**ADVANCE COPY, SUBJECT TO THE APPROVAL BY THE PITTSFIELD SCHOOL BOARD**

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

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**MINUTES**  
  
Pittsfield School Board Meeting

December 2, 2021  
Pittsfield Middle High School

1. CALL TO ORDER  
     
   Members Present: Adam Gauthier, Chairperson

Justin Clough, Vice Chairperson

Sandra Adams

Molly Goggin

Diane Rider

Others Present: Bryan Lane, Interim Superintendent

Derek Hamilton, Principal, PMHS

Kathy LeMay, Assistant Principal, PES

Michael Wiley, Principal, PES

Members of the Public

Vice Chairperson Clough opened the meeting at 5:40 p.m.

Mr. Gauthier took a roll call of Board Members and administrators present.

1. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Clough.

1. AGENDA REVIEW

The following items were added:

* At-home COVID-19 students (Mr. Gauthier)
* Curriculum Committee (Ms. Rider)
* Health Services Update (Mr. Hamilton)

1. ACTION ON AMENDED AGENDA

On a motion made by Mr. Clough and seconded by Ms. Rider, the Board approved the amended agenda (Sandra Adams, yes; Justin Clough, yes; Adam Gauthier, yes; Molly Goggin, yes; Diane Rider, yes).

1. APPROVAL OF PREVIOUS MEETING MINUTES

The November 18, 2021 minutes were considered by the Board. It was decided that the minutes would be tabled until the next meeting so that clarification regarding the work session could be made.

1. PUBLIC INPUT - None
2. STUDENT REPRESENTATIVE

Matthew Swenson was unable to attend the meeting. A written update was provided and reviewed by Mr. Gauthier. Mr. Gauthier stated that a dress code policy is being considered for revision by the Site Council. Mr. Hamilton stated that the Site Council will begin the discussion on December 8, 2021, input will be sought from students, and potential consideration will be asked of the Board in January. Mr. Clough asked that if any adjustments are made, that care is taken to be sure that other areas of the Student/Family Handbook that are affected are modified.

1. PES PRINCIPAL
2. Staffing Update

Mr. Wiley informed the Board that PES is currently advertising for a Library Media / Technology Specialist position, three first grade regular education paraeducators, and substitute teacher positions.

1. Professional Development

Mr. Wiley reported that Consultants Mike Anderson, Kathy Collins, and Susan Shapiro will be working with staff in December.

1. Curriculum Review

Ms. LeMay distributed a document to the Board that outlined the timeline for curriculum review; she provided an explanation of the document. Mr. Clough asked if an accelerated rate of implementation will be considered. Ms. LeMay agreed that steps will be expedited as possible. Discussion ensued regarding the work that is projected over the next year relative to the development of curriculum.

1. Calendar of Upcoming Events

Mr. Wiley provided the Board with a list of upcoming events in December. Mr. Gauthier informed the Board that Breakfast with Santa will take place on Saturday, December 4, 2021.

IX. PMHS PRINCIPAL

1. Junior-Senior Prom

Jennifer Massey, junior class advisor was present with Keegan Ryan and Felix Munoz to explain the plans for the junior-senior prom. On a motion made by Mr. Gauthier and seconded by Ms. Goggin, the Board approved the plans for the junior-senior prom at Del-Lea on May 16, 2022 (Sandra Adams, yes; Justin Clough, yes; Adam Gauthier, yes; Molly Goggin, yes; Diane Rider, yes).

1. Health Services Updates

A vaccination clinic has been planned for December 17, 2021 and will include elementary and high school students and staff, as well as members of the community.

Mr. Hamilton explained that plans are forthcoming to provide on-site testing for COVID-19 with parent/guardian permission when symptoms are apparent. There are home testing kits available, but training will need to be implemented before use. Mr. Gauthier raised the concern of using the results of a home test. Mr. Clough suggested using the on-site testing to verify negative results. Mr. Hamilton stated that other schools are accepting home tests; their practices will be investigated and considered for implementation.

1. English Curriculum

Mr. Hamilton provided the Board with syllabi from five English courses. Each syllabus includes a brief course description, course competencies, summative assessments, student expectations, and course evaluation and assessment practices. These syllabi are provided to students and families at the beginning of the year. Mr. Hamilton showed the Board the website where the syllabi can be found for all courses. Discussion ensued regarding the choice of materials and the right of parents to ask that alternative materials be offered to students when the issue is brought to their attention.

1. I Am College Bound, I Applied

On Friday, November 19, 2021, fifteen seniors participated in the New Hampshire Higher Education Assistance Foundation’s I Am College Bound, I Applied event. On Wednesday, December 6, 2021, a Financial Aid Night is planned for families. Mr. Clough questioned the possibility of the military being invited to provide financial aid information to students and families; he pointed out that there are many opportunities available.

1. School Approval Facility Review

According to Mr. Hamilton, the NH Department of Education will be reviewing PMHS on Monday, December 6, 2021. This review takes place approximately every three years.

1. School Mission and Vision

Mr. Hamilton provided the Board with information outlining the process that the school district followed to create the current mission and vision. He explained the work that has been done, although interrupted by COVID-19, to use the current vision and mission to update the logic model and develop a subsequent work plan to ensure continuous improvement and a commitment to success. It was the consensus of the School Board that the administration continues the work in progress with the logic model and work plans.

1. Vision of the Graduate

Mr. Hamilton reported that on Saturday, November 20, 2021, the school district held a community forum to begin gathering input on the Vision of the Graduate, a component of New England Association of Schools and Colleges accreditation process. A second forum will be scheduled in the spring in order to share the plan that comes from the work done on Saturday. Mr. Hamilton explained that there was a “parking lot” of concerns listed that will be revisited at a later date.

X. INTERIM SUPERINTENDENT OF SCHOOLS

1. COVID-19 Status

Mr. Lane informed the Board that the district remains in yellow status, which means that masks are required. He reviewed the six indicators used to make this decision: absenteeism, positive PCR testing, number of cases in Pittsfield, regional transmission rate, cluster identified in school, and suspicion of transmission in school.

1. Budget

Mr. Lane stated that the budget and revenue numbers have been sent to the Budget Committee. The new revenue estimates have been verified by the State of New Hampshire. There is a $327,971 increase over the current year.

1. Plowing

Mr. Lane has contacted the Pittsfield Highway Department and K & B Excavation who handles plowing of the school district parking lots. Inclement weather procedures such as delays and cancellations will be communicated to families using the phone and email along with WMUR Channel 9 in Manchester. The district will not be using Blizzard Bags or moving to remote learning during days that school is cancelled due to weather, according to Mr. Lane.

1. Team Design

Mr. Lane informed the Board that he has reached out to Team Design in regard to the cost to create an evaluation of the ability to move elementary students to the middle high school. Team Design has requested copies of the blueprints, which will be provided.

1. Superintendent Search

Mr. Lane informed the Board that Portsmouth and Merrimack School Districts are searching for superintendents. He reminded the Board that a $5,000 deposit has been paid to the NH School Board Association (NHSBA) to assist in the process of searching for a superintendent. The additional $5,000 required cost has been budgeted. Mr. Gauthier stated that work should proceed and that NHSBA be used to assist in the process. Ms. Goggin stated agreement in utilizing NHSBA to assist in the process. Susan Bradley explained the process that is used by the Bryan Group in association with the NHSBA, with a heavy emphasis on community involvement. Mr. Bryan agreed to notify Mr. Barrett Christina, executive director of NHSBA, to let him know the Board would like to proceed.

XI. SCHOOL BOARD

1. Curriculum Committee

Ms. Rider reiterated her suggestion of having a curriculum committee within the district. She suggested the curriculum committee would be utilized to review book ordering processes. Discussion ensued regarding the existing policies and procedures in place to monitor curriculum and book selection. Mr. Lane reassured the Board that the administration will bring book ordering plans to them in advance of purchasing. Ms. Goggin suggested the Board review the policies that are in place governing curriculum review at a future meeting.

XII. COMMITTEE ASSIGNMENTS

1. Budget Committee Representative - Mr. Clough
2. Drake Field and Facilities - Mr. Gauthier

Mr. Hamilton stated that the Drake Field Committee was revitalized in 2013. A number of projects were reviewed at that time. Once those projects were completed, the committee diminished with only Mr. Hamilton and Mr. Darrah involved; meetings were discontinued.

Mr. Gauthier stated that he is concerned about being a part of a committee that does not meet. Mr. Hamilton explained that when there are major projects, such as the pavilion, information is brought to the Board. Mr. Gauthier asked to be informed of work being done at Drake Field so that he can answer questions adequately when brought up by the public.

1. Negotiating Team - Ms. Goggin & Mr. Gauthier

Mr. Gauthier stated that more information will be available at the next meeting.

1. Foss Family Scholarship - Ms. Rider

XIV. NEXT MEETING

The next meeting of the Board is scheduled for Thursday, December 16, 2021 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XV. PUBLIC INPUT

Clayton Wood stated that he thinks there are problems with the curriculum. He stated that he would like there to be a curriculum committee and he would like to have parents involved in reviewing the books. Mr. Wood opined that parents should be able to see the curriculum throughout the grades. He explained that parents want to be involved.

Mr. Wood thanked the Board for their quick action on searching for the new superintendent. He suggested the Board pay Mr. Lane to search for the new superintendent, instead of the NH School Boards Association.

XIV. ADJOURNMENT

On a motion made by Mr. Clough and seconded by Ms. Rider to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 6:04 p.m. (Sandra Adams, yes; Justin Clough, yes; Adam Gauthier, yes; Molly Goggin, yes; Diane Rider, yes).

Respectfully submitted,  
  
 Tobi Gray Chassie   
 Recording Secretary