

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, September 17, 2020
PMHS Media Center
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: August 20, 2020
September 3, 2020
5. PUBLIC INPUT & PUBLIC ACCESS– Comments from community members, guests, and faculty. The public may join the meeting remotely using the following information.

<https://us02web.zoom.us/j/9624435282?pwd=ZncvcW1VcUo1KzZEejk5SkNGVnZpQT09>

Meeting ID: 962 443 5282

Passcode: Harvey

Dial by your location:

1(312)626-6799

1(929)205-6099

Passcode: 793333

6. STUDENT REPRESENTATIVE – Oral Report

7. PES PRINCIPAL

Action

-

Information & Discussion

- First In-person Days

8. PMHS PRINCIPAL

Action

- Athletics

Information & Discussion

- School Reopening
- Capital Improvement Projects

9. DIRECTOR OF STUDENT SERVICES

Action

-

Information & Discussion

- No Report

10. SUPERINTENDENT OF SCHOOLS

Action

Information & Discussion

-
- Memorandum of Agreement
- Draft Budget Development
Timeline
- School Board Communication
- Opening of Schools

11. SCHOOL BOARD

Action

▪

Information & Discussion

▪

12. COMMITTEE ASSIGNMENTS

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

13. PUBLIC INPUT

14. PLAN AGENDA FOR NEXT MEETING: October 1, 2020

15. NON-PUBLIC SESSION – if required under RSA 91-A:3

16. ADJOURNMENT

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

MINUTES

Pittsfield School Board Meeting
August 20, 2020
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Bea Douglas, Chairperson
 Heidi Asdot, Vice Chairperson
 Jessica Drouin
 Adam Gauthier
 Ted Mitchell

Others Present: John J. Freeman, Interim Superintendent of Schools (Zoom)
 Jessica Bickford, Director of Student Services
 Melissa Brown, PMHS Assistant Principal
 Derek Hamilton, PMHS Principal
 Danielle Harvey, PES Principal
 Kathy LeMay, PES Assistant Principal
 John Graziano, Interim-Elect Superintendent of Schools (Zoom)
 Members of the Public

Ms. Douglas called the meeting to order at 5:32 p.m.

II. AGENDA REVIEW

The following items was added to the agenda:

- Athletics (Mr. Hamilton)
- HVAC (Mr. Hamilton)
- Technology (Mr. Hamilton)

The following item was deleted from the Superintendent's report:

- School Reopening Plan (Dr. Freeman)

III. ACTION ON AMENDED AGENDA

On a motion made by Ms. Asdot and seconded by Ms. Drouin, 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 public meeting on August 6, 2020. Changes include: on page 1 and all pages at bottom, July 16 needs to reflect Aug. 6; change Roman numerals to be in sequence; on page 10, third line add yes after Mr. Gauthier's name; on page 10, section II, add yes after Mr. Gauthier's name; on page 10 add approval of two non-resident attendance; on page 5 last paragraph, add to state "as needed" instead of "all devices". The motion passed unanimously to approve the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting on August 6, 2020. The motion was passed unanimously to approve the minutes as written.

A motion was made by Mr. Gauthier and seconded by Mr. Mitchell to approve the minutes of the public meeting on August 11, 2020. Add August 2 2020 to footer at bottom on page. On page 1, change Roman numeral to III, rather than XVIII. The motion passed unanimously to approve the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting on August 11, 2020. Changes included changing "superintendent" to "interim superintendent". The motion was passed unanimously to approve the minutes as amended.

A motion was made by Mr. Gauthier seconded by Ms. Drouin to approve the minutes of the public meeting on August 13, 2020. Change included on page two "came out of non-public and requested clarity if following the ABAB schedule by Mr. Gauthier and it was affirmed they would". The motion was passed unanimously to approve the minutes as amended.

A motion was made by Ms. Asdot and seconded by Mr. Gauthier to approve the minutes of the non-public meeting on August 13, 2020. Change "superintendent" to "interim superintendent". The motion was passed unanimously to approve the minutes as amended.

V. PUBLIC INPUT

Jill Gauthier asked about students that don't have devices, wondering if they will receive them. Mr. Hamilton responded that yes, information will be coming out to deliver devices. This will be done prior to September 3, 2020.

Justin Clough, questioned what the decision is for athletics. Ms. Douglas stated this topic will be covered later in the agenda.

Melissa Babcock stated that during remote learning, Board minutes were posted on the Facebook page with reminders of meetings and it seemed to add attendance to meetings. She stated that it would help inform the community of what is happening and remind everyone of topics that are being discussed. Ms. Harvey stated that she posts agenda and minutes on Facebook. Ms. Douglas stated that we would make sure they are continuing to post on Facebook. Justin Clough suggested that a Facebook event be created for Board meetings.

VI. STUDENT REPRESENTATIVE - No report.

VII. PES PRINCIPAL

A. PES Paraprofessionals

Danielle would like the Board to consider an additional paraprofessional that is non-special education that can work in house and help cover for teachers that may need to work remotely. She predicts that there will be a lack of substitute teachers that will impact our ability to supervise students. Mr. Mitchell asked if there was information from Sally Blanchette relative to savings in the budget after hiring new staff. Ms. Harvey stated she did not have additional information from Ms. Blanchette. Ms. Asdot asked if paraprofessionals get benefits to which Ms. Bickford stated they do not, but receive a Flex Benefits Card with \$500 on it. Mr. Gauthier asked if there are vacant paraprofessional positions available. Ms. Harvey stated that all positions are filled and there are only two general paraprofessional positions in the district. Ms. Bickford stated that special education paraprofessionals cannot be pulled to cover teacher classrooms due to IEP requirements. Ms. Asdot asked about the hourly rate two which Ms. Bickford provided an explanation of the pay scale.

On a motion made by Ms. Asdot and seconded by Ms. Drouin the Board unanimously approved the hiring of a general education paraprofessional for ABAB days.

B. Instructional Model

Ms. Harvey stated all kindergartners will be following a hybrid model. Preschool is all set and ready to go with outdoor class spaces.

C. New Teacher Orientation

Ms. Harvey provided information relative to new teacher orientation.

D. Registrations

Ms. Harvey updated the Board on registrations.

E. Update on Fall Planning

Ms. Harvey stated class lists will be going out on August 24, 2020. On August 21, 2020, there will be a group of staff coming to volunteer to create outdoor classroom spaces. According to Ms. Harvey cleaning and assessment of the HVAC system is in progress. Mr. Gauthier asked how much the handwashing station cost to Ms. Harvey responded \$100 each. They are being purchased using CARES Act money. Ms. Harvey also stated four car port covers for \$3,000 each would be purchased.

Mr. Gauthier asked if the CARES Act was for reimbursement purposes. Ms. LeMay explained that the money can be used for reimbursement and current or future purchases.

Ms. Drouin asked what the supply kits being sent home will include. Ms. Harvey stated they will include art supplies needed if the students have art and general utensil supplies such as: crayons, scissors, pencils, pens, erasers, measuring tape, etc. Most of the supplies are things that would generally be ordered; additional supplies have been ordered for home and school.

VIII. PMHS PRINCIPAL

A. PMHS Athletics

Mr. Hamilton stated that on July 30, 2020 it was approved to recognize all fall sports; decisions are being left to local school districts to determine if they will allow students to participate. Phase three guidelines include provisions for contact. NHIAA provided three additional recommendations: 1) highly recommend that schools do not participate in phase 3 before going through phases 1 and 2; 2) schools support a scheduling model that allows for multiple days between athletic contests, which allow time for action to be taken should a COVID case arise on the teams; and 3) strongly support efforts to develop schedules that allow for constant evolution and changing. Mr. Hamilton stated that most schools are playing regional groups instead of Division competition. Mr. Hamilton provided an outline of an aggressive approach to the athletic program and would like to put on the Board agenda for September 3, 2020 to move from stage 1 to 2. Ms. Douglas stated she thought this was a well thought out and good approach. Ms. Asdot asked if there would be much difference between a “friendly” match and normal games to which Mr. Hamilton stated that this would be no different than if it would be recorded; he explained the process for typical play rules and Division competition.

Ms. Asdot and Ms. Douglas stated they liked the idea of looking at the COVID data before moving into each next phase. Ms. Asdot asked if they could decide which teams are played to which Mr. Hamilton stated that teams within 30-45

minutes travel would be in our region. He suggested that we could look at schools with similar COVID rates as us before we agree to compete.

Mr. Gauthier stated that he is conflicted with allowing sports to continue with this approach when we are dictating a contradicting philosophy for classrooms. He stated that he likes the phase approach.

Ms. Douglas opened public input around this topic.

Justin Clough stated that he and his family have been very strict about safety protocols with his own family during COVID. He stated he is also involved in the Suncook Valley Soccer League and has many safety protocols in place for safety. He stated that kids need opportunities and outlets and has heard many parents state how grateful they are for the opportunity to play sports. Mr. Clough mentioned that he is in favor of approving this phased approach and leaving the decision up to the parents if they allow their child to play or not. Ms. Douglas asked what his perspective is on playing against other towns; Mr. Clough stated that he is in favor of playing against teams in our region.

Melissa Babcock stated that she feels that she thinks it should be left to parents to make their own choice. Jillian Gauthier stated that she can see all sides and it should be up to the parent to decide. Mr Clough added that if our students are not playing sports here they will more than likely go to another location to play sports.

Ms. Douglas closed public input. The Board will vote on September 3, 2020.

B. HVAC System

Mr. Hamilton stated he has met twice now with Control Technologies and another company about the best approach for dealing with the system and they made these suggestions: 1) equipment assessment to address insufficiencies; 2) running system two hours before and two hours after students are in the building and run our fans all day; 3) use as much outdoor air as possible. Mr. Hamilton stated there is no fan at PES that conditions the air as it blows indoor and will either cool or heat the building. There are fans at PMHS. Ms. Asdot asked if there was an option to have a fan installed in PES. Mr. Hamilton stated no, as the cost would be hundreds of thousands of dollars. According to Mr. Hamilton, all air filters should be MERV filters; there are backorders and they will be delivered in approximately eight weeks. He stated that they will not be in place before school starts because of this delay.

Mr. Hamilton discussed details around health services rooms and said that an air purifier could be installed or changes made to the ventilation system. At PES, Mr. Hamilton suggested considering installation of air purifiers in each homebase. Ms. Asdot asked if we could use CARES Act funding to which Mr. Hamilton answered in the affirmative. Ms. Drouin asked if updating the HVCS would be

covered in CARES to which Mr. Hamilton responded no. Mr. Gauthier asked if there was a quote for updates and Mr. Hamilton stated that they couldn't without the assessment. Ms. Asdot asked if other companies than Control Tech will come in but Mr. Hamilton stated that this is the company we work with for our systems. After we have the quote we could potentially get additional quotes after the assessments.

A motion was made by Ms. Asdot and seconded by Ms. Douglas to move forward with the HVAC assessment. Mr. Gauthier questioned the bidding process. Dr. Freeman suggested that we maintain contact with Control Tech and suspend bidding requirements.

Ms. Asdot withdrew her motion. A motion was made by Mr. Gauthier and seconded by Ms. Douglas to suspend Policy DJE in order to move forward with Control Tech. The motion carried unanimously.

A motion was made by Ms. Asdot and seconded by Ms. Douglas to continue with Control Tech for the HVAC assessment. The motion carried unanimously.

On a motion made by Ms. Asdot and seconded by Ms. Douglas, the Board voted unanimously to approve the purchase of purifiers for the health services offices and all home bases / pods at PES with a maximum cost of \$1,000 per purifier using COVID funds.

C. Devices

Mr. Hamilton stated that we need to pull back devices that students will not need in the fall. He stated additional chrome books have been ordered but shipment was delayed until October. Used Chromebooks were purchased from Concord High School. Mr. Hamilton stated the pick-up date for new devices will be before September 3, 2020. Mr. Gauthier asked if the CARES Act would cover both of these purchases and Mr. Hamilton stated that they would. Mr. Mitchell asked if the new technology runs on WIFI and if all students now have access. Mr. Hamilton stated that we do still have hotspots out to families and we are working on an internet reimbursement fund for families due to remote or hybrid learning purposes.

Ms. Asdot asked what the communication platform will be for PMHS. Mr. Hamilton stated that they looked into Remind, Class Tag, and Class DOJO. Teachers will be deciding on one of these platforms no later than the end of the day August 26, 2020. Mr. Mitchell asked when there are all-class Zoom meetings if expectations will be shared with families. Ms. Harvey stated that these expectations are shared with families every year; teachers would include these with classes at the beginning of the school year.

IX. DIRECTOR OF STUDENT SERVICES

A. Governor's Order #48

According to Ms. Bickford, special educators are in the process of scheduling IEP meetings to review if students need recovery services from the spring and review IEPs for the fall to ensure students receive the services they will need for this year.

B. Vacant Positions

Ms. Bickford reported that she is currently in the process of filling the last few positions that remain open in the special education department and has successfully filled the positions of two case managers, school psychologist, part time ESOL teacher, preschool long term substitute, and five paraprofessional positions.

C. Medicaid

Ms. Bickford reported that she is working with a consultant from Boothby to help streamline and improve our Medicaid billing processes and to be better prepared for an audit in the future. There are several new changes to Medicaid regulations and the reporting systems that we will need help navigating this year. This is funded through the IDEA grants.

X. INTERIM SUPERINTENDENT OF SCHOOLS

A. NHSBA Proposal for Superintendent Search

Barrett Christina from New Hampshire School Board Association (NHSBA) and Ross Morse from Bryan Consulting Group joined the meeting to discuss the search for a new superintendent. Jay McKintire, also from Bryan Consulting Group, joined the meeting via Zoom. Mr. Christina described the process that is used to use competencies that help identify top leaders for organizations. Barrett mentioned some of the New Hampshire schools that they have recently helped. Mr. Morse explained a brief summary of the process to be used, broken into 5 phases. He stated that Keisha Taylor will also be working with him and that she has worked with Pittsfield in the past with our re-design process. Mr. Morse stated there should be a diverse representation of the school community on the search committee. The committee will make suggestions to the School Board.

A financial agreement will need to be made with NHSBA on the cost for this search process. Mr. Morse stated that this is a big commitment and requires a lot of effort and work. This would require two meetings per month for at least two hours each. He mentioned he would "Pittsfieldize" this process. Mr. Gauthier asked how much more challenging it will be because of the part time position.

Mr. Morse stated that the process would be the same; however, there are fewer applicants.

Ms. Asdot asked how long this would take to which Mr. Morse stated about four months. Mr. Christina suggested that we may want to hold off on initial posting until February or March due to the part-time nature of the job. He suggested forming the committee around the holiday season prior to posting the job. Mr. Christina asked how many board seats are up this year to which Ms. Asdot responded two, Mr. Gauthier's and hers.

Ms. Douglas asked what the process would be for developing an agreement. Mr. Christina stated that they would need to negotiate cost and then would send a contract. He stated that the cost would be about \$15,000 and any additional cost including the job posting about \$500 and mileage reimbursements.

B. MOU with Education Association of Pittsfield (EAP)

The revised copy of the memorandum of understanding with the EAP was sent to Mr. Gauthier and Ms. Asdot but they have not had the opportunity to review yet. The format was changed and information to include the items that were added. Mr. Mitchell asked if the board could wait until September 3rd to take action. On a motion made by Mr. Gauthier and seconded by Ms. Asdot the Board voted unanimously to table the vote until September 3, 2020.

C. Title IX Policy Updates

Dr. Freeman suggested the Board move to act on the Policy AC-E amendment. On a motion made by Ms. Asdot and seconded by Mr. Gauthier the Board voted unanimously to approve Policy AC-E with Jessica Bickford's name added as the Human Rights Officer and the Title IX Coordinator.

D. Interim Superintendent of Schools - Discussed in non-public session.

E. Principal Compensation - Discussed in non-public session.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee - Ms. Asdot
- B. Drake Field & Facilities - Mr. Gauthier
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

XII. SCHOOL BOARD

XIII. PUBLIC INPUT (Second Session) - None

XIV. NON PUBLIC

At 7:34 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to enter into a non-public session under the authority of RSA 91-A:3 (c) to discuss the interim superintendent and 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).

At 7:51 p.m. a motion was made by Mr. Mitchell and seconded by Ms. Asdot to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Asdot, yes; Ms. Douglas, yes; Ms. Drouin, yes; Mr. Gauthier; Mr. Mitchell, yes).

XV. NEXT MEETING

The next meeting of the Board is scheduled for September 3, 2020 at 5:30 in the Pittsfield Middle High School media center.

XVI. ADJOURNMENT

On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the meeting was adjourned at 7:52 P.M.

Respectfully submitted,

Jessica Bickford
Recording Secretary

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

MINUTES

Pittsfield School Board Meeting
September 3, 2020
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Bea Douglas, Chairperson
 Heidi Asdot, Vice Chairperson
 Jessica Drouin
 Ted Mitchell

Others Present: John Graziano, Interim Superintendent of Schools
 Jessica Bickford, Director of Student Services
 Melissa Brown, PMHS Assistant Principal
 Derek Hamilton, PMHS Principal
 Danielle Harvey, PES Principal
 Kathy LeMay, PES Assistant Principal (Zoom)
 Members of the Public

Ms. Douglas called the meeting to order at 5:31 p.m.

II. AGENDA REVIEW

The following items was added to the agenda:

- Budget Timeline Draft for FY2021 (Dr. Graziano)
- PES Air Conditioning System (Ms. Harvey)

III. ACTION ON AMENDED AGENDA

On a motion made by Ms. Asdot and seconded by Mr. Mitchell, 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 table the approval of the minutes of the public meeting on August 20, 2020. Changes will be provided by Mr. Mitchell to the recording secretary and the minutes will be returned to the Board at the next meeting for approval.

A motion was made by Mr. Mitchell and seconded by Ms. Drouin to approve the minutes of the non-public meeting on August 20, 2020. The motion was passed unanimously to approve the minutes as written.

V. PUBLIC INPUT

Bob Schiferle stated he was pleased to hear that the budget timeline was added to the agenda by Dr. Graziano. The Budget Committee's timeline is posted on the Town of Pittsfield's website. They would like the district's proposed budget by December 2, 2020.

Mr. Schiferle asked if the Budget Committee meetings can be held at the school. Ms. Harvey stated that the back-to-school plan excludes facilities being used by the public due to cleaning considerations.

According to Mr. Schiferle, the Capital Improvement Plan Committee has recently met. The group is hoping that the previous work done by the administration be revisited by the Board and resubmitted to the Capital Improvement Committee.

Justin Clough asked about the status of the tuition study committee. Ms. Douglas reassured him that the committee is being organized.

Mr. Clough asked if the approved minutes of the School Board meetings could be posted to the website in a timely manner. He also asked that the public session be on the agenda at the beginning of the meeting and at the end of the meeting.

VI. STUDENT REPRESENTATIVE

The student representative was not present. Mr. Mitchell asked if the Site Council had met over the summer to which Mr. Hamilton answered that it had met twice.

VII. PES PRINCIPAL

A. Acceptance of Gift

Ms. Harvey reviewed the grant awarded by the Globe Manufacturing Company fund for music and the arts. On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board unanimously approved the grant of \$7,368 from the Globe

Manufacturing Company to purchase musical playground equipment to add to the natural playground.

B. Handbooks

Ms. Harvey stated handbooks are in the process of being revised to match the procedures in the reopening plan. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board unanimously approved the use of the 2019-2020 handbooks until the 2020-2021 handbooks can be revised.

C. Teaming at PES

Ms. Harvey provided the Board with the staffing plan for PES faculty.

D. Teacher Workshop Days

Ms. Harvey reviewed the topics included in the professional development provided prior to school opening.

E. Participation Numbers

Ms. Harvey provided participation numbers: preschool - 11 hybrid and 4 remote; kindergarten - 40 hybrid and 3 remote; grade 1/2 - 60 hybrid and 16 remote; grade 3/4 - 57 hybrid and 22 remote; grade 5 - 40 hybrid and 3 remote. This totals to 81.25% hybrid and 18.75% remote.

F. PES Air Conditioning

According to Ms. Harvey Control Technologies completed an assessment of the air conditioning/intake system at PES (Nurse/Main office) The system is thirty one years old so significant work is recommended. The cost of the work is estimated to be \$16,997. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board voted unanimously to proceed with the proposed work by Control Technologies for the sum of \$16,997.

VIII. PMHS PRINCIPAL

A. Athletics

Mr. Hamilton provided the Board with the preliminary recommendations for fall athletics. At this point, the Athletic Department is requesting the Board's approval to move from stage one to stage two of the New Hampshire Interscholastic Athletic Association (NHIAA) recommended protocol. On a motion made by Mr. Mitchell and seconded by Ms. Drouin, the Board unanimously approved moving to stage two within the plan.

B. Student and Staff Handbooks

Mr. Hamilton asked the Board to approve the use of the 2019-2020 handbooks until the 2020-2021 can be fully revised. On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board unanimously approved the use of the 2019-2020 handbook until the new handbooks are revised with reopening protocols included.

C. Drake Field

According to Mr. Hamilton, the tennis court revitalization project was underway starting September 1, 2020. Mr. Hamilton reported that the playground structure on the lower field level either needs to be repaired or removed. He recommended removing the play structure for the cost of \$2,000 as there are major repairs needed. On a motion made by Ms. Asdot and seconded by Mr. Mitchell, the Board unanimously approved removing the small play structure.

D. Participation Rates

Mr. Hamilton updated the Board with participation rates which total 74% hybrid and 21% remote. The final 5% are either being home schooled or participating in another program.

E. Staff Workshop Days

Mr. Hamilton provided the Board with an overview of how professional development time was used during the first five days of school.

Ms. Douglas asked how the opening of school went. According to Mr. Hamilton and Ms. Harvey the participation rate was high. Technology was a bit challenging but people worked hard to ensure as smooth an opening as possible. There were two hundred sixty devices lent out to students; about fifty percent have been returned. All families who have not returned devices have been contacted to check the status of the devices. Mr. Hamilton and Ms. Harvey will provide the Board with solid statistics at the next meeting.

Ms. Asdot asked if there was a plan for the students who were blatantly refusing to wear masks. Mr. Hamilton stated that it was being treated as an opportunity to educate students and to work with individuals to find the right mask for the right situation.

IX. DIRECTOR OF STUDENT SERVICES - No report.

X. INTERIM SUPERINTENDENT OF SCHOOLS

A. Opening of Schools

According to Dr. Graziano, the leadership of the administration on the opening of school has been obvious and impressive. Teachers and staff are engaged and working hard to prepare to serve students during these unprecedented times. The buildings are vibrant and immaculate. He publicly thanked the administration, including Dr. Freeman, for the work that has been done to have things in such good order.

B. Notice of Trespass

According to Dr. Graziano, he met with the Chief of Police to discuss concerns at Drake Field. He suggested that a Notice of Trespass is signed for those who continue to refuse to pay attention to reasonable verbal warnings.

C. Budget Committee Timeline

Dr. Graziano provided the Board with a draft of the budget timeline. There were no questions regarding the proposed timeline. Ms. Douglas asked the Board for advice to the administration as they begin budget development. Ms. Douglas stated that she would advise keeping the budget “as close to the wire” as possible, to which other Board members agreed.

D. Summary of the Good to Great Team Audit

Present from the Good to Great Team were Susan Bradley, James Coburn, Bernadette Rowley (Zoom), Ralph Odell, Elaine Ramsey (Zoom), and Leslie Vogt (Zoom). Mr. Colburn provided the Board and meeting participants a summary of the purpose of the Good to Great Team. He stated that the SAU 51 Administrative Office Team was the entity studied during the last school year. He reviewed the observations and recommendations. The Team also considered possibilities and priorities for the future. Ms. Bradley stated that the School Board is the “owner” of the process and would recommend they make a determination of the next steps. She suggested the data in the report may become helpful to the group studying tuitioning students to another district and/or to the committee hiring a new superintendent.

Dr. Graziano stated that he thought the process is of strong design. He agrees that the results of the Team’s work is impressive. He will assume responsibility for chairing the Good to Great Team.

Ms. Rowley and Ms. Ramsey pointed out that there was confusion noted from the surveys given to parents. In the future, the terminology will need to be clearly defined. Mr. Mitchell agreed that parents seemed to often be confused about the role of the SAU. Ms. Bradley stated that the district’s mission, vision, and core values should remain the solid basis for the work done in the future. Only

twenty-eight parents responded to the survey; it was suggested that an effort be made to reach more parents in future surveys regarding this report and other communication.

Ms. Douglas thanked the Good to Great Team for their work. Dr. Graziano echoed appreciation for the work completed.

E. Memorandum of Agreement

On a motion made by Ms. Asdot and seconded by Ms. Drouin, the Board voted unanimously to approve the memorandum of agreement with the Education Association of Pittsfield.

F. Mandatory Code of Conduct Reporting

On a motion made by Mr. Mitchell and seconded by Ms. Asdot, the Board unanimously approved Policy GBEAB, Mandatory Code of Conduct Reporting.

G. Staff Ethics

According to Dr. Graziano, Policy GBEA, Staff Ethics was amended on August 20, 2020.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee - Ms. Asdot
- B. Drake Field & Facilities - Mr. Gauthier
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

XII. SCHOOL BOARD

XIII. PUBLIC INPUT (Second Session)

Mr. Clough stated that he attends meetings to advocate for all students and their families. He stated that communication is a paramount issue for the district to consider. He opined that the Facebook forum would be the best place to communicate. He often hears from people who lack understanding of the issues and thinks engagement with community members will assist in developing understanding. Ms. Asdot stated that due to Covid-19, communication has been good and the community has been vested in seeking information.

Mr. Schiferle stated that he agreed that the Facebook forum would be the best place to inform the community of school issues.

Mr. Schiferle asked if Board members have read the Summer Report from the Commission to Study School Funding. The Board has just received the report and look forward to reading the report.

Mr. Schiferle stated he looks forward to working with Dr. Graziano on the budget.

Mr. Mitchell encouraged community members to volunteer for the Good to Great Team, as it is a good way to engage with the school community.

XIV. NEXT MEETING

The next meeting of the Board is scheduled for September 17, 2020 at 5:30 in the Pittsfield Middle High School media center.

XV. ADJOURNMENT

On a motion made by and seconded by, the meeting was adjourned at 7:33 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: Danielle Harvey
Subject: Board Meeting – September 17, 2020
Date: September 9, 2020

ACTION

None at this time.

INFORMATION

1. First In-Person Days: At the meeting, I will give a verbal report on the first in-person days at school. I will share what PES Class Dojo looks like for families to highlight that method of communication. At the time of writing this, I can say I am very impressed with our students learning and adjusting to new routines.

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, PMHS Principal
Subject: Board Meeting – September 17, 2020
Date: September 11, 2020

ACTION

1. Athletics. This past week we moved into stage two of the fall athletics plan. Our middle and high school girls and boys soccer teams started practice sessions on September 8. We are quickly approaching the third stage (September 18-October 25) of the plan, which is participating in regional friendlies. I've enclosed an outline of the preliminary recommendations for fall athletics for your reference. I'll be prepared to speak more specifically to the recommendations for scheduling, transportation, and spectators at friendly matches.

INFORMATION

1. School Reopening. This past week we re-opened for hybrid learning on September 10. Students and staff are adjusting well to a variety of new routines and schedules. The revised busing, arrival, and dismissal procedures are also going rather well. Students are working in home base groups of twelve or less and are generally only rotating for lab-based classes or Unified Arts courses. We have four lunch blocks in the cafeteria with no more than thirty two students in each lunch group. Lastly, we have been able to issue a school device to each student in grades 6-12, but we are troubleshooting a high number of device and network issues. We are working to resolve those issues as quickly as possible.
2. Capital Improvement Projects. Last winter the School Board identified six potential capital improvement projects (three at each school). Three of the six projects have been completed or are in the process of being completed. Those projects include replacing the PES HVAC controls (although more funding may be needed), addressing the heat loss in the cupola area of the PMHS roof, and replacing the first and second floor windows at PMHS. The remaining three projects include replacing the boilers at PES (a consultant is drafting a proposal with options for your consideration), redesigning the entryway at PES, and addressing the roof areas at PMHS that subject to ice dams.

PMHS Fall Athletics: Preliminary Recommendations

- I. Objective - to develop guidelines for middle and high school student-athletes to safely participate in fall athletics.
- II. Staged Approach - recognizing that the current conditions, school status, and the state of amateur athletics is fluid, we believe a progressive approach, with careful evaluation at each stage, is appropriate at this time.
 - A. Stage 1: July 20-September 7 – continue with non-contact skill and drill sessions in accordance with Phase 2 guidelines (2 days per week)
 - B. Stage 2: September 8-September 17 – transition to regular practice sessions with limited contact drills in accordance with Phase 3 guidelines (5 days per week)
 - C. Stage 3: September 18-October 25 – participate in friendly matches with regional schools or schools with similarly low rates of COVID (no more than 1-2 matches per week)
 - D. Stage 4: October 26-November 14 – participate in an open Division IV state tournament (for high school)
- III. Guiding Principles
 - A. Safe return to play
 - B. Social-emotional well being
 - C. Positive engagement in school and community
- IV. Points of Emphasis
 - A. Communication
 1. Pre-season Information
 - a) Mandatory pre-season meetings with players and at least one parent/guardian to review guidelines (scheduled for September 3)
 - b) If a player and/or parent/guardian is unable to attend, they must schedule a meeting with athletic director before participating in a team function
 2. In addition to standard pre-season forms (which already includes a warning consent agreement), consider including a COVID release waiver
 3. Continue with weekly updates to families with information and reminders through email and social media platforms
 - B. Communal Spaces
 1. The locker room areas at Drake Field will be closed (not enough space to maintain social distance); players are expected to arrive dressed for practices and friendly matches.
 2. Chairs (rather than benches) will be used to maintain social distance in bench areas
 3. Port-a-potties will be available at the field; during friendly matches, one will be assigned to the home team and another to the visiting team.

C. Cleaning and Disinfecting

1. Expecting to receive cleaning and disinfecting procedures for equipment from Wilson (will add recommendations here).
2. Each team will be issued disinfectant spray bottles and paper towels for cleaning and disinfecting
3. Bench areas, buses, port-a-potty will be cleaned and disinfected according to CDC guidance (add link) before and after use by assigned personnel.
 - a) Bench areas - game director or athletic director
 - b) Buses - bus or coaching staff
 - c) Port-a-potty - game director or athletic director

D. Health Screening

1. All home personnel (players and coaches) will be expected to enter through the Chestnut Street entrance to be screened prior to practices and friendly matches.
2. All visiting personnel (players, coaches, and referees) will be expected to enter through the Barnstead Road (it is agreed upon by Division IV and regional athletic directors that visiting personnel will be screened prior to departure for friendly matches)
3. Will follow the most up to date screening protocols provided by the CDC/DHHS and implemented by the school district

E. Health & Hygiene Practices

1. Players, coaches, and referees are expected to wear a mask prior to screening. Masks must be worn by those not engaged in athletics when a six-foot social distance can not be maintained.
2. Alcohol-based hand sanitizer with at least 60% alcohol should be readily available at training sessions.
3. 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 or match.
4. All mouth-based activities (e.g. spitting, chewing gum, and licking fingers) is prohibited.

F. Scheduling

1. Will schedule friendly matches with regional schools or schools in communities with similarly low percentages of COVID cases.
2. Will seek to schedule friendly matches with only one school per week (home and away match) and have 2-3 days between all matches.

G. Shared Objects

1. 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.
2. 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).

3. Keep each player's belongings separated from others' and ensure they are spaced at least 6 feet apart.
4. Players are prohibited from sharing personal equipment (e.g. gloves, helmets, and bats) with other players.

H. Spectators (at home friendly matches)

1. Group size is to be limited to 50% of the facility.
2. Those living in the same household may sit together at friendly matches (designated family spaces will be outlined with field paint)
3. All other spectators are expected to maintain a six-foot social distance or wear mask if a six-foot social distance can not be maintained

I. Transportation (to away friendly matches)

1. One student, per seat, with masks
2. Students may be allowed to ride to games with their parents provided advanced notification is given to the athletic director or coach.
3. Stopping for food on the way home - tabled until we have further information; games may be regionalized.

J. Water Systems

1. Players will not be allowed to use water fountains or share water bottles. Players are expected to bring their own water to training sessions. We will not supply water to players or personnel.

V. Resources

- A. [New Hampshire Youth and Amateur Sports Guidelines](#)
- B. NHIAA Reopening Sports Guidance

INTERIM SUPERINTENDENT OF SCHOOLS

A. MEMORANDUM OF AGREEMENT

The (MOA) was approved at the September 3rd meeting. Please find a signed copy

B. DRAFT BUDGET DEVELOPMENT TIMELINE 2020 2021 SCHOOL YEAR

The timeline was shared with counsel. January 12th + 19th and March 9 are firm dates. The Budget committee is requesting December 2nd as the date for submission of the proposed budget. The Administrators will meet on September 15th for the initial discussion of the budget. Sally will be an invaluable resource . Given the tight timeline, we may need flexibility for the draft presentation and draft finalized budget. Resulting from present circumstances, we heard your direction to “hold the wire “ when planning the 2021 budget.

C. SCHOOL BOARD COMMUNICATION

The Interim Superintendent has been actively engaged with meetings of the Commissioner, NHSBSA, and NHSAA. I will share information for upcoming training and opportunities for the Board.

D. OPENING OF SCHOOLS

I am impressed with the hard work, energy, diligence, and vigilance of Teachers and Staff, Administrators, and the SAU Staff, as they work collaboratively to serve Students, Families, and Community. It has been an unprecedented opening and I want to thank them.

CONFIDENTIAL

Memorandum of Agreement

Now come the Education Association of Pittsfield (EAP) and the Pittsfield School Board (the board) and hereby enter into the following Memorandum of Agreement (MOA) and agree as follows:

Hereinafter, the term “Employee” will refer to any employee included in any one of the current collective bargaining agreements between the “Boards” and the “Associations” noted above.

WHEREAS, the Board and the EAP wish to preserve the health and safety of all students, teachers, staff, Administration and community members;

WHEREAS the transmission and adverse health effects of the novel coronavirus known as “COVID-19” are still being studied and information about the transmission and adverse health effects of COVID-19 will evolve rapidly, necessitating the flexibility and rapid response to new information by the parties;

WHEREAS, the COVID-19 shutdown period has been an unprecedented emergency situation, in which the Board, teachers, staff and Administration have had to work collaboratively to identify and implement temporary safety measures and protocol for the 2020-2021 school year that will modify “normal” working conditions in order to ensure the health and safety of all employees, students and the community.

WHEREAS, the Board and the EAP recognize the need for adjustments and flexibility in the working conditions for the 2020-2021 school year. Both parties recognize that changes that may be needed for this year do not represent permanent changes in the understood working conditions.

WHEREAS, the Board and the EAP accept the conditions outlined in the district reopening plan (attached) except where the plan conflicts with statements in this memorandum.

WHEREAS, the board and the EAP recognize the need for ongoing adjustments as circumstances change. The District Leadership Team will propose ongoing changes during the school year. The EAP and the Board negotiating teams will consider those changes and update this memorandum.

NOW, THEREFORE, in consideration of the mutual covenants and promises set forth below, the parties agree that any plans to re-enter school during the 2020-2021 school year when COVID-19 concerns still exist include the following protocols and safety plans outlined herein:

Terms:

“Homebase” refers to an assigned space containing student workstations.

“Pod” refers to a small group of homebase rooms, organized by grade level, which routinely share adults for supervision and may be regrouped for unified arts, science, or other resource-based sessions.

With regard to Covid-19 Testing, Provision of Personal Protective Equipment, Leave:



1. If a student with whom an educator has had close personal contact in the past 14 days tests positive for Covid-19, the district will reimburse the educator for any part of the cost of a Covid-19 test that is not fully covered by the educator's health insurance.
2. The district will provide face shields to educators who request them. The district will provide two cloth face masks each semester to educators for personal use. Elementary school educators will be permitted to wear scrubs when the school status is "yellow" or "orange" days. Scrubs will not be provided by the district.
3. Educators who do not meet the entrance survey requirements to enter the school buildings, but are otherwise healthy enough to work, will be permitted to work remotely for the day, and those days will not be deducted from the educator's sick leave.
4. Educators who are required to isolate at home due to potential exposure at school will be permitted to work remotely, and those days will not be deducted from their sick leave.
5. Every effort will be made to accommodate educators who prefer to work remotely. Priority will be given to those educators who have personal health concerns that place them at increased risk. Second priority will be given to educators with immediate household members at increased risk.
6. The Steering Committee described in the reopening plan is responsible for determining the school status. That committee will include an equal number of administrators and members of the Collective Bargaining Unit. Other members may be included on the steering committee.

With regard to time requirements and professional expectations:

1. Staggered arrival and dismissal times for students will be scheduled such that educators are not expected to extend their normal school day or duty schedule. At PMHS, teachers who supervise a "homebase" room will be expected to begin at 7:45am each day, but will not have separate am/pm bus duty times. Educators who do not have homebase supervision may assist with arrival screening and supervision; educators will not be required to extend their normal school day or duty time requirements. CPT/PLC teams of educators will discuss duty expectations for team members who are teaching fully remotely, with similar time expectations for all. Supervision of bus routes will be stipend as additional time at the usual \$25 / hour rate. Such duty will be at the discretion of the educator and no reprisals will be made for educators who reject that duty. Direct screening of students will be a voluntary duty assignment.

2. Educators will be provided with the duty-free lunch, individual preparation time, CPT/PLC time, and professional growth time specified in the current Collective Bargaining Agreement (CBA).
3. Educators will not be required to be physically in the building on full Remote Learning Days (usually Wednesdays). Educators will be required to participate in professional learning sessions, online classes, and other meetings as scheduled during the normal school hours on those days. Remote learning days are full instructional days of the CBA.
4. No educator will be required to provide online support or remote instruction outside of the normal school hours. In some cases, alternate hours may be in the best interest of students and families. At the educator's discretion and with the approval of their supervisor, they may adjust their normal working hours. There will be no reprisals against educators who do not wish to adjust hours. Educators will not be expected to extend hours.
5. No educator will be expected to teach remotely / provide remote support while simultaneously supervising or teaching students within the building.

Signed this 20th day of August 2020.

	
School Board Chair	Education Association of Pittsfield, President

Pittsfield School District

Budget Development Timeline 2020 2021 School Year

DRAFT

Thurs Sept 3rd

School Board budget development direction provided to School Administration

Thurs Sept 24

Administrators submit budget proposal to SAU office

Thurs Oct 15

Presentation of draft budget to School Board

Thurs Nov 5

Draft budget finalized by School Board

Tue Nov 24

Budget books / electronic documents available to Budget Committee

Wed Dec 2

Budget Committee review of proposed budget to proposed budget and warrant articles

Tue Jan 12

Last day for Budget Committee to post the notice of the budget hearing also, budget submission date and deadline for submission of petition warrant articles and collective bargaining agreements

Tue Jan 19

Last day to hold the budget hearing

Mon Jan 25

Post warrant, budget, and default budget

Wed Feb 3

First Session Deliberative

Thurs Feb 4

First Session Deliberative Snow Date

Tue Mar 2

Annual Report with final budget and ballot questions made available to voters

Tue Mar 9

Annual meeting official balloting (2d session) town and school election day

September 17, 2020