

FINAL MINUTES OF THE PITTSFIELD SCHOOL BOARD
STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE
UNIT #51

PITTSFIELD SCHOOLBOARD
MINUTES

Pittsfield School Board Meeting March 7, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Adam Gauthier
Sandra Adams
Adam Cote

OTHERS PRESENT: Bryan Lane
Kristen White
Derek Hamilton
Charlene Vary
Melissa Brown
Members of the Public

I. Mr. Gauthier calls the meeting into session at 5:30 and leads the Pledge of Allegiance

II. ACTION ON AMMENDED AGENDA

- a. Mrs. Adams- modification to the agenda, add February 15 to the line for minutes and Town Clock Winder
- b. Mr. Gauthier- process for selecting a new School Board Member
- c. Mr. Lane – additional document for cash flow
- d. Mr. Hamilton- Facility use request for Drake Field.

Mrs. Adams make a motion to accept the amended agenda, second by Mrs. Goggin
Vote 4-0 to approve the motion

III. APPROVAL OF MINUTES

- Mrs. Adams inquired to the Board if it would be acceptable to give grammatical and minor non-substantive corrections to Mr. Lane. Mr. Cote inquired what types of changes. Mrs. Adams gave examples, the Board agreed to this
- Mr. Cote- add page numbers
- Mrs. Goggin- Page 5- A zero missing in the dollar figure for Food Service should be \$12,000, Page 6 change add “for her classroom” in regard to receiving Night Locks. Add PTO to 100 day celebration
- Mrs. Adams- Page 3 Add celebrated to 100th day of school

Mr. Cote makes a motion to accept the minutes as amended, second by Mr. Goggin

Vote 4-0 to approve the motion

IV. PUBLIC INPUT

None

V. STUDENT REPRESENTATIVE

No information at this time.

VI. PITTSFIELD ELEMENTARY- MRS. WHITE

Mrs. White read from her report highlighting the activities from each grade level and from Unified Arts teachers. Mrs. White chose to read the document because the information came directly from the teachers and she felt it was important to hear the information in the words of the teachers. The Board was complimentary of the work being done by the teachers and the staff at PES. Mrs. Goggin stated that it was a testament to a strength of the District in finding students where they are and working with them as individuals.

The 5th grade exhibition was well attended by families and was a source of pride for the students and families involved.

The celebration for the 100th day of school was a success.

The fundraiser for the American Heart Association brought in \$7,919.97. The effort ended in an event where Mrs. White and Mr. Curtin were “slimed”. Mrs. White commented that it was a great example of a community being able to make a difference.

Hearts Across the World was a success for the students and staff with Valentines coming from across the country and from other countries.

Mrs. White reviewed the calendar of upcoming events.

Mr. Cote spoke to the positive nature of the school with the arrival of Mrs. White and Mrs. Kelly. This was echoed by other Board members.

VII. PITTSFIELD MIDDLE HIGH SCHOOL- MR. HAMILTON

Mr. Hamilton brought forward a request for the use of Drake Field by the Suncook Valley Chamber to use the field from July 30 to August 7 for the annual balloon festival.

Motion by Mr. Gauthier, second by Mr. Cote to approve the request.

Vote 4-0

Mr. Hamilton reviewed the Course of Studies for 2024-25 highlighting new course offerings and the new requirement for graduation.

Mr. Cote inquired as to whether this was an annual document. Mr. Hamilton responded that this was done annually and modified. Mr. Cote was complimentary of the new course offerings and noted that it was due to the efforts of teachers that the District was able to have a diverse set of offerings.

Mrs. Goggin was also complementary noting that the District does offer courses for both college bound and non-college bound students in meeting their needs.

Mr. Hamilton reviewed two letters that went home. A letter regarding health notifications with reminders for families on how to stay healthy. A letter regarding upcoming assessments students will be taking.

A review of the emphasis on the professional development calendar which focuses on the school improvement plan.

Mr. Hamilton noted that the winter athletic season had ended. There were many successes in how the students improved their skills as well as working together and providing services to the community.

VIII. SUPERINTENDENT OF SCHOOLS-BRYAN LANE

Mr. Lane reviewed the resolution to the issues the District had with fee and reduced lunch documentation.

- Several parents will be reimbursed a total of \$447.40 to reimburse them for meals that they did not have to pay for.
- The District would make a transfer of \$9,492.45 to the Food Service Account from the General Fund to account for meals that were given as free or reduced because of the lack of documentation should not have been.
- The District would make a transfer of \$1,956.25 to the Food Service Account from the General Fund to account for balances on student's accounts that should not have been charged to those accounts
- Mr. Lane reviewed the reasons for the issue and the steps that have been taken ensure appropriate record keeping. In the future.

Mrs. Goggin requested clarification on what the difference in the categories for reimbursement or budget transfers. Mr. Lane explained the differences and ensured that parents were not going to be negatively affected.

Mrs. Goggin inquired about the 25% of families that had not put in additional paper work and if it would be necessary to contact them through registered mail to satisfy the requirements from the DOE. Mr. Lane responded that the DOE was not looking for information on those families and that direct phone calls would be made to these families.

Mr. Lane verified that the Annual Report had been distributed and that he would continue to check to see if additional copies were needed at Town Hall and the Post Office.

Mr. Lane reviewed the encumbrance report which indicated that at the end of the school year the unexpended fund balance would be approximately \$145,000. This was approximately the target of 1% of the operating budget. Mr. Lane also presented the "cash flow map" which indicated that with the funds being received and making sure that the District was being reimbursed for Grant funds, the District would have a positive cash balance through August 31.

Mr. Gauthier thanked Mr. Lane for his efforts.

IX. SCHOOL BOARD

a. Policies for first reading

CCB- Line Staff Relations

CLA- Treatment of Outside Reports

EB- Safety Programs

EBCB- Fire Drills

b. Policies- second reading

AC-E- CONTACT INFORMATION FOR HUMAN RIGHTS OFFICER, TITLE IX COORDINATOR, SECTION 504 COORDINATOR, AND CIVIL RIGHTS AGENCIES

Mr. Lane presented the policy with the new staffing changes.

A motion was made to accept the policy as presented, second by Mrs. Goggin
Vote 4-0 to approve the motion

Mrs. Goggin inquired what needed to be done to ensure that with any changes in staff that this policy would be current. Mr. Lane indicated that the policy should be reviewed annually in August.

Mr. Cote commended Mrs. Brown for her efforts with this responsibility.

ACE- PROCEDURAL SAFEGUARDS: NONDISCRIMINATION ON THE BASIS OF HANDICAP/DISABILITY

No Changes

ADC- TOBACCO PRODUCTS AND POSSESSIN IN AND ON SCHOOL FACILITES AND GROUNDS

The Board noted that Dean of Operations, multiple places, should be changed to administration. A discussion was had regarding including "vaping" in the policy. After lengthy discussion it was agreed that by adding "or vaping" in number 2 on page 2 after "E-cigarettes" that would be appropriate with the notation of the RSA 126-K:2.

Motion was made by Mr. Gauthier to accept the policy as amended, second by Mrs. Goggin.

Vote 4-0 to approve the motion

BGF - SUSPENSION OF POLICY
No Changes

Mrs. Adams brought forward a request from the Town to see if there might be interest for a student to earn community service hours by being the "Town Clock Winder". Mrs. Adams clarified that there is a clock in local church that is the property of the town and it needs be wound manually each week. A discussion followed about the liability issues that may exist if this was considered to be a school activity. Mr. Lane expressed that as long as the District did not sponsor the activity, there should not be a problem. Mrs. Goggin compared this to other non-school sponsored volunteer opportunities. Mr. Hamilton will inquire to see if there is student interest.

- X. Committee Assignments
 - a. Budget Committee- none
 - b. Drake Field and Facilities- none
 - c. Negotiation- none
 - d. Legislation- Mrs. Adams brought forward two items one on parental rights that was inexpedient to legislate and another which was voted on March 7 with no information available.
 - e. Foss Family Foundation- Mrs. Adams reported the initial meeting was held on March 7 and applications would be reviewed in the coming months.
 - f. Public Relations- no new information
- XI. PLAN FOR NEXT AGENDA
 - a. General Assurance
 - b. Process for selecting a new School Board member
- XII. BOARD COMMENTS
 - a. No comments
- XIII. PUBLIC INPUT
 - a. No comments
- XIV. ADJOURNMENT
 - a. Mr. Cote made a motion to adjourn, second by Mrs. Goggin

Vote 4-0 to approve the motion at 7:21