

# PITTSFIELD SCHOOL BOARD

## MEETING AGENDA

5:30 p.m., Thursday, January 16, 2020  
PMHS Media Center  
Pittsfield Middle High School

1. CALL THE MEETING OF THE SCHOOL BOARD TO ORDER
2. AGENDA REVIEW
3. ACTION ON AMENDED AGENDA
4. APPROVE MINUTES: December 19, 2019
5. PUBLIC INPUT - Comments from community members, guests, and faculty
6. STUDENT REPRESENTATIVE – Oral Report

### 7. DEAN OF INSTRUCTION

#### Action

- 

#### Information & Discussion

- School Reorganization
- Curriculum Resources
- Winter Showcase

### 8. DEAN OF OPERATIONS

#### Action

- Donations

#### Information & Discussion

- Art Club
- Bodily Fluids Protocol
- School Recycling Programs
- Parent Concern
- Technology Plan

### 9. DIRECTOR OF STUDENT SERVICES

#### Action

- 

#### Information & Discussion

- Medicaid Update
- Flex Newsletter
- Transitional Services
- SERESC Training

### 10. DIRECTOR OF COLLEGE AND CAREER READINESS

#### Action

- 

#### Information & Discussion

- No Report

### 11. DIRECTOR OF INTERVENTION

#### Action

- 

#### Information & Discussion

- 8<sup>th</sup> Grade Students
- GEODES

12. SUPERINTENDENT OF SCHOOLS

Action

- Manifest Educational Hardship Hearing

Information & Discussion

- Deliberative Session
- Coming Events

13. SCHOOL BOARD

Action

- 

Information & Discussion

- 

14. COMMITTEE ASSIGNMENTS

- A) Budget Committee Representative: HA
- B) Drake Field & Facilities: MW & AG
- C) Negotiating Team: HA & BD
- D) Foss Foundation: TM

15. PLAN AGENDA FOR NEXT MEETING: February 6, 2020

16. PUBLIC INPUT - 2<sup>nd</sup> Session

17. NON-PUBLIC SESSION – The need for a non-public session is not anticipated at this time

18. ADJOURNMENT

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

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MINUTES

Pittsfield School Board Meeting  
December 19, 2019  
Pittsfield Middle High School

I. CALL TO ORDER

Members Present: Michael Wolfe, Chairperson  
Heidi Asdot, Vice Chairperson  
Bea Douglas  
Adam Gauthier  
Ted Mitchell

Others Present: John J. Freeman, Superintendent of Schools  
Jessica Bickford, Director of Student Services  
Melissa Brown, Director of Career Readiness  
Derek Hamilton, Dean of Operations  
Danielle Harvey, Dean of Instruction  
Kathy LeMay, Director of Interventions and Title I  
Tobi Chassie, Recording Secretary  
Harrison Hill, Student Representative  
Members of the Public

Mr. Wolfe called the meeting to order at 5:34 p.m.

II. AGENDA REVIEW

The following items were added to the agenda:

- Meeting with Select Board (Dr. Freeman)

III. ACTION ON AGENDA

On a motion made by Ms. Asdot and seconded by Mr. Gauthier, the Board voted unanimously to approve the agenda as amended.

IV. APPROVAL OF PREVIOUS MEETING MINUTES

A motion was made by Mr. Mitchell and seconded by Ms. Douglas to approve the minutes of the public meeting on December 5, 2019. The following changes were made: on page one, add Harrison Hill to the list of others present; on page six, paragraph five, change to “accept the resignation”; on page seven, change to “Mr. Cabral”. The motion was approved unanimously to approve the minutes as amended.

## V. PUBLIC INPUT

Dan Schroth opined that the administration should consider taking phones away from students who are engaging in cyber bullying.

Tara Ash presented a document from the eighth grade health teacher. Ms. Harvey accepted the document and said she would contact Ms. Ash to discuss further.

Tracy Huyuck called an incident that was addressed on social media to the attention of the Board and asked if there is a protocol regarding “bodily fluids.” She asked why it took twelve days for the situation to come to the attention of the public. Ms. Huyuck asked about the credentials of the administration and stated Mr. Hamilton’s credentials are not on file with the New Hampshire Department of Education. Mr. Hamilton stated he has a degree from the University of Southern Maine and Southern New Hampshire University. He has completed requirements for his certification as a school principal and is waiting for the paperwork to process through the New Hampshire Department of Education.

Jodie Cunningham stated she thinks discipline issues should not be handled on an individual basis, but according to a consistent protocol. Mr. Wolfe stated that there are rules and regulations that need to be followed. He explained further discussion was not appropriate as it would be breaching a child’s confidentiality. Ms. Cunningham opined that the student, who is an athlete, should have been consequence through the contract that the students sign when on a team.

Mike Cabral stated he had concerns about the status of athletic cancellations due to inclement weather.

## VI. STUDENT REPRESENTATIVE

Harrison Hill stated that the Site Council has not met since the last Board meeting. A meeting is scheduled for the first week in January.

## VII. DEAN OF INSTRUCTION

### A. School Reorganization

Ms. Harvey has begun research into the idea of moving sixth grade to the PMHS building. She has had a discussion with the PES faculty, but she has not had the

opportunity to consult with PMHS faculty. Ms. Harvey stated that the initial response from the PES faculty was positive.

## VIII. DEAN OF OPERATIONS

### A. Capital Improvement Projects

Mr. Hamilton provided the Board with a cost breakdown for the boiler replacement and automated control system at PES.

### B. District Newsletter

Mr. Hamilton provided the Board with a copy of the latest newsletter.

### C. Fall Athletics Recap

According to Mr. Hamilton, the fall athletic program was successful. He called attention to several highlights of the season.

### D. Ski and Snowboard Club

Mr. Hamilton explained that the Sanderson Trust Fund is sponsoring the ski and snowboard club; forty-four students in grades four through twelve are participating.

### E. Student Management Update

Mr. Hamilton provided a copy of a letter recently shared with families regarding behavior management at PES. He stated that a recent data analysis shows a slight drop off in the daily number of referrals and less frequent referrals for out-of-assigned-area.

Mr. Hamilton explained that a recent memo that had come under scrutiny by the public did not suggest not sending students to the Pitt Stop. He explained the language used to help faculty to discern what behaviors should be sent to the office and which should be handled in class. Under no circumstances was staff told to not send students out of the room as a way of manipulating data. Ms. Douglas stated that every teacher manages behavior differently; some teachers need more support than others and that the kind of clarification provided is necessary from time to time.

### F. Student Council

Mr. Hamilton reviewed activities of the PES and PMHS Student Councils, celebrating their efforts to help raise money for the Children's Hospital at Dartmouth (CHaD) and to conduct a very successful Spirit Week.

IX. DIRECTOR OF INTERVENTIONS AND TITLE I

A. Credit Audits

According to Ms. LeMay, audits for current juniors will be conducted during the holiday break. Meetings will be held with each student to help them understand their status relative to graduation requirements. Credit audits for freshman and sophomores will be completed by the end of the second semester.

B. Title I Budget

Ms. LeMay explained some updates in Title I grant requirements.

X. SUPERINTENDENT OF SCHOOL

A. Default Budget

On a motion made by Mr. Gauthier and seconded by Ms. Asdot, the Board voted unanimously to approve the default budget as presented.

B. Warrant Articles and Public Information Actions

Dr. Freeman presented the proposed warrant articles. Discussion ensued regarding the draft articles. Ms. Asdot asked why the dumpster article is necessary and why it wouldn't be included in the operating budget. Mr. Wolfe explained that in the past the district did not incur a cost for the dumpsters and this article is a way to maintain transparency with the public about a newly identified cost.

A motion was made by Ms. Asdot and seconded by Mr. Mitchell to approve the draft of warrant articles. Mr. Wolfe suggested that the amount in the special education capital reserve fund is insufficient, in his opinion. The Board agreed to keep it at \$50,000. The motion carried with the Board voting unanimously to accept the proposed warrant articles.

Dr. Freeman distributed two drafts of handouts that could be used to inform the public on the warrant articles. The longer version will be included in the annual report; the shorter one will be made available around town.

C. District Social Worker Update

Dr. Freeman stated that one candidate is pursuing certification and will be considered once she receives the credentials.

D. ConVal School Funding Lawsuit

Dr. Freeman reported an update on the school funding lawsuit. A sixty-day extension was granted, which will provide an opportunity for additional districts to be added to the action.

E. New Hampshire School Board Delegate Assembly

The New Hampshire School Boards Association will hold their annual Delegate Assembly on January 25, 2020. Board members are invited to attend.

F. Policy Updates

Dr. Freeman provided Board members with policy updates that have recently been adopted.

G. Meeting with Select Board

Dr. Freeman will provide the Board with potential dates for the Board to meet with the Select Board about a school resource officer position.

H. Coming Events

Dr. Freeman provided the Board with a list of coming events for the month of January.

XI. COMMITTEE ASSIGNMENTS

- A. Budget Committee - Ms. Asdot
- B. Drake Field & Facilities - Mr. Wolfe and Mr. Gauthier
- C. Negotiations – Ms. Asdot and Ms. Douglas
- D. Foss Family Scholarship Foundation – Mr. Mitchell

XII. PUBLIC INPUT (Second Session)

Robert Schiferle stated he attended a meeting where it was noted the schools, in general, do not participate in recycling. He wanted to know if the school could consider a recycling program. Ms. Harvey stated that the schools do recycle paper. Mr. Schiferle stated he would like consideration of the waste generated from the cafeteria being recycled. Mr. Wolfe agreed to research the topic further with BCEP.

Mr. Schiferle asked if there was a final disciplinary action relative to the incident involving bodily fluids and if the Board could intervene. Mr. Wolfe stated that due to issues of student confidentiality, the Board does not have details.

Mike Cabral asked if the Board was aware of the number of behavioral incidents. The Board stated they are aware of the general statistics, but not necessarily the specific details of the incidents.

Jodie Cunningham asked if there was a check and balance for the management of discipline. Ms. Douglas stated that the administration is responsible for actions and that the superintendent has final authority. Ms. Cunningham stated concern about the long-term effect of lack of discipline for our students.

Mr. Cabral asked for clarification relative to dumpsters. Mr. Wolfe stated that recently BCEP previously provided the dumpsters, but now will no longer replace them when needed.

### XIII. NEXT MEETING

The next meeting of the Board is scheduled for January 16, 2020, at 5:30 p.m. in the Pittsfield Middle High School media center.

### XIII. ADJOURNMENT

On a motion made by Mr. Mitchell and seconded by Mr. Gauthier, the meeting was adjourned at 7:28 P.M.

Respectfully submitted,

Tobi Chassie  
Recording Secretary



**Pittsfield School District**

**To:** Pittsfield School Board  
**From:** Danielle Harvey  
**Subject:** Board Meeting – January 16, 2020  
**Date:** January 9, 2020

**ACTION**

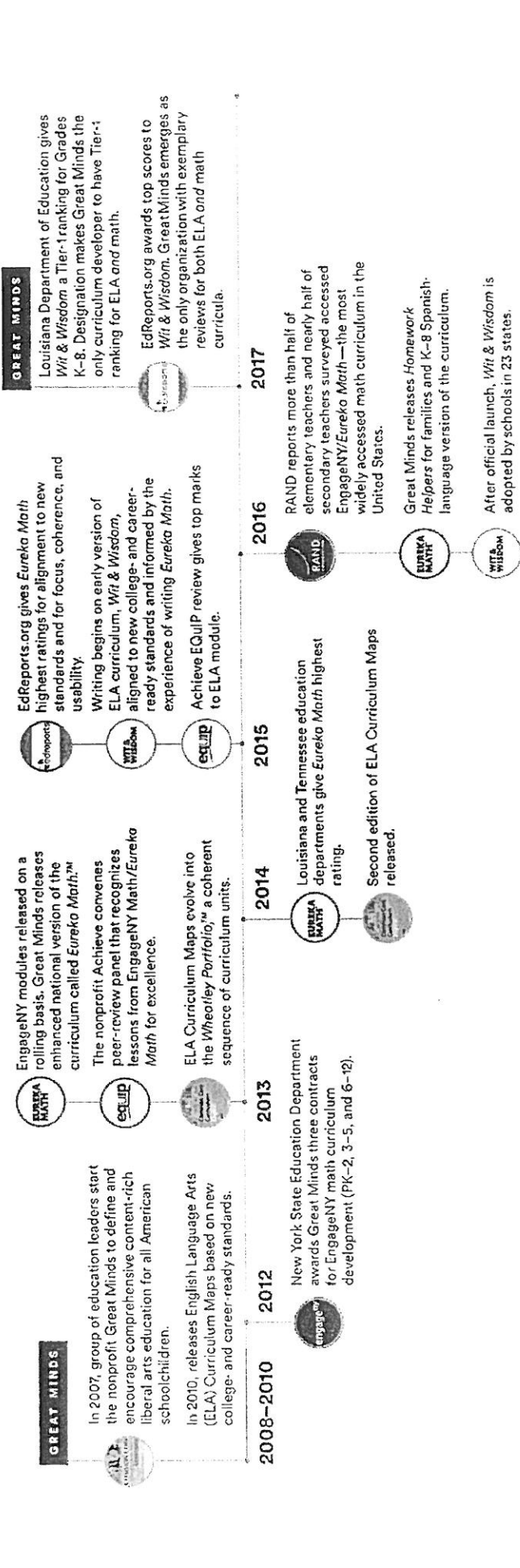
None at this time.

**INFORMATION**

1. **School Reorganization:** On January 9th I will meet with the 5th and 6th-grade teachers to discuss the idea of moving 6th grade to PMHS. The current proposal is that the 6th grade functions very much as it does now, but located at PMHS. This way, the students could have the support of the same structure from PES but learn the PMHS building and the flow of the day.
2. **Curriculum Resources:** We are in the process of reviewing curriculum materials. Over the summer, you may recall a group of educators who went to a Great Minds conference to learn about Wit and Wisdom (for English Language Arts) and Eureka (for math). We have used Title II funds to purchase teachers' editions K-8 and Title I funds to purchase some of the book titles used in the program. This way, the teachers can evaluate if they would like to use parts of the curriculum to meet competencies, or if they want to agree to use the whole program and ask for board adoption. Attached is some reference information for your review.
3. **Winter Showcase:** As a reminder, on January 22nd, PMHS will have our Winter Showcase to highlight learning studios and projects done the first half of the year. A draft schedule should be ready for our meeting.



## MAJOR MILESTONES



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# Category

MATH K-8

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MATERIALS

GRADE

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[UNDERSTANDING GATEWAYS](#)

[UNDERSTANDING ALIGNMENT](#)

## Update How Results Are Shown

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[FOCUS & COHERENCE](#)


[RIGOR & MATHEMATICAL PRACTICES](#)

[ALIGNMENT](#)

[USABILITY](#)


Envision 2.0 (2017)

Published By: Pearson | Date Published: 4/20/2016 | [View These Reports](#)

 GRADE LEVEL	FOCUS & COHERENCE	RIGOR & MATHEMATICAL PRACTICES	ALIGNMENT RATING	USABILITY RATING
<a href="#">Kindergarten</a>	9/14	6/18	Does Not Meet Expectations	N/A
<a href="#">First Grade</a>	8/14	5/18	Does Not Meet Expectations	N/A
<a href="#">Second Grade</a>	10/14	5/18	Does Not Meet Expectations	N/A
<a href="#">Third Grade</a>	9/14	10/18	Does Not Meet Expectations	N/A
<a href="#">Fourth Grade</a>	7/14	N/A	Does Not Meet Expectations	N/A
<a href="#">Fifth Grade</a>	3/14	N/A	Does Not Meet Expectations	N/A

Eureka Math (2015) 


Published By: Great Minds | Date Published: 8/27/2018 | [View These Reports](#)

 GRADE LEVEL	FOCUS & COHERENCE	RIGOR & MATHEMATICAL PRACTICES	ALIGNMENT RATING	USABILITY RATING
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GRADE LEVEL	FOCUS & COHERENCE	RIGOR & MATHEMATICAL PRACTICES	ALIGNMENT RATING	USABILITY RATING
<u>Kindergarten</u>			Meets Expectations	
<u>First Grade</u>			Meets Expectations	
<u>Second Grade</u>			Meets Expectations	
<u>Third Grade</u>			Meets Expectations	
<u>Fourth Grade</u>			Meets Expectations	
<u>Fifth Grade</u>			Meets Expectations	
<u>Sixth Grade</u>			Meets Expectations	
<u>Seventh Grade</u>			Meets Expectations	
<u>Eighth Grade</u>			Meets Expectations	

**Everyday Math 4 (2016)**

Published By: McGraw-Hill Education | Date Published: 4/11/2016 | [View These Reports](#)

 GRADE LEVEL	FOCUS & COHERENCE	RIGOR & MATHEMATICAL PRACTICES	ALIGNMENT RATING	USABILITY RATING
<u>Kindergarten</u>			Does Not Meet Expectations	
<u>First Grade</u>			Partially Meets Expectations	
<u>Second Grade</u>			Does Not Meet Expectations	
<u>Third Grade</u>			Does Not Meet Expectations	

GRADE LEVEL	FOCUS & COHERENCE	RIGOR & MATHEMATICAL PRACTICES	ALIGNMENT RATING	USABILITY RATING
Fourth Grade	N/A	9/18	Does Not Meet Expectations	N/A
Fifth Grade	N/A	9/18	Does Not Meet Expectations	N/A
Sixth Grade	N/A	9/18	Does Not Meet Expectations	N/A





## Pittsfield School District

**To:** Pittsfield School Board  
**From:** Derek Hamilton, Dean of Operations  
**Subject:** Board Meeting – January 16, 2020  
**Date:** January 9, 2020

### ACTION

1. Donations. We have recently received the following donations from the Foss Family Foundation and Sanderson Trust Fund for school clubs at Pittsfield Middle High School.

- Drama Club: \$3,000.00
- Music Club: \$3,000.00
- Ski and Snowboard Club: \$5,000.00

According to Board policy KCD, public gifts and donations, Board approval is required for gifts in excess of \$500.00.

### INFORMATION

1. Art Club. Lisa Stevens, our elementary school art teacher, has expressed an interest in starting an after school Art Club for fifth and sixth grade students. The goal of the club is to foster a spirit of collaboration and creative community among our art students. Students will create Art Club t-shirts, batiks on fabric, plaster masks, and artwork that can be utilized for fundraising purposes. The club will meet once a week on Tuesday afternoons, starting on February 4. The club is capped at a maximum of 30 students. Ms. Stevens anticipates holding a second session of the Art Club, starting on April 21.
2. Bodily Fluids Protocol. At the December 19 Board meeting, there was a request for information pertaining to our procedure for handling bodily fluids. To my knowledge, a protocol for handling bodily fluids is not part of our Emergency Management Plan or School Board policy. Board policy JLCCA, HIV/AIDS, makes reference to the district establishing procedures for handling bodily fluids, but there are none that I could find. In review of policies and procedures at neighboring schools, most have adopted a policy for universal precautions and infection control. After consulting with Dr. Freeman on this topic, he will review the policy recommendations from the New Hampshire School Boards Association and bring a draft policy to the Board at a future meeting.
3. School Recycling Programs. At the previous Board meeting, a concern was raised about the lack of recycling programs in our schools. At PES we recycle paper, cardboard, plastic bottles, and cans. All classrooms and most office spaces have paper recycling bins and there are bottle collection bins in the cafeteria, teachers room, outside the gym, and in the lower and upper hallways. At PMHS we have an Environmental Club that collects paper and plastic bottles. Paper recycling bins are located in the main office, copy room, library, and computer labs. Bottle collection bins are located on each level of the building and in the cafeteria. On a weekly to bi-weekly basis, we sort these items into clear plastic bags, and put them in the recycling compartment of the dumpster. It is my understanding that as long as these items are in clear

plastic bags, they are sorted and recycled at the local recycling plant. We also recycle toner and any hard plastics or metals that apply.

4. Parent Concern. At the previous Board meeting, a member of the community raised a concern about the road conditions and the decision to hold after-school activities on December 6. On that day it began to snow right around dismissal. When I left the school building at approximately 4:30 p.m., there was a light covering of snow on the ground. At that time, I consulted with the athletic director about the schedule for the evening, reviewed the latest forecast (which called for 1-3 inches of snowfall), and considered the actions taken by neighboring schools (no cancellations were reported to WMUR). We decided to cancel the girls practice at 7:00 p.m., but we moved forward with a scrimmage scheduled for 5:00 p.m. because the visiting school, Plymouth, had already arrived in Pittsfield. There were no other games scheduled for that evening and none of our teams traveled to other schools. I also confirmed with Plymouth that they made it home safely, without incident, that evening.
5. Technology Plan. At the December 6 Board meeting, members of the District Technology Team presented a proposal for a District Technology Plan that would run from 2020-2023. Following the presentation, the Board requested more time to review the plan, in preparation to provide feedback or ask questions at the first Board meeting in January. I will be available to gather more information or address any questions you may have.

Pittsfield School District

To: Pittsfield School Board

From: Jess Bickford

Subject: Board Meeting – January 16, 2020

Date: January 9, 2020

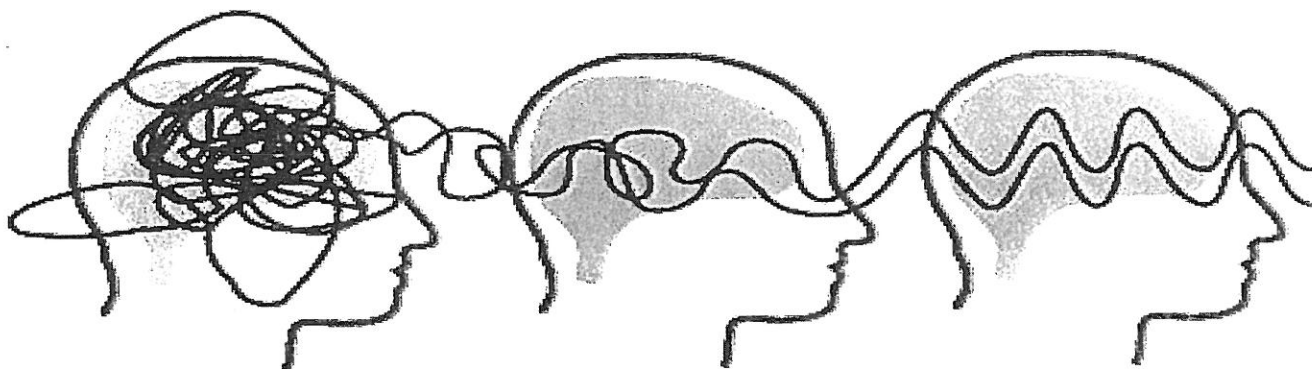
INFORMATION

1. Medicaid Update: Back in December I had mailed out about 40 letters to doctors of our students with special needs explaining the Medicaid situation and hand wrote orders for various services listed in each student's IEP. This would allow the doctors to just sign the order and fax it back to the school. At the time of writing this report I am excited to report that I have 16 returned orders from doctors and will have an additional 9 orders signed by our Physical Therapist on Friday 1/10. This will allow us to back bill Medicaid from August 28 to now for services provided, up until February 21. This will not be a large sum of money we will be able to claim; however, it will put the district in a better position than it was, and seems hopeful for the future.
2. Flex Newsletter: Attached you will find the second newsletter sent out by the Flex Advisory Board. This newsletter focuses on providing de-escalation techniques to faculty and staff as well as provides preliminary information about Informal versus Formal Functional Behavior Assessments.
3. Transitional Services: Some of our special educators have been hard at work planning for transition services for students with special needs. We have a student at the elementary school who will be starting to walk up the hill (with support) daily to join in on a class with the Life Skills Program. We also have Vocational Rehabilitation visiting twice this winter. They will be here a full day on February 13th, to meet with students and potentially families to discuss options for post-secondary support. Thank you to Elaine Ramsey and Charlene Vary for your efforts!
4. SERESC Training: Pittsfield is hosting a set of trainings being delivered by the SouthEastern Regional Education Service Center (SERESC). The workshop is designed to progress from general education strategies, through assessment and identification of learning disabilities, and end with intervention strategies for disabilities in reading, writing, math, and oral language skills. Hosting this event is at no cost for our district, SERESC paid for food and we received one complimentary enrollment in the 6-day course, in which our school psychologist is attending.



## Let's Talk Flex

Volume 1: Edition 2



### De-escalation and you!

#### Body Language and Communication:

- |   |   |
|---|---|
| <ul style="list-style-type: none"><li>● Give time and space for thought processing and response</li><li>● Low and slow talking</li><li>● Meet student at eye level or below</li><li>● Slow controlled breathing</li><li>● Low tone and voice volume</li></ul> | <ul style="list-style-type: none"><li>● Relaxed posture and hand positioning (slouched shoulder, uncrossed arms, and unclenched or folded hands)</li><li>● Validate emotions and feelings</li><li>● Do not take student behavior personally</li><li>● Avoid power struggles, back and forth directives, and need to respond to student (sometimes silence is key)</li></ul> |
|---|---|

### Informal versus Formal Functional Behavior Assessments?

- Informal Functional Behavior Assessment is designed for classroom teachers and special educators to determine why student is engaging in a particular behavior and to guide intervention selection. This is typically appropriate for any student displaying non-preferred behavior.
- Formal Functional Behavior Assessment is designed for specially trained personnel to identify the functions of problematic behaviors through intensive data driven prescribed methods and and to develop formal behavior intervention plans. This is typically appropriate for students that display extreme behaviors or are non-responsive to other interventions.
- Check out <https://www.pbisworld.com/tier-2/> for details or to try out an Informal FBA!



**Pittsfield School District**

**To:** Pittsfield School Board  
**From:** Kathy LeMay  
**Subject:** Board Meeting 1-16-2020  
**Date:** January 7th, 2020

**ACTION**

1. None at this time

**INFORMATION**

1. **8th Grade Students:** In accordance with our eighth grade promotion policy, students must pass all course competencies in all classes in order to participate in the Middle School Promotion Ceremony. In the beginning of January, I met with the Unified Arts teachers to determine who was at risk of not passing a first semester course. That list of students was then brought to the Middle School team for further discussion around core courses which are year-long. Families of the students who are at risk of not passing a first semester course have been notified. They have also been informed about the work that is needed to complete, if a passing grade is still attainable.
2. **GEODES:** Title I funds were recently used to purchase a new set of books that has been created to directly align to our core curriculum in word instruction(Foundations). These books will allow students to practice reading text that they have been taught how to read since they are 80% decodable and the teachers can select them based on the skills students have just learned. Teachers will be able to ensure that the word skills are being transferred into student reading. The set of books also includes practice copies that the students can take back to the classroom. Title I is in the process of organizing the materials and setting up a system for PES staff to be able to check the books out.





**Pittsfield School District**

**To:** Pittsfield School Board  
**From:** John  
**Subject:** Board Meeting – January 16, 2020  
**Date:** January 9, 2020

**ACTION**

1. Manifest Educational Hardship Hearing. Board members only will find a letter requesting placement in a school outside the district due to a manifest educational hardship. The parent making this request is expected to join the meeting.

I'm hoping that the Board will conduct the hearing near the beginning of your meeting to allow the parent to speak with the Board without much delay. A copy of the Board's policy

**INFORMATION**

1. Deliberative Session. The Deliberative Session is scheduled for Wed Feb 5; wondering if the Board would like to schedule a Board meeting just prior to this session; if so, a 6:15 or 6:30 p.m. meeting would likely suffice.
2. Coming Events. Looking ahead:
  - Thurs Jan 16: Budget Committee Budget Hearing, PMHS, 7:00 p.m.
  - Mon Jan 20: Martin Luther King Day, School Closed
  - Tue Jan 21: PES Grades 5 & 6 Winter Concert, 6:30 p.m.
  - Wed Feb 5: School District Meeting, Deliberative Session, 7:00 p.m.
  - Thurs Feb 6: School Board Meeting, 5:30 p.m.
  - Thurs Feb 6: School District Meeting, Deliberative Session Snow Date, 7:00 p.m.
  - Tue Feb 11: Good to Great Team, 4:30 p.m.

**NON-PUBLIC SESSION**

The need for a non-public session is not anticipated at this time.

