

APPROVED MINUTES BY THE PITTSFIELD SCHOOL BOARD

STATE OF NEW HAMPSHIRE

SCHOOL ADMINISTRATIVE UNIT # 51

PITTSFIELD SCHOOL BOARD

MINUTES

Pittsfield School Board

April 6, 2023

Pittsfield Middle High School Library Media Center

- I. Superintendent Lane calls the meeting to order at 5:30.
Present, Mr. Gauthier, Mrs. Adams, Mrs. Goggin, Mrs. Schiff, Mr. Cote
- II. Mr. Lane leads the Pledge of Allegiance.
- III. The Superintendent calls for nominations for Board Chair.
Motion by Mrs. Adams to elect Mr. Gauthier as Chair. Second by Mr. Cote.
Motion carries 5-0
- IV. Mr. Gauthier calls for nominations for Board Vice Chair
Motion by Mrs. Schiff to elect Mrs. Adams as Vice Chair, second by Mrs. Goggin.
Motion carries 5-0
- V. Board interview two candidates for Principal of Pittsfield Elementary School, Kristen White and Jaclyn Rohr.
- VI. Adjustments to the Agenda
 - i. Mrs. Adams- finalization of School Calendar for 2023-24, celebration for retiring staff, RBT Training (Mr. Lane indicates that is a non-public conversation)
 - ii. Mr. Gauthier- Wi-Fi access for guests at PMHS
 - iii. Mrs. Goggin- Introduction to Literacy Grants, dates for student-led conferences, ALICE training.
 - iv. Mr. Hamilton addition of April newsletter

Motion to accept adjustments to the agenda made by Mrs. Adams, second by Mrs. Goggin.

Motion carries 5-0

- VII. Approval of Minutes from March 16, 2023.
Make adjustments to roman numerals
Make consistent changes to Mrs. Goggin from Ms. Goggin as salutation
Page 1- Mr. Hamilton not present
Page 2- Adjust date of previous meeting minutes to February not March

Page 3- Add last name to Student Representative "Nagle"

Mike Cabral- training for ALMA, add ALMA.

Question asked to what the loss of funding would be. Complete the sentence.

Page 4- Director of Student Services report, remove T from TRBT

Mr. Cote inquires to "students"

Monday March 27 visit change time to 12:30 p.m. to meet with the accreditation committee.

Amend sentence to the number of students to get off the DOE...

Add thanks to PMHS

Running Start class will be "running"

Page 6 Take out notations as C and B

Page 5-Superintendent's Report, Change date in first bullet to March 15, Remove I from IIEP

Page 7- Change next meeting date to April 4, 2023, add, Public input "Deadline for submission of American Legion scholarship of May 1.

Adjournment time should be 8:27

Change reporting person to Mr. Lane

Motion to accept minutes as amended by Mrs. Goggin, second by Mr. Cote.

Motion carries 4-0-1, Mrs. Schiff abstains.

VIII. Public Input-Dan Schroth describes a plan he wants to bring forward regarding climate change efforts to include a wind turbine and solar panels.

IX. Student representative- the student representative is not present. Mr. Hamilton reports on including the Student Technology Usage form in the Parent/Student Handbook in the 2023-2024 school year. Site council will be accepting nomination for officer in June.

X. PES Report given by Mrs. Rohr.

- Statistics on student enrollment presented
- Calendar of events
- Description of the ventilation project and boiler replacement.
- 30 students registered for Kindergarten at registration night.
- Fourth grade after school academic interventions going well.
- Statistics on student management incidents covered, there is a reduction particularly on the bus.

Mr. Gauthier inquires as to the placement of the propane tanks and to ensure that the placement is appropriate to the distance from the road. Superintendent Lane will confirm.

Mrs. Goggin inquires as to the possibility of academic interventions in other grades. Mrs. Rohr responds that there have been some in first grade and other grades are considering this as well.

Mr. Gauthier inquires as to the seating arrangement on the bus, are elementary student in the front? Mrs. Rohr responds that this is now the current practice.

XI. PMHS Report given by Mr. Hamilton.

- Requests a board vote for the use of Drake Field for Old Home Days. Motion made by Mrs. Adams to allow the use of the field for three days, second by Mrs. Goggin. Motion carries 4-0-1, Mr. Gauthier abstains.
- Requests the Board approve the Senior Class Trip to Hershey Pennsylvania. Motion by Mrs. Goggin to approve the trip, second by Mr. Cote. Motion carries 5-0.
- Mr. Hamilton describes the positive report brought forward by the New England Association of Schools and Colleges (NEASC) visiting team. Thanks the staff and the school community for their efforts in making this a positive visit. Reports that the school will continue with its accredited status and that all six areas of the NEASC evaluation were met by PMHS

Mr. Cote inquires as to the importance of this status. Mr. Hamilton and Mrs. Goggin both describe that it is an important status for the school.

Mr. Cote inquires as to the academic issues that may occur for students going on Senior Trip and completion of work required for graduation status. Mr. Hamilton responds that those students who do not have senior status who are still possible graduates are not eligible to go on the trip. Efforts are consistently being made to have students on target with current academic requirements.

Mr. Hamilton distributes the current newsletter to the Board.

Congratulations to the Drama club on being chosen as one of three programs to go onto the finals of the state competition for one-act plays. The Board commends the students and staff.

XII. Superintendent report given by Mr. Lane

- Communication with the Police Department regarding ALICE training that should make implementation in the fall possible.
- Literacy Grant application is already under way.
- Reports on process for PES Principal search. A thank you to all who participated.
- Report on enrollment. Numbers declining since January, students who turned 18 and withdrew are not included in the current school year cohort for graduation.
- The nomination list is in the Board packet for the 2023-24 school year. Certified staff contracts will go out by April 15 and all others will go out by June 1.
- The 2023-24 calendar documents are not in the Board packet; it will be added to the next agenda.
- NEASC visit reviewed as a great accomplishment The visiting team, in speaking to Mr. Lane, was complimentary of the staff for their true implementation of student centered learning. Mr. Lane commends Mr. Hamilton and Mrs. Brown in particular for their efforts as well as staff and students

Mrs. Schiff inquires as to the large decrease from September to October and whether or not these withdrawals are bullying related. Mr. Lane responds that the DOE uses the October number. Also that the decrease is due to those students who have withdrawn without informing the District in the first weeks of the school year.

Mrs. Goggin inquires as to the budget process including staff. Mr. Lane responds that the reason to begin now allows for direct input from teachers. Ms. Goggin suggest that the Board consider including a Reading Specialist for Middle School and a Foreign Language teacher in the upcoming budget.

XIII. Board information

- First reading for policies:
 - IHAM Health Education Exemption from Instruction
 - IMDB High School Credit for Seventh and Eighth Grade Course Work
 - ILBAA High School Competencies
 - JLCCA- HIV/AIDS

XIV. Board action

- Nomination list for 2023-24 for certified staff. Mr. Cote inquires as to Mrs. Rohr being on the list as Assistant Principal when she is applying for the Principals position. Mr. Lane indicates that any subsequent motion by the Board would supersede the approval of the nomination list as written.

Mrs. Adams makes a motion to accept the 25 teachers who are listed for PES, the 23 PMHS staff who are listed as teachers and the six SAU professional staff and box out at this point the counselor, library media specialist, school nurse and assistant principal out of the elementary and out of the PMHS the counselor, school nurse, assistant principal and principal so that we could have an opportunity to look at roles and responsibilities, and personnel files and performance evaluations on file; realizing we still need to meet the April 15th deadline.

Mr. Gauthier seconds the motion for discussion.

Mr. Cote inquires as to the reasoning for the motion

Mrs. Adams responds that these are all important positions and not just blanket an approval. The Board would not be doing due diligence if we do not look at the roles and responsibilities and look at the personnel evaluations for those staff who are at an administrative level.

Mrs. Goggin responds that nurses, library media specialist and counselors are not administrative

Mrs. Adams did not want to appear to be singling out two or three individuals. I can list the individual positions.

Discussion continues as to the roles of counselors, library media and nurses are in the CBA with teachers.

Mrs. Adams emphasizes that there is a need to look at roles and responsibilities for positions and to see performance evaluations before voting. Clarifies that this does not mean that she would not vote to approve but feels a need to look at records to do due diligence.

Mrs. Goggin disagrees with the motion. Those covered under a teacher contract would create a legal issue. If it is about the administrative structure or the administrators, then you are talking about principals and assistant principals.

Mr. Gauthier inquires as to amending the motion.

Mrs. Adams that the board would only look at the assistant principal and principal positions.

Mrs. Goggin still disagrees with the motion.

Mr. Gauthier states that Mrs. Adams is not saying that she does not want to hire those three individuals but that she wants to look at the performance evaluations and the role structure of those positions before voting on those positions.

Mrs. Adams indicates that there have been discussions in non-public concerning these positions.

Mrs. Goggin seeks to clarify if Mrs. Adams is opposing the motion suggesting that the board would vote to accept the nomination list and the Board would create a process to review the performance of administrators.

Mr. Gauthier inquires as to the length of time for administrative contracts being one year, Mr. Lane indicates that the Board has given permission for one position to be a multiyear contract.

The Superintendent requests that the Board go into non-public session.

Mr. Gauthier makes a motion to go into non-public session under RSA 91A :3 b. The motion is seconded by Mr. Cote. Motion carries 5-0 at 7:47.

The Board discusses the issues at hand.

Motion to exit non-public made by Mr. Gauthier, second by Mrs. Goggin at 8:03

Mrs. Adams withdraws her motion, Mr. Gauthier his second. Mrs. Adams apologizes for bringing a motion forward that was not well worded or defined.

Mrs. Goggin makes a motion to accept the nomination list as presented, second by Mr. Cote. Motion carries 5-0.

- Nomination of Special Education teacher- Cindy Harmon.
Motion by Mr. Gauthier to accept the nomination at a salary of Master's Step 7, a salary of \$45,389, second by Mrs. Goggin.
- Nomination of Library Media Assistant- Aubrey Carr
Mr. Lane states that Ms. Carr has been the long-term substitute for this position since January and that she would be working toward certification. The Library Media Specialist at PES will serve as the District's' Library Media Specialist to meet DOE regulation and will act as a mentor to Ms. Carr.

Mr. Cote makes a motion to accept the nomination of Aubrey Carr as Library Media Assistant at a salary of \$36,025, second by Mrs. Goggin.
Motion carries 5-0
- Bids for propane tank installation and service

Mr. Lane states that there are three bids:

Rymes Propane-\$33,000 to provide tanks, install and excavate. Includes a 2-year lock in on propane at \$1 .73 per gallon

Dead River Company- \$43,626 for tank installation, does not include excavation \$2.65 per gallon monthly plus \$.75 of the landed price

Eastern Propane-\$46,605 to provide tanks, installation and excavation \$.45 above the landed price.

The recommendation from EEI Services is to accept the bid from Rymes Propane They are the lowest price and will give a locked in price for fuel.

Mr. Cote inquires as to the price being locked in for two years. Mr. Lane confirms that.

Motion by Mr. Gauthier to accept the bid from Rymes Propane, second by Mr. Cote. Motion carries 5-0
- Policy Review- Second reading

Policy EFC- Free and Reduced Lunch
Change Dean of Operations to Administration
Motion made by Mr. Gauthier to accept as amended, second by Mrs. Goggin.
Motion carries 5-0
Policy DD- Funding Proposals and Applications
No action taken
Policy IKF- Graduation Requirements
Mr. Cote inquires as to whether or not the statements in the policy reflect current requirements from the DOE. Mrs. Brown indicates that they do.

First paragraph page 1- C- Curricular should be changes to Co-Curricular
Change Dean of Instruction to school administration
Motion made by Mr. Gauthier to accept as amended, second by Mrs. Goggin.
Motion carries 5-0
Policy JICGA- Hazing
No action taken

XV. Amended Agenda

- Mrs. Adams suggests that the Board continue to the practice of recognizing retirees. Board agrees to celebrate on May 18 providing food and dessert.
- Mrs. Goggin suggests that the schedule for student-led conferences be looked into. The date is described as a day without school because teachers provide time outside of school hours to meet with families in the previous two weeks. A concern is raised in that the day off from school creates an issue for parents to provide supervision for their children. Having all conferences on one day limits families to be able to attend but it does create a problem for families. The date listed does not have availability for student led conferences.

Mr. Lane indicates that as a matter of past practice we would need to look into how this could be adjusted for the coming school year. School calendar with DOE can be adjusted.

- Mr. Gauthier Wi-Fi for guests Mr. Lane indicates that this is a problem and he will work with the Technology Director to resolve the issue
- Mr. Gauthier describes events that occurred over the previous weekend with the events raising over \$3,000 and the PTO will be providing t-shirts for Lego Night for those students participating.

XVI. Committee assignments- put off to the next meeting.

- Mr. Lane suggests Board members to send their interest to the Chair.
- Mrs. Goggin inquires as to the ability to add committees such as liaison for public relations. Mr. Lane indicates that the Board has the prerogative to do this.
- Mr. Gauthier inquires as to the progress of the pavilion at Drake Field. Mr. Hamilton has no new information.

XVII. Next Meeting

The next meeting of the Board is scheduled for April 20, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

- School Calendar
- Committee Assignments

XVIII. Public Input
None

XIX. Motion to go into non-public session under RSA 91A: 3 b made by Mr. Gauthier at 8:33.
Second by Mrs. Goggin Motion carries 5-0

Motion to offer the position of Principal at PES to Kristen White at a salary of \$95,000 made
by Mr. Gauthier, second by Mrs. Goggin. Motion carries 5-0.

Motion to exit non-public by Mrs. Goggin, second by Mr. Cote at 8:58 Motion carries 5-0

XX. Motion to adjourn by Mr. Cote, second by Mrs. Goggin. Motion carries 5-0.

Respectfully submitted.

Bryan Lane