

APPROVED BY THE PITTSFIELD SCHOOL BOARD

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

MINUTES

Pittsfield School Board Meeting
March 16, 2023
Pittsfield Middle High School

I. CALL TO ORDER – Bryan Lane, Superintendent of Schools

Members Present: Adam Gauthier, Chairperson
Sandra Adams, Vice Chairperson
Molly Goggin
Sarah Duval

Others Present: Bryan Lane, Superintendent
Charlene Vary, Directory of Student Services
Melissa Brown, PMHS Assistant Principal
Michael Wiley, PES Principal
Members of the Public

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

II. NON-PUBLIC

At 5:33 p.m. a motion was made by Mr. Gauthier and seconded by Ms. Adams to enter into a non-public session under the authority of RSA 91-A:3 (a and c) to discuss student issue. The Board was polled and voted unanimously to enter into a non-public session (Ms. Adams, yes; Mr. Cote, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

On a motion made by Ms. Adams and seconded by Mr. Cote, the Board voted 5-0 (Ms. Adams, yes; Mr. Cote, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes) to expel the student.

At 6:02 p.m. a motion was made by Ms. Duval and seconded by Ms. Goggin to exit from a non-public session. The Board was polled and voted unanimously to exit the non-public session (Ms. Adams, yes; Mr. Cote, yes; Ms. Duval, yes; Mr. Gauthier, yes; Ms. Goggin, yes).

III. PLEDGE OF ALLEGIANCE

The pledge of allegiance was led by Mr. Gauthier.

Mr. Gauthier notes that the nominations for Board Chair and Vice-Chair will occur at the next meeting to be held on April 6.

IV. PUBLIC HEARING

Mr. Gauthier opened the public hearing to discuss the acceptance of \$10,000 endowment from the Diane R. Steward Revocable Trust at 6:08 p.m..

The Superintendent clarified that if the funds were to be accepted, the funds would be held in an account for one-year before expending.

Mr. Gauthier inquired as to what interests are known to the District by Ms. Steward. The Superintendent stated that he was not aware of any.

Mr. Gauthier closes the public hearing at 6:15 p.m..

On a motion made by Ms. Goggin and seconded by Ms. Adams, the Board voted 5-0, to accept the \$10,000 endowment from the Diane R. Steward Revocable Trust.

V. AGENDA REVIEW

The following items were added to the agenda:

- District Calendar 2023-24 (Ms. Adams)
- Policy IJOA (Ms. Adams)

VI. ACTION ON AMENDED AGENDA

On a motion made by Ms. Goggin and seconded by Ms. Duval, 5-0, the Board unanimously approved the amended agenda.

VII. APPROVAL OF PREVIOUS MEETING MINUTES

The public minutes of the February 16, 2023 meeting were considered.

Changes include: Ms. Goggin's name listed twice under adjournment, change the second to Ms. Adams; page 2; IX, correct date to April 15, with the contracts to be returned by the first week of May; student representative corrected to reflect that the students are working on informing the students of the dress code, not reworking the approved dress code; page 3, correct remuneration; correction on members present at the start of non-public, Ms Duval and Mr. Cote were not present at the start; vote should reflect 3-0 to enter non-public and 4-0 to exit from non-public.

On a motion made by Ms. Adams and seconded by Ms. Goggin, 5-0, the Board unanimously approved the amended minutes.

VIII. PUBLIC INPUT

Mike Cabral requests that staff get additional training for ALMA and asks for verification of what is to be done. Also requests training be given to staff regarding actions during elections in order to adhere to RSA's concerning electioneering. In addition, asks for any policy on appropriate use of internet by staff.

Mr. Cabral asks what the District plan is for the possible loss of students due to open enrollment at Prospect Mountain and a local charter school which is about to open. Questions were raised regarding what the loss of funding would be for the District. Superintendent confirms that there would be a loss of adequacy funds reducing revenue but no increased cost to Pittsfield. Questions were raised regarding how Prospect Mountain would handle the application process with students who may have disabilities. Mr. Gauthier said the Board would be looking at a plan as we move forward.

Dan Schroth addresses the District about being more involved in environmental issues the District could be involved in. Mr. Schroth expressed his desire to work with the School Board with this.

IX. STUDENT REPRESENTATIVE

Riley Nagle indicated that the sixth grade students were struggling with implementation of dress code. Impact club is looking to give more information regarding the issue. Using a life size figure to indicate in a fun way what the dress code entails.

Mr. Gauthier applauds the dual clubs getting into activities. Ms. Adams inquired as to whether or not there was student representation from multiple grades. Riley indicates that IMPACT is growing in interest.

X. PES PRINCIPAL

A. Mr. Wiley reviewed his board report:

- i. Enrollment is relatively stable.
- ii. Updated on the building ventilation project including a schedule of the work to be completed.
- iii. Kindergarten registrations
- iv. Spirit of Reading
- v. Student Management Numbers

Mr. Gauthier inquires as to the replacement of fuel oil to natural gas, Mr. Wiley confirmed the change.

Ms. Adams commends Mr. Wiley on the inclusion of pictures to better illustrate the Spirit of Reading and the work done on the ventilation system.

The Superintendent clarifies that most of the incidents are happening during unstructured time.

Ms. Goggin commends the PES administration on the handling of student management issues and the level of communication.

Mr. Gauthier adds 2 additional events sponsored by the PTA to be held on April 1, breakfast with the Easter Bunny and a Vendor Fair. Breakfast to begin at 9:00 a.m., and Vendor Fair at 10:00 a.m..

Mr. Cote commends the efforts of the Reading Specialist, Ms. Goggin agrees and commends school wide reporting.

Mr. Cote inquires as to the reporting of student management issues. A clarification was made as to “physical aggression”.

Ms. Goggin expresses thanks for the effort of the PMHS staff in helping students to complete VLACS science and taking additional classes.

XI. PMHS PRINCIPAL

Ms. Brown inquires if Mr. Hamilton is on line, he is not and she continues.

Ms. Brown reviews Board report

- i. Behavior report- suspension drop 38% since the first quarter
- ii. Class of 2023 graduation report- projected 86.2%.
- iii. NEASC Accreditation March 26-29
- iv. State testing schedule
- v. Development of the Program of Studies- addition of 5 Running Start classes that will allow students to earn college credit for and 2 new science classes.

Ms. Brown confirms that the classes will meet in person at PMHS with teachers who have met requirements from NHTI.

Mr. Cote inquires as to students being late, is there a pattern and a regularity of students. Ms. Brown indicates that most tardies are within 15 minutes of the start of the day and there is a consistent pattern with students.

Mr. Lane invites Board to attend Monday, March 27 at 12:30 p.m. in his office to meet committee

The Superintendent asks Ms. Brown to speak to the success of the middle school after school program. Ms. Brown indicates that up to 8-12 students are coming two days a week after school to do remedial work.

Ms. Goggin inquires as to what number of students would be needed to get off the DOE in need of assistance list. Mr. Lane verifies that it is 72%, if the District meets the expected graduation rate, we should be off the list of schools in need of assistance.

XII. DIRECTOR OF STUDENT SERVICES

Ms. Vary speaks to the MTSS workshop that focused on the District using programs that are in place more effectively.

Ms. Vary speaks to training Para-educators to become certified as Para-II.

One RBT has completed and passed the test for that certification. One is on the way.

Mr. Cote inquires as to what the status of para-educators is due to the number of new staff hired. Ms. Vary meets with them monthly and working to train them in areas needed. She is working to create a support system for paras by grade level and with the case manager.

Ms. Goggin inquires as to stipend for staff and was informed the District is paying for testing and some workshops as well.

Mr. Gauthier inquires as to the training of Registered Behavioral Technologist, RBT. Ms. Vary confirms that the Board Certified Behavioral Analyst, BCBA, is in charge of the training and working the RBT staff to complete modules. Ms. Vary describes the level of completion for staff. Mr. Gauthier is concerned at the level of independence and self-reliance RBT staff has for training. The administration will come back to the next meeting with detailed information.

XIII. SUPERINTENDENT

The Superintendent speaks to the report:

- Decision for March 15 to be a late arrival and early release day
- PES Principal interview process
- Hiring for new staff
- Legislation that is pertinent to education
- The logistics of the Public Hearing
- Annual report- replacing copies that were not well printed.

Mr. Lane indicates the decision made to have both an early release day and late arrival was not a good decision. Past practice from the District indicated that had been the decision made in the past. Mr. Lane indicates that he should have cancelled the day. It is clarified that the day would not count as a day of school. The District will apply to the DOE to have the school year counted in hours to meet the state requirement.

Ms. Goggin inquires as to changing the last day of school. Mr. Lane says we will continue as scheduled.

Mr. Lane indicates there were nine candidates for the elementary school position and describes the process involving staff, parents and students. Ms. Adams inquires as to the number of candidates the Board will see, Mr. Lane indicates that there would be 2.

Mr. Lane will be recruiting as well as advertising for positions.

Mr. Lane describes many different legislative issues that are out there. He will keep the Board informed.

Ms. Goggin asks for clarification of Special Education position. Further inquiry as to how student IEP's are being managed with one teacher currently not in place for Special Education at PES. Ms. Goggin expresses concern for the inconsistency for the second grade in the delivery of services for second grade.

XVI. SCHOOL BOARD

- School District Calendar
 - i. Ms. Adams brings forward suggestions on the draft calendar to include for
 - ii. discussion purposes:
 - 1. Highlighting vacation days

2. Designating teacher workshop days with TW
3. Removal of ER during vacation time
4. To include Indigenous Peoples Day/Columbus Day in October
5. To include MLK Jr. Day/Civil Rights Day
6. To recognize Veterans Day on November 10 as a day off from school moving last day of school to June 17

Board comes to consensus to include these items for final discussion at the April 6h meeting for final approval.

Mr. Gauthier brings forward having Election Days put on the calendar in both November and March.

Ms. Goggin brings forward a concern that by including Election Day, families may think that it is a day off from school.

Superintendent will bring recommendations forward to the Board to include that Election day is still a day of attendance for the Board to consider on April 6.

- iii. Policy JOIA- it is confirmed that this was voted and approved at the last meeting, no further discussion. Board votes to amend minutes to reflect Mr. Cote and Ms. Duval not being present for the approval of JOIA. Motion by Ms. Gauthier- second by Ms. Adams. Vote 3-0-2 Mr. Cote and Ms. Duval abstain.

- Policies – First Reading

- i. EFC, Free and Reduced Lunch
- ii. DD, Funding Proposals and Applications
- iii. IKF, Graduation Requirements
- iv. JICFA, Hazing

- Policies – Second Reading

- i. Policy EBCB Fire Drills- removal of Dean of Operation and Dean of Instruction replace with school administration. Ms. Adams moves to make changes as recommended, second by Ms. Duval. Ms. Goggin inquires as to running drills other than fire drills. Administration confirms that there are other drills run that are included in the requirement. Suggestion to change title of Policy EBCB. Motion is withdrawn and policy will be brought back to the next meeting for modification.

Ms. Goggin inquires as to ALICE Training. Superintendent has not contacted the Police.

- ii. Policy DI- Fiscal Accounting and Reporting, accepted as written.
- iii. Policy JFABB- Foreign Exchange Students, Ms. Adams recommends the change of Dean of College and Career Readiness to school administration. Motion by Ms. Gauthier, seconded by Ms. Duval, the Board approved the changes 5-0
- iv. Policy DIH Fraud Prevention and Fiscal Management Ms. Duval recommends a change in #3 from misappropriate to misappropriation. Mr. Gauthier recommends each page having Letter Identification. Ms. Adams, inquires as to whether or not reconciliations are done. Superintendent confirms that they are.

Mr. Gauthier moves to amend policy DIH as suggested, second by Ms. Duval. Motion carries 5-0.

- v. Policy GCCBB- Family and Medical Leave. Superintendent recommends page numbers at the bottom of each page. Ms. Goggin inquires as to whether or not “spouse” is appropriate. Ms. Adams researched and it is correct. Mr. Gauthier moves to accept changes as recommended, second by Ms. Goggin.

XVII. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Ms. Adams
- B. Drake Field and Facilities – Mr. Gauthier
- C. Negotiating Team –
- D. Foss Family Scholarship – Sarah Duval

XVIII. NEXT MEETING

The next meeting of the Board is scheduled for March 16, 2023, 2023 at 5:30 p.m. in the Pittsfield Middle High School Media Center.

XIX. PUBLIC INPUT

Mr. Cabral, speaking on behalf of the American Legion indicates he will be meeting with PMHS administration to finalize the scholarships to be given. The deadline for the scholarship application is May 1.

Mr. Schroth, speaking as to how to move forward with energy conservation and usage. He volunteers to bring this information forward, as well as to include the possibility of using biomass to keep sustainable projects to the Superintendent.

Mr. Gauthier thanks Ms. Duval on behalf of the Board for her service and how the Board worked together to benefit students.

XX. ADJOURNMENT

A motion was made by Ms. Goggin and seconded by Ms. Adams to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 8:27 p.m..

Respectfully submitted,

Bryan Lane