

PITTSFIELD SCHOOL BOARD

MEETING AGENDA

5:30 p.m., Thursday, January 7, 2021

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: December 17, 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

6. STUDENT REPRESENTATIVE – Oral Report

7. PES REPORT

Action

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Information & Discussion

- Attendance
- COVID Tracking
- Homeschool Numbers
- First Quarter Academics
- Conference Participation
- Red Status
- December Outreach

8. PMHS PRINCIPAL REPORT

Action

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Information & Discussion

- Building Inspections
- Fall Conference Data
- Pandemic Report
- Red Status Details
- Stipend Positions

9. PMHS ASSISTANT PRINCIPAL REPORT

Action

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Information & Discussion

- No Report

10. DIRECTOR OF STUDENT SERVICES

Action

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Information & Discussion

- Special Education Plans During Orange Status
- Paraprofessionals
- Medicaid

11. SUPERINTENDENT OF SCHOOLS

Action

▪

Information & Discussion

- High School Tuition Study Committee Update
- Good to Great Team Update
- 2021-2022 Budget Update
- 2021-2022 Draft Calendar

12. SCHOOL BOARD

Action

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Information & Discussion

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13. COMMITTEE ASSIGNMENTS

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

14. PUBLIC INPUT

15. PLAN AGENDA FOR NEXT MEETING: January 21, 2021

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

17. ADJOURNMENT

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

MINUTES

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

I. PUBLIC HEARING

Dr. Graziano explained COVID-19 funds have been expended appropriately to support the district in providing educational services safely through the pandemic. According to Ms. Harvey, the CARES Act money that was not spent from the first round has been transferred into the second CARES Act grant. There will be approximately \$100,000 available for this year. The money thus far has been spent on technology, internet hot spots, and transportation for students with disabilities, among other things.

Public hearing was closed at 5:35 p.m.

II. CALL TO ORDER

Members Present: Bea Douglas, Chairperson
 Jessica Drouin
 Adam Gauthier
 Ted Mitchell (by Zoom)

Others Present: John Graziano, Interim Superintendent of Schools
 Jessica Bickford, Director of Student Services
 Derek Hamilton, PMHS Principal
 Danielle Harvey, PES Principal
 Members of the Public

Ms. Douglas called the meeting to order at 5:35 p.m.

III. AGENDA REVIEW

The following items was added to the agenda:

- Heating Plant (action) (Ms. Harvey)
- Heating Plan (Part 2) (Ms. Harvey)
- Playground Equipment (Ms. Harvey)
- Orange Status Details (Mr. Hamilton)

- Pandemic Report (Mr. Hamilton)
- Winter Athletics (Mr. Hamilton)
- School Calendar (Dr. Graziano)

IV. ACTION ON AMENDED AGENDA

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

V. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Mr. Gauthier to approve the minutes of the public meeting on November 19, 2020. Changes include: on page five, first paragraph, change to read "...two positive cases of COVID-19 at PMHS"; on page seven, paragraph seven, change to "Superintendent"; on page eight, change letters to B, C, and D; and on page eight, change to "Elisha Griffin praised the administration for their work as they navigate COVID-19". The motion was passed unanimously to approve the minutes as amended.

VI. PUBLIC INPUT

Robert Schiferle stated his appreciation for the administration's participation at the Budget Committee meeting last night.

Justin Clough opined that if Pittsfield does not offer sports, people will go to other locations to play. He provided examples of places that could be accessed for students to play sports.

VII. STUDENT REPRESENTATIVE

Mr. Hamilton stated that the community service proposal is in the process of being considered by the Site Council.

VIII. PES PRINCIPAL

A. Heating Plant

Ms. Harvey reminded the Board that last spring when the administration was considering capital improvement projects, the Board was interested in receiving an estimate for the PES heating plant. The current provider, Control Tech, can do the work. However, the Board did not conduct a sealed bid notification so Ms. Harvey suggested waiving Policy DJE and going with Control Tech. The contract is a long-term contract and the work done by Control Tech has been satisfactory.

Discussion ensued and the Board members agreed with the plan to do the work, excluding the gym and including the Kindergarten wing. However, Mr. Gauthier

stated he is uncomfortable with not going out to bid. Dr. Graziano stated it would take about three to four weeks to secure sealed bids. Ms. Harvey stated it would take at least that amount of time, if not longer, based on previous experience. She pointed out that Control Tech is the company that is currently being used and their performance is satisfactory.

On a motion made by Mr. Mitchell and seconded by Ms. Douglas, the Board voted to suspend Policy DJE for the heating system with Ms. Douglas, Ms. Drouin, and Mr. Mitchell voting in the affirmative and Mr. Gauthier voting in opposition.

On a motion made by Mr. Mitchell and seconded by Ms. Drouin, the Board voted unanimously to approve the request for Control Tech to complete the heating system excluding the gym and air handler #5 and including the kindergarten wing for the cost of \$148,100.

B. Heating Plan (Part 2)

Ms Harvey ensured the Board's understanding by stating that the quote reviewed this spring didn't include the Kindergarten Wing, at a cost of \$17,600. Control Tech recommends that we do the Kindergarten wing first, instead of the gym, since it has some of the most irregularities with heat. Completing the gym and air handler #5 is the same cost. The board can approve the gym and air handler #5 for an additional \$17,600 now, or at a later date.

C. Playground Equipment

There are two pieces of the playground at PES which need replacing this year. The web climbing net has holes which create large gaps. one of the bridges has a hole. Ms. Harvey is including two options to replace the web, which they no longer make. The Pod Hopper is preferred since it will be something younger students can climb and it's not like another piece of equipment presently on the playground. The second choice is the Fossil Bluff Climber. It is slightly different from the other rock wall climber that we have, but is rated for older children than the pod climber.

Mr. Gauthier asked if the students attending school now are using the equipment, to which Ms. Harvey answered in the affirmative. Ms. Drouin and Mr. Mitchell indicated their desire to hold off on replacing equipment until a further date. The Board agreed to table the decision until January.

IX. PMHS PRINCIPAL

A. Orange Status Details

Mr. Hamilton shared with the Board a letter that was sent to parents on November 24, 2020, detailing the shift to orange status. He reported that attendance is improving and engagement of students in their learning is good at both the high school and the middle school.

Mr. Hamilton reported that meals are being delivered to 52 families, which represents a total of 103 children.

B. Pandemic Report

Mr. Hamilton stated that new recommendations have been made by the NH Department of Health and Human Services, which he reviewed. He provided statistics, which included an overall increase in the State of NH of 17% in the last seven days, one to four active cases in Pittsfield, a total of twenty-four cases in Pittsfield, and that two students, as of December 3, 2020, are in isolation due to symptoms but with no confirmation of COVID-19.

C. Winter Athletics

According to Mr. Hamilton, a revised staged approach to winter athletics has been created. The first stage (skills and drills) has been eliminated and the phased approach condensed to three, rather than four, stages. We have also broken up the phased approach into two levels; one for high school and another for middle school. Jay Darrah, athletic director, was present to provide further details regarding the revisions made. He asked the Board to approve stage one for the high school under the new definition of the stages. Ms. Drouin asked for and received clarification relative to the difference between the stages at high school and middle school.

The Board agreed to maintain their decision on stage one for the high school. On a motion made by Ms. Douglas and seconded by Ms. Drouin, the Board approved the middle school moving to stage one, as newly defined.

X. PMHS ASSISTANT PRINCIPAL REPORT - No Report

XI. DIRECTOR OF STUDENT SERVICES - No Report

Ms. Douglas commended Ms. Bickford and her staff for providing services for students with special needs.

XII. INTERIM SUPERINTENDENT OF SCHOOLS

A. High School Tuition Study

Dr. Graziano stated two new community members have volunteered to join the High School Tuition Study Committee.

B. Good to Great Team

The Good to Great Team will meet on December 8, 2020. They will reconsider the audit, given the circumstances of COVID-19.

C. 2021-2022 School District Budget

Dr. Graziano reported that he and the administrative team joined the Budget Committee meeting on December 2, 2020. Some participants were in person and some were remote. The presentation went well, according to Dr. Graziano. Details of the proposed budget were shared with the Budget Committee members.

Dr. Graziano stated that the default budget is \$97,000 less than the proposed budget. The proposed budget is a conservative budget. The difficulty is the decrease in revenue to the school district and the school funding mechanism utilized in New Hampshire. The next step in the process will be the Deliberative Session on January 14, 2020.

Mr. Mitchell requested a summary of the school funding report be placed on the district's website. Ms. Douglas stated she has read the summary. She asked that the summary be posted to the website.

D. Remote Learning Request

Dr. Graziano stated a parent has requested having a student continue remote learning in spite of the fact that they have purchased a house outside the district. On a motion made by Ms. Drouin and seconded by Mr. Gauthier to the Board unanimously agreed to allow remote learning for the remainder of the school year.

E. School Calendar

Dr. Graziano provided the Board with a copy of the Concord School District proposed calendar for 2020-2021. He explained that a Pittsfield calendar will be proposed at a later date.

XIII. SCHOOL BOARD - None

XIV. COMMITTEE ASSIGNMENTS

A. Budget Committee - Mr. Mitchell

Mr. Gauthier asked for further details relative to the Budget Committee presentation. Dr. Graziano explained an issue related to the provision of hot lunch during COVID-19. He stated that the overall budget has increased by 1.2%. The problem is that revenue has decreased considerably.

Ms. Douglas reiterated that the proposed budget is conservative and responsible and that the issue is school funding. She invited any Board member to make an appointment with Sally Blanchette if they would like to review the budget and ask questions of her.

Dr. Graziano stated that there are no new positions and no new programs being proposed. He said that no cost of living increases have been included in the proposed budget.

Mr. Mitchell reminded the Board that there was a warning last year that the district would lose money in the Adequacy Grant this year and unfortunately, this has come to fruition.

- B. Drake Field and Facilities - Mr. Gauthier
- C. Negotiating Team - Ms. Douglas and Ms. Asdot
- D. Foss Foundation - Ms. Drouin

XV. PUBLIC INPUT

Robert Schiferle asked where the money would come from to repair the heating system at PES. Ms. Douglas stated the funds were encumbered from the fund balance at the end of the 2019-2020 school year.

Jillian Gauthier asked, via Zoom, how many students have unenrolled from PES and PMHS in order to be homeschooled. Mr. Hamilton stated he would provide those data at the next meeting.

XVI. NEXT MEETING

The next meeting of the Board is scheduled for December 17, 2020 at 5:30 in the Pittsfield Middle High School Lecture Hall.

XVII. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the meeting was adjourned at 6:33 p.m.

Respectfully submitted,

Tobi Gray Chassie
Recording Secretary

Pittsfield School District

To: Pittsfield School Board
From: PES Administration, Danielle Harvey and Kathy LeMay
Subject: Board Meeting – January 7, 2021
Date: December 23, 2020

ACTION

None at this time.

INFORMATION

1. Attendance: In the first two weeks of Orange, PES saw an average of 26 absences per day, 12 of those daily absences were from PreK-K. During the seven school days before the holiday break, PES saw an average of 34 absences per day, with the same pattern from PreK-K. We continue to reach out to families of students who are not participating in their remote work with offers of support. If the board has any additional suggestions on how to support our families, we would greatly appreciate additional ideas.
2. COVID Tracking: Since the beginning of December, 20 staff have had to be out. Thirteen of those are due to contact with someone who is positive. Two positives were while folks were remote, so no school contact. One positive was a staff working in person who had contact with students and staff. The other four were symptomatic staff.

Of the thirteen folks needing to quarantine, this is the third time Kindergarten staff have been impacted. They are unable to send their children to daycare, even though they are paying for it. In some cases their spouses can't work due to quarantine. It is significantly impacting our Kindergarten staff. Even in orange status, some of the students coming in aren't compliant with safety measures due to their disabilities and/or behavior needs.

Of students, we know of eight PES students who are being monitored. With remote status, we don't know how accurate this information is. Three students have parents who are positive. Four are students who were close contacts with the ill staff member. The other has symptoms. We did have a report of a positive student who was working remotely.

During the week of December 7th, Mike Curtin and Jess Bickford had to pick up in person PES admin duties since Kathy and Danielle both had to quarantine at home (one for close contact and one for symptoms).

3. Homeschool Numbers: As requested, we have received 20 homeschool letters for PES this year.
4. First Quarter Academics: Attached you will find summaries of student report cards from quarter one. If it is NE (not evaluated) it was for a variety of reasons:
 - student hasn't been completing remote learning

- student was enrolled for most of the quarter but withdrew so we reported out a narrative
- a final assessment wasn't completed by the end of the quarter
- student has an alternative plan.
- achievement was split between two levels at the end of the quarter
- student does VLACS for that course

We do see a greater number of students scoring ones than normal. First quarter we usually see twos, threes and some ones. You will see this year is ones, twos and some threes.

5. Conference Participation: Attached you will find the participation percentages for the fall virtual conferences. Teachers report the lower participation rates were due to some families not getting back to them, and some families feeling like they didn't need a conference due to hybrid and remote learning.
6. Red Status: There will be five PES students in the building during red status. All work with a one on one and have significant needs and can't access online education. Additionally, some students will be allowed in for assessments with the school psychologist to meet testing timelines.
7. December Outreach: PES has worked on family outreach in a number of ways for December. Two teams held "drive through" events. Two teams went door to door to deliver materials and holiday gifts. Other teams mailed or had pick up supplies for virtual holiday gatherings. The creative ways teachers found to engage with families were very appreciated by those who we were able to connect with. We also used grant funds to purchase a Brainquest workbook for each student Pre-K to 6th grade. This way every family has an enrichment resource for their learners at home.

Additionally, we started weekly "Shout Outs" to praise and show gratitude to students who were excelling in orange with work completion or showing up to Zooms (in addition to our Citizens of the Month). Staff could also do "Shout Outs" for each other. It proved to be a nice way to try to keep up spirits.

First Quarter Academics
Report Card Overall Competency Progress Scores

Kindergarten

#1 - ELA	15
#2 - ELA	26
#3 - ELA	1
#4 - ELA	0
TOTAL STUDENTS - ELA	42
#1 - MATH	1
#2 - MATH	20
#3 - MATH	21
#4 - MATH	
TOTAL STUDENTS - MATH	42

First and Second Grades

#1 - ELA	42
#2 - ELA	27
#3 - ELA	0
#4 - ELA	2
No Grade Given - ELA	3
TOTAL STUDENTS - ELA	74
#1 - MATH	12
#2 - MATH	20
#3 - MATH	21
#4 - MATH	1
No Grade Given - MATH	20
TOTAL STUDENTS - MATH	74

Third and Fourth Grade

#1 - ELA	18
#2 - ELA	32
#3 - ELA	30
#4 - ELA	
No Grade Given - ELA	1
TOTAL STUDENTS - ELA	81
#1 - MATH	17
#2 - MATH	29
#3 - MATH	32
#4 - MATH	2
No Grade Given - MATH	1
TOTAL STUDENTS - MATH	81

Fifth Grade

#1 - ELA	10
#2 - ELA	15
#3 - ELA	21
#4 - ELA	0
No Grade Given - ELA	
TOTAL STUDENTS - ELA	46
#1 - MATH	3
#2 - MATH	15
#3 - MATH	27
#4 - MATH	0
No Grade Given - MATH	1
TOTAL STUDENTS - MATH	46

PES Parent Teacher Conference Data

2016-2020							
	PES Fall 2020	PES Fall 2019	PES Spring 2019	PES Fall 2018	PES Spring 2018	PES Fall 2017	PES Fall 2016
Pre-K		93%	89%	82%		83%	88%
K	61%	94%	91%	93%	85%	91%	
1st		97%	92%	90%	74%	81%	97%
1/2	96%						
2nd		87%	91%	80%	85%	90%	87%
3rd		90%	89%	85%	89%	89%	97%
3/4	85%						
4th		83%	90%	90%	81%	87%	89%
5th	73%	85%	74%	67%	80%	88%	84%
Multi-age		92%	91%	76%	87%	97%	86%
Total	76%	88%	88%	83%	83%	87%	89%

Pittsfield School District

To: Pittsfield School Board
From: Derek Hamilton, PMHS Principal
Subject: Board Meeting – January 7, 2021
Date: December 22, 2020

INFORMATION

1. Building Inspections. Due to the pandemic, the Pittsfield Fire Department will not be conducting annual building inspections at this time. They will file the required forms with the state and provide updated assembly permits to the schools.
2. Fall Conference Data. I have enclosed a copy of our historical fall and spring conference data (2016 to present) in order to compare fall participation rates to years past.
 - Sixth Grade – 73%
 - Seventh Grade – 68%
 - Eighth Grade – 77%
 - Ninth Grade – 63%
 - Tenth Grade – 89%
 - Eleventh Grade – 52% (one adviser had to re-schedule conferences for after the break)
 - Twelfth Grade – 63%
 - School Wide Participation – 70%

All of our conferences were conducted virtually this past fall. Our middle school team conducted parent-teacher conferences and our high school team conducted student-led conferences. With more time to make connections and prepare students for student-led conferences in the spring, we anticipate shifting back to student-led conferences school-wide.

3. Pandemic Report. I'll provide updated state and local data from the New Hampshire Department of Health and Human Services at the School Board meeting. Prior to the start of Holiday Break, we had 12 students and 6 staff members that needed to quarantine after being identified as close contacts to a staff member that tested positive on December 10. This effectively shut down two of our seven on-site work spaces and created a staff shortage between December 11-December 18. In the month of December, we had a total of four PMHS students and two PMHS staff members that reported positive COVID-19 tests.
4. Red Status Details. I have enclosed a copy of communication that was shared with families on December 18 regarding our transition to the red status. Only students in the Life Skills Program will have the option to work on-site during the red status (January 4-January 18). Winter athletics will also be paused during this period. Our District Leadership Team will further evaluate our school status at its meeting on January 6; I anticipate having a recommendation for beyond January 18 to share with you at the School Board meeting.

5. Stipend Positions. Prior to the Holiday Break we payout half of teacher stipends for serving as team leaders, class advisers, or club and organization advisers. In our hybrid and remote status, only our tenth, eleventh, and twelfth grade classes are regularly meeting. Some, but not all, of our school clubs and organizations are meeting; I've provided a status update below.

- Advisory Council – meeting remotely
- Drama Club – not currently meeting
- Environmental Club – not currently meeting
- FBLA Club – meeting remotely
- Future Voters of Pittsfield – meeting remotely
- Gaming Club – not currently meeting
- IMPACT Team – not currently meeting
- Justice Committee – meeting remotely
- National Honor Society – meeting remotely
- Site Council – meeting remotely
- Student Ambassadors – meeting remotely
- Student Council – meeting remotely
- Ski and Snowboard Club – not currently meeting
- Yearbook Club – meeting remotely

The five clubs that are not currently meeting generally are dependent on working in-person, which the current conditions make it challenging, if not, impossible to do. I bring this to your attention to determine how to manage the stipends of those club advisers. We could take one of three approaches; 1) pay out half the stipend as we normally would; 2) not pay the stipend; or 3) wait until the end of the school year to determine if those clubs are able to run or not and determine the payment schedule at that time.

Conference Participation Data

2016-2019	PMHS Fall 2020	PMHS Fall 2019	PMHS Spring 2019	PMHS Fall 2018	PMHS Spring 2018	PMHS Fall 2017	PMHS Fall 2016
6th	73%	71%	78%	86%	80%	75%	89%
7th	68%	89%	86%	88%	81%	89%	97%
8th	77%	87%	64%	80%	91%	88%	89%
9th	63%	97%	83%	86%	97%	91%	77%
10th	89%	83%	74%	89%	87%	77.50%	75%
11th	52%	93%	81%	80%	78%	77%	86%
12th	63%	79%	76%	78%	67%	44%	80%
Life Skills	71%						
Flex	78%	100%	60%	82%	80%	43%	86%
PMHS							
Total	70%	88%	77%	84%	84%	76%	84%



Pittsfield School District
23 Oneida Street Unit #1
Pittsfield, N.H. 03263
Tel. (603) 435-5526 Fax: (603) 435-5331

December 18, 2020

Dear Families and Staff,

Effective Monday, January 4, the Pittsfield School District will be transitioning to the red status through Monday, January 18. The red status means that school will be fully remote during this period. In accordance with Emergency Order #64 a small number of students (less than 2%) will have the option to work on-site due to their needs and intensive programs. The case managers of those students will be in touch with families next week.

Since Thanksgiving there has been an uptick in COVID-19 cases across the state and in our community. To the best of our knowledge, we have had no transmission on-site, which tells us that our mitigation practices have been effective. However, cases that started outside of school have impacted our students and employees, resulting in staff shortages and increasing numbers of students and employees needing to quarantine. At this point, it is both a necessary and preventive step to shift to the red status following the Holiday Break. Our District Leadership Team (DLT) will evaluate our school status beyond January 18 and bring a recommendation to the School Board for consideration on January 7.

On behalf of the School Administration,

Dr. John Graziano
Interim Superintendent of Schools
Pittsfield School District

Pittsfield School District

To: Pittsfield School Board
From: Jess Bickford
Subject: Board Meeting – December 17, 2020
Date: December 11, 2020

INFORMATION

1. Special Education Plans During Orange Status:

During remote learning there have been alternative plans created for some students that have demonstrated significant needs to have them coming into the school building. While there have been groups that have needed to come in and out of the building due to quarantining, things have been going well with in-house students and staff. Students are getting hands on support from paras and teachers to access lessons, instruction, and services. We continue to strive to meet our students ever-growing needs and problem solve with families.

2. Paraprofessionals:

Three previous interns that have worked with the district have been hired temporarily as substitutes or to help fill vacant positions while they are available during winter break and/ or remote learning. This has been a tremendous help with coverage and support for our in-house learners. I have also been able to fill two vacant paraprofessional positions; one at the high school and one at the elementary school; one of which is a Pittsfield Graduate.

3. Medicaid:

The special education department is continuing to work on meeting the new rules and guidance put out from DHHS around Medicaid. We are in the final stages of changing practices to align with the new guidelines, and hope to up to full capacity billing this spring. I am expecting Medicaid revenues to remain lower than they have been in the past due to the new rules; however, I expect them to be better than last year. The special educators and service providers have received some quality training with Dan Courtier from Boothby Therapy Services, who is a Medicaid Specialist, over the last couple of months. We will be participating in a mock audit this spring to ensure we have best practices in place regarding Medicaid.

INTERIM SUPERINTENDENT OF SCHOOLS

A

The Interim Superintendent will provide an update of the High School Tuition Study Committee

B

The Interim Superintendent of Schools will provide an update of the GOOD TO GREAT TEAM

C.

The Interim Superintendent of schools will provide an update of the 2021-2022 School District Budget

D.

The Interim Superintendent of schools will provide an overview of the 2021-2022 DRAFT school district calendar.

