

DRAFT MINUTES OF THE PITTSFIELD SCHOOL BOARD

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

**PITTSFIELD SCHOOL BOARD
MINUTES**

Pittsfield School Board Meeting
November 2, 2023
Pittsfield Middle High School

I. CALL TO ORDER

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

Others Present: Bryan Lane, Superintendent
Charlene Vary, Director of Student Services
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:

ALICE Training (Mrs. Goggin)

IV. ACTION ON AMENDED AGENDA

On a motion made by Mrs. Adams and seconded by Mrs. Goggin, Mr. Gauthier, yes, Mrs. Schiff, yes, 4-0, the Board unanimously approved the amended agenda.

V. APPROVAL OF PREVIOUS MEETING MINUTES

The minutes from the previous meeting from October 19, 2023 were considered, changes include:

Correction of tenses; page 2, VI, paragraph 3, correct “Mr. Schroth asked the”; page 3, VII, B, last paragraph, correct proficiency spelling; page 4, paragraph 3, remove as to, paragraph five, change inquired to asked, paragraph 11, change inquired to asked about; page 5, B., paragraph 3, change difficulty to rigor, page 7, XIV, correct motion and moved.

On a motion made by Mrs. Schiff and seconded by Mrs. Goggin, the changes were approved, 4-0.

The minutes from the previous non-public meeting from October 19, 2023 were considered, changes include: correction of tenses.

On a motion made by Mrs. Goggin and seconded by Mrs. Schiff the changes were approved, 4-0.

VI. PUBLIC INPUT

None at this time

VII. PES PRINCIPAL

- A. WIN BLOCKS - Mrs. White shared the details of the WIN Block, which is a specified block of time that the students have to get support for any academic area of concern.
- B. PROFESSIONAL DEVELOPMENT - Mrs. White spoke on the various professional development trainings that have been held in alignment for the district’s specific student needs.

Erin Moore held a Responsive Classroom Management training for our educators to create positive, engaging, and respectful classrooms. Kathy Collins held a Readers Writers Workshop that was focused on student engagement in reading and writing. The paraeducators were provided professional development on how best to guide students through their academic challenges as well as behavioral challenges.

- C. CURRICULUM – Mrs. White informed the Board that the District is currently vetting six potential companies to assist in the implementation of our new reading curriculum.
- D. STAFFING – Mrs. White spoke to the addition of the Title I Reading Teacher as well as the Behavior Interventionist at PES and their integral roles and contributions to PES.
- E. MENTORSHIP PROGRAM – Mrs. White spoke with enthusiasm as to the success of the mentorship program thus far and the number of staff that want to be involved and grow in their roles at PES.
- F. STAFF OBSERVATION ACCORDING TO PG&E – Mrs. White informed the Board of the staff observations that are occurring at PES and the goals that are identified through conducting them.
- G. CLIMATE AND CULTURE AT PES – Mrs. White spoke to the improving climate and culture that not only she but our community members and families are noticing and making mention of as well.
- H. BEHAVIOR TEAM MEETINGS – Mrs. White informed the Board that the behavior team, which includes the Student Support Center staff, guidance counselor, behavior

specialist and administration, are conducting weekly meetings to discuss the behaviors, individualized support and teamwork that can help in rectifying them.

- I. SOCIAL-EMOTIONAL SUPPORTS – Mrs. White spoke to the Board regarding the various community agencies that PES is collaborating with to address the needs of our students.
- J. EVACUATION DRILLS – Mrs. White informed the Board that PES is actually ahead of schedule for the mandatory evacuation drills due to some unforeseen events at the school recently.
- K. LOCKDOWN DRILLS – Mrs. White informed the Board that the first scheduled lockdown drill was postponed due to the events in Lewiston, Maine this week and the need to nurture the children’s social emotional needs during this difficult time. Mrs. White spoke on the ongoing drills as well as the Emergency Operations Plan review that was held on October 12.
- L. BEHAVIOR RESPONSE PROTOCOLS – Mrs. White and Mr. Hamilton facilitated an Emergency Management Team meeting which included all district staff in attendance to collaborate and review the District’s Behavior Response Protocols to ensure that we are in compliance. Mrs. White thanked Mr. Hamilton for his continuous support and on-going sharing of knowledge as she settles into her role.
- M. UPCOMING EVENTS – Mrs. White provided the Board with a Calendar of Upcoming Events for PES.

Mr. Gauthier thanked Mrs. White and Mrs. Kelly for their attendance at the Trunk or Treat event.

VIII. PMHS ASSISTANT PRINCIPAL

- A. BROWNE CENTER TRIP - Mrs. Brown addressed the Board in regard to the annual trip to the Browne Center that was attended by our sixth and ninth grade students. Mrs. Brown shared the various areas of teamwork and development that the students engaged in during their trip there.
- B. COLLEGE & UNIVERSITY FIELD TRIPS – Mrs. Brown shared the three locations that are scheduled to be visited during the month of November.
- C. END OF THE FIRST QUARTER & FALL CONFERENCES – Mrs. Brown informed the Board that tomorrow marks the end of the first quarter, and progress reports are set to be distributed to students and families. Mrs. Brown shared the upcoming conference window and the student-led method of which the conferences are conducted.
- D. PROFESSIONAL DEVELOPMENT – Mrs. Brown shared the meeting schedules for professional development for the months of September, October and November, and how these tie into our School Improvement Plan.
- E. SCHOOL SAFETY DRILLS – Mrs. Brown spoke on the importance of our school safety and the various drills that are conducted at PMHS to ensure that the students and staff are informed and prepared in those scenarios.

- F. SCHOOL SECURITY ASSESSMENT – Mrs. White stated to the Board that the NH Department of Homeland Security is scheduled for November 15. The three topics of focus are assessing control, surveillance and emergency alerts. HSEM will provide a detailed report after they conduct their assessment.

Mrs. Adams inquired to Mrs. Brown as to how many students took advantage of the SAT and P-SAT exams that were held at PMHS. Mrs. Brown stated that there were 21 students that took the SATs, and there were 19 students, with 8 of those students needing a retake and 6 of the 8 completing the exam. Mrs. Adam thanked Mrs. Brown for the information.

IX. SUPERINTENDENT

- A. BUS TRANSPORTATION –Mr. Lane provided the Board with an update as to the bus situation for the District.
- B. TEST SCORE DISAGGREGATION – Mr. Lane provided the Board with a breakdown of the sub-groups as requested by Mrs. Goggin for the New Hampshire State Assessment scores.
- C. TOBI CHASSIE – Mr. Lane informed the Board that Mrs. Chassie will be coming into the District to train the special education staff on best practices for paraeducators in student management.
- D. BUDGET – Mr. Lane provided the Board with the most recent version of the budget for the Board to review for changes and or approval.

Mrs. Adams inquired as to the possibility and impact of removing the school board paid positions of roughly \$5,400 from the budget.

Mr. Lane stated that this removal would not make enough of an impact. Mr. Lane additionally stated the he does believe that these stipends are included in a Board policy and therefore would need to be discussed by the school board.

Mrs. Adams inquired as to what the General Supplies were in the budget.

Mr. Lane responded that this was for paper, copying, postage, envelopes, and other supplies for the SAU.

Mrs. Goggin inquired as to the reduction in the CRTC program budget.

Mr. Lane stated that this was due to student enrollment as well as their program selection and level.

Mr. Gauthier inquired as to what the enrollment is for the CRTC program.

Mrs. Brown stated there are 14 students enrolled in CRTC programs.

Mr. Gauthier inquired as to if there was a cap for enrollment at CRTC.

Mrs. Brown stated that she was unsure and unable to provide an answer at this time.

Mrs. Adams inquired to Mr. Lane as to where the number for the regular education transportation line came from as we have not received in the bids to calculate this.

Mr. Lane stated that he budgeted for a 9% increase as that is what he was communicated it would be from our current contracted transportation company.

Mr. Gauthier asked about line item 579, Building Maintenance, Other Energy increase in the budget.

Mr. Lane stated that due to the extensive work to the heating and boiler systems, he was unable to calculate the projected usage with the likely cost savings that we would incur, and budgeted based off the previous years to be safe.

Mrs. Adams asked if the district would see an increase in revenues due to the grant funded positions.

Mr. Lane confirmed that there are five staff members currently paid from grants and that he would provide this information to the Board at the next meeting.

Mr. Gauthier shared his analysis of the budget and the areas he believes could be level budgeted to create a \$33,530, which is roughly 4%. This would include the general funds for supplies for specific departments, field trips, principal dues and some books.

Mr. Lane informed the Board that we currently have a credit with our workman's comp account, but that he would not recommend writing that out of the budget due to the risks of some of the staff members' roles and functions. Mr. Lane additionally advised against reducing the amount of general supplies for the custodians.

Mr. Gauthier inquired to the rest of the Board as to their thoughts on voting on the budget this evening.

Mrs. Adams stated she would like additional time to review the budget.

Mr. Gauthier asked Mr. Lane if we have the final revenue numbers from the NHDOE yet.

Mr. Lane stated the we have not received them yet.

Mr. Gauthier tabled the vote for the budget until November 16, 2023.

E. LETTER TO NEW HAMPSHIRE STATE BOARD OF EDUCATION

Mr. Lane provided the Board with a copy of the letter the Board tasked him with drafting to the New Hampshire State Board of Education in regard to PragerU Curriculum in New Hampshire Public Schools.

X. SCHOOL BOARD

- A. Policies – Review for Legislative Change
 - i. KFA, Public Conduct on School Property
 - ii. KCD, Public Gifts and Donations
 - iii. KDA, Public Information Program
 - iv. DJE, Bidding Requirements

- v. GBCD, Background Investigation and Criminal Records Check
- vi. JCA, Change of School or Assignment
- vii. JKAA, Use of Restraints of Seclusion
- viii. BEDG, Minutes
- ix. IHBA, Evaluation Requirements for Children with Specific Learning Disabilities
- x. Nursing Mothers Accommodation Policy – Mrs. Adams informed the Board and Superintendent that there is a new law requiring accommodations for nursing mothers returning to the workplace. Mrs. Adams stated there was no language or recommendations suggested, and that she would look into more information regarding the requirements.

B. ALICE TRAINING – Mrs. Goggin presented her knowledge of the ALICE Training and her desire to have this done within the District. Mrs. Goggin shared the statistics of the importance of the ALICE training for evacuation rather than the traditional lockdown drills for the safety and security of our staff and students. Mrs. Goggin stated that she believes there are members of the Pittsfield Police Department that are ALICE trained and could assist in the implementation of this within the school district.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee Representative – Mrs. Adams provided an update as to the happenings and schedule for the Budget Committee. November 29th is the first official meeting, the Town Deliberative meeting is scheduled for Saturday, February 3, 2024 with a snow day of February 5, 2024.
- B. Drake Field and Facilities – Mr. Gauthier nothing at this time.
- C. Negotiating Team – nothing at this time.
- D. Foss Family Scholarship – Mrs. Adams nothing at this time.
- E. Public Relations – Mrs. Goggin shared her appreciation for the hard work and turnout at the Trunk-or-Treat event. Mrs. Goggin notified the Board that she and Mr. Lane had received communications from the NH Fair Funding Project inviting the District to participate in the budget exercise in regards to grants and funding and how that would impact our budget.

XII. NEXT MEETING

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

There will be no new policies for first reading at this meeting.

XIII. BOARD COMMENT

Mr. Gauthier stated that there will be a Board vacancy due to a Board Member relocating out of the state and that this position would need to be posted for interested parties.

XIV. PUBLIC INPUT

Chris Smith inquired to Mr. Lane as to who is responsible and what the process is for reviewing the safety and security protocols for the District.

Mr. Lane shared the details of the role and responsibilities of the IT Manager to monitor the maintenance cycle, replacement and overall review process of the security features of all buildings.

Mr. Smith further inquired to the Board as to what the process would need to be to investigate other health insurance carrier options for the District to see if there was a cost savings to be found for this line item in the budget.

Mr. Lane stated that he would gladly reach out to the other insurance companies to find out what their increase percentage is in comparison to HealthTrust. Mr. Lane stated that over a five-year period that there has only been a 6% increase in the health insurance costs for the District.

Mr. Smith stated that he would like to see this done out of good faith to ensure that the District is looking into finding cost savings where it can.

Mr. Lane stated for transparency sake, that he would research the rates and increases from other carriers. Mr. Lane further stated that we are obligated to provide our current health insurance plan per the master agreement and that in order to change this, it would need to be done during the negotiations process.

Mr. Smith inquired to Mr. Lane as to whether or not there was a guide for the GL codes and sub groups for the budget line items to be better defined.

Mr. Lane stated that he would create a legend for the budget committee, Board and public to use to when viewing the budget.

Mrs. Goggin thanked Mr. Smith for sharing his concern regarding the health insurance. Mrs. Goggin stated that there is often a sticker shock associated with the health insurance rates for public schools, but that these benefits are often a huge factor in the person accepting a job offer and staying within a certain district.

XV. ADJOURNMENT

A motion was made by Mr. Gauthier and seconded by Mrs. Goggin to adjourn the meeting. The Board voted unanimously to adjourn the meeting at 7:15 p.m.

Respectfully submitted,

Sara Zinn

Recording Secretary