

APPROVED MINUTES OF THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
September 7th, 2023
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Molly Goggin
Adam Cote
Helen Schiff

Others Present: Bryan Lane, Superintendent
Derek Hamilton, PMHS Principal
Melissa Brown, PMHS Assistant Principal
Kristen White, PES Principal
Members of the Public

Chairperson Gauthier opened the meeting at 5:30 p.m.

II. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Gauthier.

III. AGENDA REVIEW

The following items were added to the agenda:

Non-Public RSA 193: (Mr. Lane)
Drake Field Facilities Use Request (Mr. Hamilton)

IV. ACTION ON AMENDED AGENDA

On a motion made by Mrs. Adams and seconded by Mrs. Schiff, Mrs. Goggin, Mr. Gauthier, yes, Mr. Cote yes, 5-0, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous meeting were considered and changes include:

Page 2, VII, A, correct: Case Manager position”, C, correct whom to who, VII, A, correct “Handbook as well”, VIII, last paragraph, correct motion seconded to Mr. Cote; page 3, X, correct numeration; page 4, C, correct paragraph to reflect Mrs. Adams’ statement to “mental health initiative that Manchester was looking into that”, XII, remove double 2023; page 5, correct numeration, XIII, paragraph 2, “Mrs. Adams explained that the policies’ language”, paragraph 4, “Mr. Lane explained that this policy just creates a process of which to voice your concern”; X, correct to motion made by Mr. Gauthier and seconded by Mrs. Goggin; XIV, swap Mrs. Goggin and Mr. Cote’s motions to adjourn.

Mrs. Goggin made a motion to accept the changes, Mrs. Adams seconded, 5-0.

VI. PUBLIC INPUT

Daniel Schroth addressed the Board in regard to the Open Enrollment tuition issue that was discussed at the previous Board meeting. Mr. Schroth believes that this should direct the Board to invite the State Representatives to the meetings regarding open enrollment tuitioning.

Mr. Schroth additionally spoke to the Board regarding the need for an environmental committee that students can participate in and dedicated building and space for their initiative.

Mr. Gauthier responded to Mr. Schroth’s concern regarding the Open Enrollment tuitioning issue. Mr. Gauthier addressed the public with the clarification that the District has received from our legal team. It was confirmed that we are not obligated to pay for the additional funding for these students to attend Prospect Mountain under the Open Enrollment should they choose to transfer their students there.

VII. PES PRINCIPAL

A. August Update –

- i. Mrs. White thanked the Board Members for their support and attendance at the recent PES events such as open house, as well as the various staff members from PES that participated in making the Kindergarten Camp a success.
- ii. Mrs. White stated that there was a great turnout at the Meet and Greet with Mrs. White and Mrs. Kelly.
- iii. The Back to School BBQ was a success, even with the pending rain in the forecast, it ended up being a fantastic event. Mrs. White thanked all of the staff involved in this event.
- iv. Special Thanks to the Commitment to Our Community: The Boy’s High School Soccer Team, Joe Darrah and the PES Staff! The Boys’ Soccer Team came down and volunteered on their last day of Summer Break to spread the mulch with Coach LaRoche. Regardless of the rainy weather, they came together to ensure that the PES playground was ready for opening day along with Joe Darrah and multiple PES Staff members. Mrs. White paid her heartfelt appreciation for the synergy between everyone to make this happen with what she sees as a positive “all hands all the time” collaborative effort.
- v. TITLE I Math & Reading Fall Screenings – Mrs. White stated to the Board that every Fall there are Title 1 Math and Reading Screenings that will be conducted.

Mrs. White provided the various methods of screening and testing that will be used for these.

B. Professional Development

- i. New Teacher Orientation – Mrs. White thanked Principal Hamilton for his role in the New Teacher Orientation Day and his knowledge of the history and vision of the District that he was able to share with her.
- ii. Mrs. White explained that the Staff was taken on a tour of Pittsfield to gain a better understanding of where these students live and the community they come from, as well as to familiarize themselves with the town's buildings and important landmarks.
- iii. Kathy Collins – Ms. Collins will be to assist PES Staff with implementing of research-based and comprehensive reading instruction.
- iv. Erin Moore – Ms. Moore did a two-day presentation on classroom management and responsive classroom with the PES Staff.
- v. Opening Day Workshops – Teachers spent two days preparing their classrooms as well as getting themselves acquainted with different IT practices and District policies and procedures for the PES opening.
- vi. Collective Resume – Mrs. White presented the Board with the 748 collective years of experience in education that is held by the PES Faculty and Staff.
- vii. Calendar of Upcoming Events – Mrs. White presented the Board with a Calendar of Upcoming Events for PES.

Mr. Cote inquired to Mrs. White as to the monthly discipline reports that have been provided to the Board in the previous year and if she will be continuing that?

Mrs. White confirmed that she will provide this data to the Board and public starting in October.

VIII. PMHS PRINCIPAL

- A. Facilities Usage Request – Mr. Hamilton presented a usage request from the Suncook Valley Rotary Club for their Annual Bake Sale. They would like to use Drake Field for this event on Saturday, November 4th, 2023.

On a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the motion passed 5-0 to allow the Suncook Valley Rotary Club to use Drake Field for their Annual Bake Sale on Saturday, November 4th, 2023.

B. Opening of School

- i. Mr. Hamilton provided the Board with a summary of the events of the Opening of School for PMHS. This has included a Special Education Team Meeting, New Teacher Orientation on August 17th to discuss District policies, practices and procedures. There was a two-day staff workshop event to cover a variety of topics including school policies, procedures, health services trainings, and the School Improvement Plan. The Sixth Grade Orientation had a great turnout with the majority of students and community members in attendance. Students were able to participate in a scavenger hunt to learn the layout of PMHS. The PMHS Open House also had a great turnout. Students were able to tour PMHS and meet with their teachers. There were also two workshops held during Open House; *What's New at PMHS* and *College and Career Planning*.

- C. School Improvement Plan – Mr. Hamilton stated that since the NEASC visit in March, and the WestEd areas of need that were identified, our leadership team has worked

diligently since April to create S.M.A.R.T. goals, action steps, and measures of success that will guide the District over the next two years to ensure that these improvements are met. Mr. Hamilton apologized for not having a presentation for the Board to showcase the plan. Mr. Hamilton went through each of the four goals, and date that the goal needs to be met by.

Mr. Cote addressed Mr. Hamilton in regard to the organizational effectiveness that the Board has expressed their concern on in the past, and the impact of this on the hiring salary rates and ability to hire and retain good staff members and his appreciation for Mr. Hamilton's reactivity to prioritize this school wide.

Mrs. Adams additionally commented on her appreciation of this and the empowerment that this brings to the collaboration across the District.

Mrs. Adams further inquired to Mr. Hamilton as to whether or not the date has been set for homecoming events.

Mr. Hamilton stated that they have set the date for the parade of the 22nd, and the 23rd for the homecoming games.

Mrs. Goggin thanked Mr. Hamilton for the *What's New at PMHS?* Presentation that was sent out to families, as well as the transparency in information that is being sent out to the community and families.

Mr. Cote inquired to Mr. Hamilton as to the VLACS classes status at PMHS.

Mr. Hamilton stated that we have been unable to hire a music teacher, which has led us to report the position as a PT position for the second half of the school year, and cut music and band offerings for the first half of the year, and have these students enroll in other UAs.

Mrs. Schiff paid her compliments to Mr. Hamilton's Vision of the Learner and the clear presentation of the goals and dates. Mrs. Schiff additionally commented on the Open House and that it was like watching the opening night at the Olympics.

IX. SUPERINTENDENT

- A. Open Positions – Mr. Lane presented the Board with a list of open positions.
- B. Cost Differential to date – Mr. Lane provided the Board with a list of the budgeted salaries, contracted salaries and variance in the budget for the staff who was newly hired for the 2023-2024 school year. Mr. Lane stated that there have been changes in this in regard to health insurance as well as some staff have elected different plans.
- C. Opening of School – Mr. Lane expressed his joy in the success in the opening of school across the District. The welcome back events had a good attendance rate by students and, administration and staff in all buildings.
- D. 2024-2025 Budget – Mr. Lane stated that all administrative staff have been provided with a template for their portion of the 2024-2025 budget, with notes of his recommendations on some specific line items.
- E. Special Meeting Warrant – There was a recent adequacy fund budget seminar that was attended by two Board members in which there was a difference in numbers found. Mr. Lane asks the Board to motion postpone the meeting until the 28th, so that he can get the accurate number for this.

On a motion made by Mr. Gauthier and seconded by Mrs. Schiff, the Board voted 5-0 to postpone the special hearing.

Mr. Lane thanked Mrs. Schiff and Mrs. Adams for their attendance and for bringing this information to his attention, and apologized to the Board for the error. Mrs. Adams stated that this was not necessary as it is a misrepresentation of information that was nobody's fault, as the numbers provided by the DOE have changed.

- F. Enrollment Report – Mr. Lane provided the Board with an enrollment report with the additional information that the enrollment numbers are still changing as we continue to enroll new students.

Mrs. Goggin further inquired to Mr. Lane in regard to Charter Schools and funding. Mrs. Goggin expressed her concern about funding going to Charter Schools that are not truly chartered.

Mr. Lane explained how the students' SASID numbers and their enrollment within a District that determines where funding is sent, and how enrollment and grade level assignment affects this as well when it comes to a 6-8 Charter School. Mr. Lane stated the he was unable to locate this specific school's charter, but if they are indeed taking high school students, this would be something to ask about.

Mrs. Goggin stated that Adequacy Funds may not be a lot, but in cases like this, it would create a slow-bleed of funds if it were to continue.

Mr. Lane stated that this years' Adequacy Funds were determined off of last year's numbers, so these enrollments were not taken into account in the funding for this year.

Mrs. Adams inquired to Mr. Lane as to what happens to homeschool students' funding.

Mr. Lane stated that due to the educational freedom accounts, the parents do have the option of filing to use those funds, while this isn't required, they do have the ability. If the District removes them as a student and is removed as a student from the District as a homeschool student, we would lose that adequacy funding with the withdrawal.

Mr. Cote inquired to Mr. Lane as to whether or not a week would be sufficient in getting the new funding numbers to the Board.

Mr. Lane stated that he would be using the numbers as provided from the NHDOE Webinar.

Mrs. Goggin inquired as to where this can be located.

Mrs. Schiff stated that this is available on the NHDOE website.

X. SCHOOL BOARD

- A. Policies – First Reading
 - i. KE, Public Complaints
 - ii. KFA, Public Conduct on School Property
 - iii. KCD, Public Gifts and Donations

iv. KDA, Public Information Program

A. Policies – Second Reading

- i. GCI, Professional Development, was considered, changes include: paragraph one, line one, correct “established for the”, paragraph 6, remove the comma after to”, on a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the changes were accepted, 5-0.
- ii. GCB, Professional Staff Contracts, was considered, addition includes “Professional Contracts must be returned within 15 School Days of Issuance”, on a motion made by Mr. Gauthier and seconded by Mr. Cote, the changes were accepted 5-0.
- iii. IHBA, Programs for Students with Disabilities, was considered, changes include updating the age in the last paragraph to twenty-two years of age, on a motion made by Mr. Gauthier and seconded by Mrs. Goggin, the changes were accepted 5-0.
- iv. IKE, Promotion and Retention of Students, was considered, changes include changing Dean of Operations to Principal, on a motion made by Mr. Gauthier and seconded by Mrs. Adams, the changes were accepted.

XI. SCHOOL BOARD COMMENT

None

XII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – need a Chair and Vice Chair
- B. Drake Field and Facilities – Mr. Gauthier nothing
- C. Negotiating Team – nothing
- D. Foss Family Scholarship – Mrs. Adams nothing
- E. Public Relations – Mrs. Goggin just wanted to echo the sentiments of the positivity and pride in the reopening of the schools.

XII. NEXT MEETING

The next meeting of the Board is scheduled for September 21, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

Presentation by the NH Fair Funding Project

XIII. PUBLIC INPUT

None

XIV. RECESS

On a motion made by Mrs. Adams to take a recess at 6:50 p.m., and seconded by Mrs. Schiff, the motion was approved.

XV. PUBLIC HEARING FOR ADEQUACY FUNDING

On a motion made by Mr. Gauthier to return from recess for public hearing on Adequacy Funding.

Mr. Lane stated that this has been postponed for a week.

Mr. Gauthier closes the Public Hearing.

XVI. NON-PUBLIC RSA 193:A

On a request made by Mr. Lane to enter into a non-public session under RSA 193:A, Mr. Gauthier motions to enter a non-public, seconded by Mrs. Schiff, 5-0, at 7:00 p.m..

XVII. ADJOURNMENT

A motion was made by Mr. Gauthier and seconded by Mrs. Adams to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 7:02 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary