

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

PITTSFIELD SCHOOL BOARD
MINUTES

Pittsfield School Board Meeting March 21, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Sandra Adams, Chairperson
Molly Goggin, Vice Chairperson
Tim Robinson
Adam Gauthier

OTHERS PRESENT: Bryan Lane, Superintendent
Kristen White, PES Principal
Derek Hamilton, PMHS Principal
Charlene Vary, Director of Student Services
Melissa Brown, PMHS Assistant Principal
Members of the Public

- I. Mr. Lane called the meeting into session at 5:30 and led the Pledge of Allegiance
- II. NOMINATION FOR BOARD CHAIR
 - Motion made by Mrs. Goggin and seconded by Mr. Robinson to nominate Mrs. Adams as Board Chair

Vote: 1 abstain 4-0 to approve the motion
- III. NOMINATION FOR VICE CHAIR
 - Motion made by Mrs. Goggin to nominate Mr. Gauthier for Vice Chair, there was no second.
 - Nomination for Mrs. Goggin made by Mr. Gauthier and seconded by Mr. Robinson.

Vote: 3-0-1 to approve the motion. Mrs. Goggin abstained
- IV. ACTION ON AMENDED AGENDA
 - Update on posting for school board vacancy
 - Update on Resolution and Fair Funding Project meeting
 - Update on March 14th DOE visit
 - Non-Public RSA 91a II letters A & C
 - Citizens Bank on line banking form
 - Statement from Jerrica Smith on Special Education Team

Motion made by Mr. Robinson and seconded by Mrs. Goggin to accept the amended agenda.
Vote: 4 – 0 approved

V. APPROVAL OF MINUTES

- Page 3 space between supply and review
- Page 8 last bullet there is no comma in the future
- Page 5 add policy BGF Suspension of Policies was discussed and there were no changes
- Page 2 #6 fundraiser is one word
- Page 3 under #8 2nd bullet sentence should read “given free or reduced because of lack of documentation should not have been”.
- Page 1 #2 spelling error
- Page 3 #8 final bullet no comma between record keeping in the future.

Motion to approve minutes by Mrs. Goggin, seconded by Mrs. Adams

Vote 3-0-1 to approve the motion, Mr. Robinson abstained.

VI. PUBLIC INPUT ON AGENDA ITEMS

None

VII. STUDENT REPRESENTATIVE

Site council met today on recommendations for attendance policy and will discuss at the next board meeting.

VIII. DIRECTOR OF STUDENT SERVICES

Alternative Assessments

9 students total. 7 in PES and 1 Middle and 1 High School. Students have until June 7, 2024 to complete their assessments in English, Math and Science. There are 8 to 10 modules to this so that is why it may take a while to complete.

Staffing Updates

- Dena Cillo is a new Special Education/Case Manager teacher for 3rd grade. She has been settling in nicely
- Lisa Smilley is a Behavior Tech working with a 6th grade student.
- Additionally, we have had 2 para educators resign from PMHS and one more just resigned for family reasons. We will be making sure paras are para 2 certified or at least a para 1 working toward a para 2 certification.

Mrs. Vary read the letter from Jerrica Smith, the team leader for Special Ed in PES, regarding special education updates and funding needs.

Mrs. Goggin commented that it is good to have the case management scenario in a better place at PES with the addition of a contracted service.

IX. SUPERINTENDENT OF SCHOOLS

Note: Audio interrupted from 20:18 through 26:10. Video was also lost during this time.

- April DOE meeting will continue the discussion on open enrollment. The Superintendent described some of the activity from the State Board meeting held in March where the issue was discussed in a public session.
- Citizens Bank document for on line banking needs to be signed by Leslie Vogt, School Treasurer who is amenable to sign it. This gives us the ability to pay bills efficiently and timely. The Board was agreeable to this.

Motion made by Mrs. Goggin and seconded by Mrs. Adams to allow the treasurer to sign the document

Vote: 4 – 0 to approve the motion

- **General Assurances**

Superintendent needs to go over grants and what they are used for by the School. They become part of the minutes, once the minutes are approved they are uploaded to DOE, along with Board Chair who needs to sign and initial all pages which are uploaded and then able to access grant money on July 1, 2024.

- Title I - \$340,000 but changes annually. The grant is for elementary and secondary education act as amended by Every Student Succeeds Act – for low income families determined by free and reduced lunches which is about 45% to 50% of our population. These funds are specific and need to go back to support students in their education. 6 Title I teachers are funded through this and there is a set-aside for homeless students, after school, and summer program for Title I funded through this grant. The amount changes annually.
- Title II - \$50,000 to \$60,000. This is for professional development. The mentor program is paid through this; also the summer workshop by staff and an instructional coach for staff working with teachers to enhance their instructional practice this year.
- Title IV – \$28,000 to \$30,000. This grant is split into 3 parts; well-rounded success, improve school conditions for learning and the use of technology. The robotics program is funded through this.
- Title V - \$10,000. This is a catch-all grant. TIGER program from PES was funded through this grant.
- IDEA Grant \$180,000. This is a special education grant. The school psychologist and 2 para educators are funded through this grant. Special Education has funds through this for any special supplies they may need.
- CSI Grant - \$59,000. This grant ends this year. It was a one-time grant for not meeting graduation requirements though they were met later in the year. We were still able to get and use this to help us for funding summer programs for students.

The Superintendent is responsible to ensure all the grant requirements are followed.

Nomination for Evan Whitfield for music teacher in Middle School.

Mr. Lane and Mr. Hamilton have spoken with him over the phone as Mr. Whitfield is in Florida currently. \$73,772 includes health insurance and NH retirement and all things we provide. Salary allocation for this position is \$71,659 so less than budgeted salary with benefits. Mr. Lane recommended a motion to nominate Evan Whitfield as music teacher of PMHS at Masters Step 8 with a salary of \$47, 577. He would start Fall of 2024.

He has his certificate of eligibility and has 3 years to finalize the program. We also need to find a mentor, paid through Title II grant, for getting Mr. Whitfield his teaching certification. He is an Alt. 4 candidate.

The question is raised as to what an Alt. 4 certification is and whether or not it delays the process of hiring. Why is a mentor from outside the district required?

Mr. Lane described the process for certification under Alternative 4 and the reasons for mentors within the area of certification. He will investigate if this is still a requirement.

Mr. Hamilton: He would also be assigned an in-house mentor. It is common for teachers to go this route for certification.

Motion made by Mr. Gauthier and seconded by Mrs. Goggin to approve the nomination.
Vote: 4-0 to approve the motion

Document for Education Rule 306.02 sent by Mr. Robinson.

It will be discussed at an upcoming state board of education meeting. Mr. Lane encouraged the Board to read it as he has concerns with this document. What we do well is meet students where they are and this would limit our ability to do that by reducing the amount of electives they have to take which will reduce credits. Currently graduation is up to 5 days before the end of school. These suggestions would make graduation after last day of school. The language may sound innocent but the changes will be significant. Mr. Lane will send his notes to Mr. Robinson and the Board so they can see our perspective on it. Social and emotional learning are not in this document and our students come from backgrounds that make social and emotional learning important to accessing their education.

Mr. Hamilton stated he agrees with Mr. Lane, especially about the SEL curriculum limitations stated by Mr. Lane. The document reflects personal finance as a stand-alone course and reflects a need for courses of logic and rhetoric for NH history and limits credits for open electives from 6 to 2.5.

Mrs. Goggin agreed that SEL is important to all students and asked what we can do as a board to advocate and voice a collective decision.

Mr. Lane stated the Teachers Association and NH School Boards and other Associations across the state will have chance to voice their concerns with the document.

Resolution to the Food Service Issue and the Meeting on March 14th with the DOE

On March 14, 2024 Mr. Lane attempted to deliver the documents to the DOE but they were not in the office. They were out of the office on an audit of another school. Mr. Lane delivered the document to Ruth Gordon on March 15, 2024, and we have satisfied all requirements from DOE. Since then, they requested adjustments to the meal counts for October, November and December. Mr. Lane has also input January, and February data so they have all the documents now. Amanda Marshall will review the documents and send confirmation stating we have fulfilled our obligation.

Proposed calendar

Mrs. Goggin was pleased with adding a teacher workshop day and an open house prior to first day in August.

Mr. Lane said we can create a schedule for teachers for the open house from noon to 7 pm so parents who are working can participate.

Mrs. Adams said the September early release day is the 25th. Is school open on election day?

Mr. Lane said since it's a Presidential election we would not be open because the amount of traffic.

Mrs. Adams asked if there should be 15 school days in November. In January, there should be 21 not 22 days. Also January 20th is Civil Rights /MLK day. How many school days for the year?

Mr. Lane: You have to add 5 days for snow days. This year only 1 day for a water issue so we are out of school earlier. He will add school days in June to make 179.

Enrollment

Enrollment is stable. We have not had any home school applications in several months. Normally after January or February changes are minimal. Average daily membership is what the adequacy grant is dependent on.

Mr. Robinson asked when they reimbursed.

Mr. Lane explained that we get money September, November, January and April 1st based on previous years' enrollments. The grant is based on enrollments a year behind.

X. SCHOOL BOARD

- a. Update on Resolution (re: Franklin School Funding Resolution)
 - i. Mrs. Goggin sent resolution to our Representatives.

- ii. The response from Cyril Aures was disappointing and dismissive. There was no response from Clayton Wood. The response from Howard Pearl while nice, was not encouraging.
- iii. Mrs. Goggin suggests that if we are advocating for schools on this, we have to get the Representatives to take action. Mrs. Goggin asked, how as a school board we move forward with actions.
- iv. Mrs. Adams suggested the Board reach back out to Fair Funding to see what next steps can be taken or that they can help with.
- v. Mr. Lane stated the Fair Funding project folks might be the ones to enter a proposal that goes to state legislature.
- vi. Mrs. Goggin: Carly Prescott wants to meet with Mr. Lane to do a long-term projection. Anyone from School Board may attend

Pittsfield Post now has the ad to fill the school board vacant seat. The Board has discretion to review applicants. Mr. Lane suggested that if over 3 applications are received, we would interview at least 3.

- b. Policy Review First Reading
 - EC- Building and Grounds Management
 - ECA- Buildings and Grounds Security
 - ECAC- Vandalism
 - EEAA- Video and Audio Recordings in School and On School Property
 - c. Policy Review Second Reading
 - CCB- Line and Staff Relations
 - Change interchange to exchange in last paragraph
 - Mrs. Goggin made a motion to accept the policy as amended, and was seconded by Mrs. Adams
 - Vote: 4 – 0 to approve the motion
 - d. CLA Treatment of Outside Reports
 - Upon receiving reports from such outside agencies and the Auditor by department and others, the Superintendent shall inform the Board by the next Board Meeting of said report as well as the action and/or plan of action he/she chose to take.
Motion to accept that policy as amended was made by Mr. Gauthier and seconded by Mrs. Goggin.
Vote 4 – 0 to approve the motion
- EB Safety Program
- Change dean of operations to principal because it would be specific to each building.
 - First paragraph change to: “The superintendent will establish and administer the District Safety/Joint Loss Management Committee as required by RSA 281-A:64III, and a Crisis Management Plan that conforms to the National Management Incident System.”
 - Motion to accept policy modification made by Mrs. Adams and seconded by Mr. Gauthier.

- Vote: 4 – 0 to approve the motion

EBCB Fire Drills

- Change dean of operations and dean of instruction to principal.
- Change fire drills to emergency drills suggested but have to check on statute so will be tabled. Mr. Robinson will be checking on the statute.

XI. COMMITTEE ASSIGNMENTS

- a. Budget Committee- none
- b. Drake Field and Facilities- none
- c. Negotiation- none
- d. Legislation- none
- e. Foss Family Foundation- none
- f. Public Relations- none
- g. Board members will email the chair as to their level of interest in the committee assignments. The board will then elect committee members at the April 4, 2024 meeting.

XII. PLAN FOR NEXT AGENDA April 4, 2024

- a. Policy EBCB
- b. Review of applicants
- c. Committee Assignments

XIII. BOARD COMMENTS

- a. Sadly, former teacher of speech and language for over 30 years Peter Eklof has passed away and our condolences go out to his family.
- b. Despite impending weather for Saturday, March 23, 2024 the craft fair is still on.

XIV. PUBLIC INPUT

No comments made.

XV. ADJOURNMENT

- a. Mr. Lane: recommend to go to a nonpublic session under RSA 91- II-3 A and C.
- b. Roll call vote was taken and all agreed.
- c. Nonpublic at 7:20pm

NON-PUBLIC

- The Board discussed personnel issues with the Superintendent.
- The Board discussed a student issue with the Superintendent.

Motion to exit non-public made by Mrs. Adams, second by Mr. Goggin
Vote 4-0 to approve the motion

Motion to adjourn made by Mr. Gauthier, second by Mrs. Goggin.

Vote 4-0 to adjourn the meeting at 7:57 pm.