principal (Dean of Operations)
 - PMHS Assistant Principal (Director of College and Career Readiness)
 - PMHS Guidance Director (new position)
 - District Director of Student Services (Director of Student Services)

Several actions will be required to implement:

- Create new role descriptions; this has begun utilizing the organization charts
- Create new position at PMHS; this can be achieved by utilizing funds from the restructured superintendent position (reduced salary, health insurance, other), technology (due to CARES Act spending on technology), and the repurposing of other funds in the new budget
- Communicate changes to staff and community

I regret making this recommendation, especially as I had led the movement to enact such a leadership vision for the schools. However, I acknowledge the deficiencies and feel compelled to recommend this option to the Board.

A shortcoming of the original plan was our exclusion of an evaluation process for the new structure at the outset. In retrospect, such an evaluation process – which would have included success criteria – may have caused us to make this switch years ago. Further, the recent study by the Good to Great Team fell short of considering viable options.

It is fair to say that members of the Administrative Leadership Team do not fully support this recommendation. Because of this, the Board may want to return it to the Administrative Leadership Team for modification, delay implementation, or reject it outright. The timing of this proposal may be viewed as imperfect, but with the disruption to the system due to the pandemic, there may be no better time.

INFORMATION

1. Emerging Leader Award. I am pleased to report that Jessica Bickford has been recognized by the Lakes Region Group of the New Hampshire Association of Special Education Administrators as this year's *Emerging Leader*. We are proud of Jessica's recognition and are pleased to have her working with us here in Pittsfield. Congratulations, Jessica!
2. Resignation. Attached you'll find a resignation letter from PMHS Special Educator Julie Britton, which I will acknowledge.
3. New Professional Employees. Employees hired since the most recent School Board meeting (resumes attached):
 - Nora Jones – PMHS Special Educator
 - Amy Philbrick – School Psychologist
 - Erik Rogers – PES Behavior Support Specialist
4. School Reopening Planning for August. Our District Leadership Team (DLT), which is composed of teacher leaders and administrators, will meet on Wednesday to develop a plan with recommendations regarding school reopening in late August. The meeting agenda is attached.

As you will see, we have a very short timeline; while this is creating some stress, it will allow the district to rely on the latest information. A number of documents have been linked for use by team and sub-team members; additional documents may be useful as well.

The STRRT draft recommendations are included; these are the recommendations which have been proposed by the Commissioner's Task Force. The recommendations have been forwarded to the governor. It was reported this morning, that the governor is expected to release the final report tomorrow. It is not expected to be wildly different from the recommendations.

In C.1., you will see the proposed outline of our planned approach. This outline follows the ten areas of recommendations put forward by the Task Force.

Board members are invited to be a part of this process; if you have interest in one or more of the sub-team topics, please let me know, and you will be included. A new staff survey and a new parent survey will be distributed to solicit input from these two critical groups.

The Board is requested to meet on Thursday, August 6, to review and take action on the proposed reopening plan.

5. School Warrant Tuition Request Article. In March, the voters of the district approved the following petitioned warrant article:

Are you in favor of instructing the Pittsfield School Board, to in good faith, investigate and pursue viable options for tuitioning all students grades 9 through 12 to another high school(s) and to cease educating all high school students in Pittsfield.

Due to our remote operations during the early portion of the pandemic, I did not bring this matter forward to the Board for discussion due to the rules governing emergency meetings. At this time, I propose that the Board move forward with this voter mandate.

For discussion and consideration, I propose the following potential actions in response:

- 1) Identify all public high schools within 25 miles of PMHS;
- 2) Contact such high schools to determine whether the schools would be open to considering the acceptance of all Pittsfield high school students and request information on cost of tuition.
- 3) Of the high schools responding positively to #2 above, develop a matrix with comparisons of offerings and options for students.
- 4) Conduct a literature review of the *ideal* size of public high schools and of the advantages / disadvantages of small high schools.
- 5) Conduct an impact study on the district's facilities of maintaining the PS-8 program in Pittsfield.
- 6) Present findings to interested community members at an open meeting; gain reaction from community members regarding the findings; include in final report.
- 7) Present final report to the community at annual district meeting in March.
- 8) Board take any action as may be indicated by the study and by community reaction.

Board members may recall that the Board has scheduled a meeting with representatives of the Prospect Mountain School Board to consider the potential of tuitioning students to Prospect. I suggest that the Board hold off on such a meeting at this time so as not to muddy any waters during our study.

6. Opioid Litigation. Attached you will find notice of an informational meeting regarding potential district involvement in opioid litigation. I have registered for this session and will have more information for you when the Board meets.

Julie Britton
14 Vinewood Lane
Rochester, NH 03867
603-767-8311

June 30, 2020

Dr. John Freeman, School Superintendent
Pittsfield School District
23 Oneida Street
Pittsfield, NH 03263

Dear Dr. Freeman,

Please accept this letter as a request to be released from my 2020-2021 contract. I thank Pittsfield School District for the support and opportunities you have provided to me over the course of the past 5 years. It has been my privilege to work with so many wonderful teachers and staff at Pittsfield Elementary School.

Please let me know if there is anything I can do to help with transitioning students. Please call me at 603-767-8311 if there are ever any questions.

Sincerely,

Julie Britton
Special Education Teacher

Nora C. Jones

njones2@plymouth.edu

7230 Pleasant St, Loudon, NH 03307

603.724.0716

SUMMARY

Over my 8 year career in education I have worked in a variety of settings from public to private. I have been with students PreK- age 21. My experience includes working with many different disabilities from high functioning autism and developmental delays to non-verbal intellectual disabilities and severely aggressive emotional disturbance children. I enjoy a challenge and I love to continuously learn more. Education is about what each individual student needs to thrive. By creating a positive and engaging learning environment, with adults working together as a team, any child will make progress.

TEACHING EXPERIENCE

St Charles School (A private provider of special education, serving public schools)

Rochester, NH

Special Education Classroom Teacher (August 2015-Present)

- Served children with extreme trauma and aggressive behaviors
- Provided academic, social, emotional, and behavioral services in a therapeutic setting for boys and girls grades K-6
- Taught grades K-6, multiple grades in one room at a time
- Planned for and taught all subjects
- Worked with students in crisis with severe behaviors
- Spent time working as the Special Education Secretary prior to my maternity leave

Woodman Park School

Dover, NH

Special Education Case Manager (July 2014-June 2015)

- Case managed students grades 3 and 4 with disabilities such as autism, other health impairment, developmental delays, speech and language impairments, and ADHD/ADD
- Worked 1:1, with small groups of students, and in the classroom to support students with academic and social needs
- Planned, facilitated special education meetings including transition meetings from elementary to middle school

St. Johnsbury Elementary School

St Johnsbury, VT

Special Education Case Manager (July 2013-June 2014)

- Case managed students grade 3 with disabilities including childhood anxiety, childhood depression, developmental delays, other health impairments, speech and language impairments, autism, and ADD/ADHD
- Worked 1:1, with small groups of students, and in the classroom to support students with academic and social needs
- Scheduled and facilitated special education meetings

TEACHING SKILLS & SPECIALTIES

- Experience using Applied Behavior Analysis, social skill and social story therapy
- Worked with students who have: Emotional Disturbance, Other health impairment, Childhood bipolar, Autism, Intellectual Disabilities, Developmental Delays, Speech and Language Impairments, Cerebral Palsy, ADD/ADHD and others
- Experience as Special Education Secretary
- Experience using Picture Exchange Communication System with students
- Experience using iPads as a form of therapy and education
- Modifying curriculum to meet the needs of special education students
- Experience using ABA forms of therapy

- Experience using educational testing including Woodcock Johnson, Comprehensive Test of Phonological Processing(CTOPP), Dynamic Indicators of Basic Early Literacy Skills(DIBELS), Test of Word Reading Efficiency(TOWRE), and Gray Oral Reading Tests(GORT)

CERTIFICATIONS

- Speech Language Assistant Licensure
- Extensively trained and lengthy use of using Pearson's Reading Street program, including guiding other staff members to implement parts of the program with supervision
- Skilled in using the Math in Focus curriculum
- Trained in using and experience implementing the CPS(Collaborative and Proactive Solutions) behavior model
- Trained and experience in DIBLES(Dynamic Indicators of Basic Early Literacy Skills) assessments
- Wilson Reading Program trained
- Attended a training on developing a functional behavior assessment to create personalized behavior plans for children
- Completed training in Words Their Way, by Pearson Professional Services
- Attended conference on Smarter Balance and Dynamic Learning Maps by NH Department of Education

EDUCATION

PLYMOUTH STATE UNIVERSITY

Masters of Special Education

GPA: 3.79/4.0

UNIVERSITY OF MAINE

B.A. Communication Sciences and Disorders and Minor in Psychology

Plymouth, NH

June 2010-May 2012

Orono, ME

August 2005-May 2009

AMY BURNS PHILBRICK

444 Pond Hill Road
Barrington, NH 03825
603-767-9999
amygeo@metrocast.net

Objective

To secure a position as a School Psychologist for the academic year 2020 - 2021.

Summary

Varied educational, life and work experiences ideal for continuing a career in the field of school psychology. Eager to both share present knowledge and skills and continue to grow as a professional. Detail oriented, caring, ethical and trustworthy individual.

Education

- 2015 Certificate of Advanced Graduate Study, School Psychology, Rivier University, State of New Hampshire DOE Certified
- 1992 Master of Arts, Psychology (emphasis on cognitive development), University of New Hampshire, program included teaching college level courses in Psychology and Child Development
- 1989 Bachelor of Arts, Psychology, Long Island University

Honors

- Full tuition scholarships to both Long Island University and The University of New Hampshire
- Pi Gamma Mu member: International Honor Society for the Social Sciences

Skills:

- Adept in the administration and scoring of a variety of psycho-educational and social/emotional assessment instruments
- Well-developed and clear report writing skills
- Individual and group counseling experience
- Works cooperatively with students, parents, teachers and administration
- Collaborates as a team member in matters related to special education
- Experience working with children from elementary through high school levels

Recent Employment and Internship Experience

August 2015 - Present

Prospect Mountain High School, School Psychologist responsible for conducting all assessments, writing and presenting report findings, providing individual counseling, and working within an interdisciplinary team on behalf of the child. Contributing member of the intervention and crisis

teams. Attends local and national workshops and conventions and continues professional development.

September 2014 – May 2015

Merrimack School District, School Psychologist Intern responsible for conducting assessments, completing reports and working within an interdisciplinary team on behalf of the child. Responsibilities also included individual and group counseling.

April 2003 – Present

Pond Hill Properties (self-employed), Property Manager in charge of bookings, social media, and maintenance of short- and long-term rentals of personal investment properties.

June 2009 – March 2011

Malagar Group, Inc., Bookkeeper in charge of bringing paper accounts on-line using Quickbooks software, maintaining A/P + A/R records and reconciling accounts.

April 2010 – August 2010

U.S. Census Bureau, Courier Clerk delivering Census-related paperwork to and from the Portsmouth office and field workers in Eastern New Hampshire.

April - May 2009

U.S. Census Bureau, Temporary Enumerator working independently to verify physical addresses of housing units for the 2010 Census by canvassing in the field with the aid of an HHC (hand-held computer) to pinpoint housing on GPS.

Related Coursework

Assessment: Clinical Assessment, Reading and Learning Disabilities Diagnosis I & II, Intellectual Functioning, Assessment of Emotional and Behavioral Disorders, Advanced Personality Assessment, Issues in Neuropsychological Assessment

Counseling and Interventions: Theories of Counseling, Techniques of Counseling, Group Counseling, Exceptional Children, Perspectives in Cultural Diversity, Foundations of School Psychology, Classroom Behavior Management, Understanding Students with Emotional and Behavioral Disorders

Related Volunteer Experience

- 2004-2014: Barrington Elementary School, helping with one-on-one reading, small group math games, chaperoning, assisting children in running school store, and photocopying and laminating for teachers. Observation of classroom behavior management, 15 hours of shadowing pre-K/elementary school psychologist and interview of middle/high school psychologist for coursework.
- 2012: 5 hours at Edgewood Centre nursing home, Portsmouth, NH.
- 2010: "Popcorn Kernel," Cub Scout Pack 358, Barrington, NH, fundraiser organizer.

"Education is not the filling of a bucket, but the lighting of a fire." -- W.B. Yeats

ERIK ROGERS

8 Ty Lane • Penacook, NH 03303
Phone: (603) 571-3745 • E-Mail: erikianrogers@gmail.com

Summary

Upbeat and highly motivated professional with strong interpersonal skills and proven ability to successfully lead while promoting the success of others. Having a range of applicable experiences in the Human Service field specific to educational behavioral services and adventure based counseling, I am excited to pursue an opportunity that will be rewarding and exciting.

Education

Master of Science: Human Relations, May 2011
Husson University – Bangor, ME

Bachelor of Science: Wellness, May 1995
Wayne State College – Wayne, NE

Skills

Experience with conflict resolution
Proficient with Google Applications
Strong interpersonal and communication skills

Relevant Work Experience

Student Support Coordinator, October 2019-Present
William White Educational and Behavioral Services
Northwood School-Northwood, NH

- Responsible for directing an inclusive behavior intervention program that assists students to adopt positive behaviors.
- Work one-on-one or in small groups with at-risk and behaviorally challenged youth.
- Provide training for staff on behavioral intervention tactics to effectively support behaviorally challenged students.
- Formulated and carried out daily schedules that met the physical and emotional needs of the students.
- Productively created procedures to maintain the routines of students both in school and home.
- Maintained student's attention by presenting material in a fun and exciting way.
- Fostered effective, ongoing communication with staff and parents by providing verbal and written reports on student's activities.
- Collaborated with parents, teachers, and other professionals to maintain continuity for students.

Coordinator, October 2017-October 2019
New Hampshire START Services/Community Bridges- Concord, NH

- Provide systemic consultation by coordination resources based on individual needs
- Maintain linkages and relationships with community partners
- Assist with referrals for consultation and treatment as needed
- Ensure the coordination of support meetings and crisis plans for individuals served through START
- Participate in recurring meetings with START Leadership, Clinical Education Team (CET)
- Provide visits to home, hospital, day, and vocational settings for the purpose of outreach and clinical evaluation
- Development of comprehensive service evaluations, cross system crisis plans, intake/assessment, intervention, and outcome plan for respite admission or inpatient hospital admission and any other applicable documentation of services provided.
- Maintain an active caseload for full time position

Counselor, April 2017 -October 2017
START Center - Boscawen, NH

- Counsel and support guests in a 6 Bed respite care environment.
- Assist guests with daily living skills, facilitate START modeled therapeutic sessions, work with guests on coping skills and provide positive interventions to maintain and assist guest returning to baseline functioning.
- Support the therapeutic goals of all guests, while completing documentation regarding behaviors surrounding crisis plans and individual goals.
- Participate in START Counselor Training as required.

Counselor, June 2013 – Present
Adventurelore – Danville, NH

- Organize and facilitate age-appropriate adventure based learning experiences for clients age 12 to 25 with social, emotional, behavioral and/or academic difficulties/disorders.
- Counsel students in conflict resolution related to their personal and social lives. Teach clients how to work together to resolve problems collectively.
- Cultivate strong relationships with clients to build self-esteem, self-confidence, and social/communication skills. Model character and good behaviors for clients including teamwork, listening, responsibility, initiative, and sportsmanship. Support and motivate clients in their efforts to try new activities and develop new skills.

References

William White, Director

William White Educational and Behavioral Services Inc.
(603) 236-2655
billautism@wjwservices.com

Tim Lavalley, Behavior Consultant

William White Educational and Behavioral Services Inc.
(603) 662-5379
timlavalley@roadrunner.com

Jocelyn Young , Principal

Northwood School
(603) 942-5488
jyoung@northwood.k12.nh.us

Valarie Tetreault, Director of New Hampshire START

START Services New Hampshire
(603) 630-6296
vtetreault@communitybridges.org

From: Jim O'Shaughnessy <terri@dwmlaw.ccsend.com> on behalf of Jim O'Shaughnessy <joshaughnessy@dwmlaw.com>
Sent: Friday, July 10, 2020 10:00 AM
To: sau51super@metrocast.net
Subject: Client Alert: Opioid Legislation



July 10, 2020

OPIOID LITIGATION

Many of you may have read about lawsuits that have been brought by states and local governments against a number of pharmaceutical companies as a result of the public health costs arising from the opioid crisis. What you may not know is that similar claims are being asserted on behalf of public school districts seeking to collect damages for increased special educational costs. Drummond Woodsum has just been contacted by the national law firm leading this litigation to invite us to include our clients in Maine and New Hampshire to that lawsuit. A fact sheet explaining the litigation is attached for your information.

We have looked into the background of the law firms heading up this litigation and spoken with the lawyers involved and as a result, we have determined that participation in this litigation may be a good opportunity for all of you for the following reasons:

- Participation in the litigation will be at no cost to the plaintiff school districts. The national law firms will be fronting all costs and all legal fees will come out of the amount recovered (if any);
- The time necessary to complete the work necessary to join will be minimal, consisting primarily in filling out simple forms and perhaps, speaking briefly with counsel at some point in the process;
- Although the ultimate amount of any recovery is unknown, we anticipate that participating school districts will receive a financial payout, most likely over a period of years to add to their special education budgets.

The one catch here is that we are coming to this process at the eleventh hour. The first step in this process is to file a proof of claim in the Purdue Pharma bankruptcy proceeding and the court has established **July 30, 2020** to do that. **This means that if you are interested in having your District join the litigation, we will need to make that decision and complete the necessary paperwork in the next two weeks.**

We know you may have questions about the litigation and what would be required for you to join. **We are scheduling a Zoom conference for next Wednesday,**

July 15, 2020 from 10:00-10:45 AM to attempt to answer as many questions as possible and we encourage you to join that conference. Register below. If you are unable to make that time, please feel free to call [Jim O'Shaughnessy](#) (603.792.7411) or [Melissa Hewey](#) (207.329.8620).

REGISTER NOW

Click to Download Fact Sheet

800.727.1941 | dwmlaw.com



Drummond Woodsum | 670 N. Commercial Street, Suite 207, Suite 600, Manchester, NH
03101

[Unsubscribe sau51super@metrocast.net](mailto:sau51super@metrocast.net)

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Sent by joshaughnessy@dwmlaw.com

DLT Agenda
7/15/20
[Zoom](#)

A. Welcome

B. Update on School Operations

- a. Support staff return to work
- b. Summer programming
- c. Facilities projects

C. Proposal for Next Steps in Planning for August Programming

Documents shared:

- American Academy of Pediatrics Guidance for School Reopening:
<https://services.aap.org/en/pages/2019-novel-coronavirus-covid-19-infections/clinical-guidance/covid-19-planning-considerations-return-to-in-person-education-in-schools/>
- CDC Interim Guidance for Schools:
<https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html>
- Massachusetts Department of Elementary and Secondary Education Interim Fall School Reopening Guidance:
<https://www.mass.gov/doc/dese-fall-reopening-guidance/download>
- New Hampshire Department of Health and Human Services COVID-19 Information: <https://www.nh.gov/covid19/>
- STRRT Draft Recommendations and Sub-Recommendations:
https://cdn.ymaws.com/nhasbo.site-ym.com/resource/resmgr/website_files/strrt_draft_high_level_recom.pdf

1. Wed July 15 to Fri July 17: form subteams for making recommendations re: various aspects of school operations:
 - a. School Management and Communications
 - b. Public Health Protocols
 - c. School Physical Environment
 - d. Student, Family, and Staff Wellness
 - e. Hybrid and Remote Capacity
 - f. Transportation
 - g. Food Service
 - h. Instruction
 - i. Professional Development
 - j. Technology
2. Mon July 20 to Fri July 31: subteams conduct research and discussions; subteams develop recommendations

3. Mon Aug 3 to Tue Aug 4: ALT integrates recommendations and resolves inconsistencies that may exist
4. Tue Aug 4: plan and recommendations completed; provided to DLT and subteam participants
5. Thurs Aug 6: plan and recommendations presented to School Board for action

D. Next Meetings: to be determined

E. Adjournment