

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

PITTSFIELD SCHOOLBOARD
MINUTES

Pittsfield School Board Meeting May 2, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Sandra Adams- Chair Person
Molly Goggin- Vice-Chair person
Adam Cote
Tim Robinson
Eric Nilsson

OTHERS PRESENT: Bryan Lane- Superintendent of Schools
Kristen White- Principal PES
Charlene Vary- Director of Student Support Services
Melissa Brown- PMHS Assistant Principal
Nicole Davis- Reading Specialist
Members of the Public

I. Mrs. Adams called the meeting into session at 5:30 and led the Pledge of Allegiance

II. ACTION ON AMENDED AGENDA

Mrs. Adams- add non-public under 91: 2 III A
Motion by Mrs. Goggin to accept the amended agenda
Second by Mr. Robinson
Vote 5-0 to approve the motion

III. APPROVAL OF MINUTES of April 18, 2024

Page 1. Action amended agenda, capitalize Teacher Appreciation Week
Page 2. Add the language "students 14 years of age or over" did not receive invitations
Page 3 Change Mr. Nilsson to Mr. Hamilton in response to Mr. Gauthier's inquiry
Add "Mr. Nilsson clarified that Plodzick and Sanderson would return for additional funds if needed" under audit bid in case the additional \$3,000 were needed.
Page 4 Under Teacher Appreciation Week, replace Jill to PTO
Add the word "a" after Mrs. Adams made motion

Motion to approve the minutes as amended made by Mr. Nilsson
Motion seconded by Mrs. Goggin

Vote 4-0-1 to approve the motion (Mr. Robinson abstained)

IV. PUBLIC INPUT
None

V. STUDENT REPRESENTATIVE- AVA WALKER

Site council for attendance change voted on 10-2-1.

Students who have 10 or more absences still earn credit for class if they are passing but will not receive GPA points.

Mrs. Brown stated that the site council will bring the proposal to the administration at PES as well as the SAU prior to bringing the proposal to the Board for their consideration.

It was brought to the attention of the site council that the administration may be looking for greater restrictions on cell phone. There was no interest from the student body but it may be brought forward at a later date.

VI. PITTSFIELD ELEMENTARY- Mrs. White

- a) Thanked the Board for their understanding for missing the last couple of Board meetings.
- b) Reviewed Bike at Recess event commending Taylor Clark, Ryan Schook and members of the Pittsfield Police Department. There was special staff recognition to Mrs. Clar and Mr. Curtin. 120 students participated.
- c) Title I game night was a success for students and parents. Game packets were distributed by grade level and students were engaged in reading and math games
- d) Kindergarten Registration night was a success with 28 students and families in attendance. The PES administration thanked Mrs. Curtin, Mrs. Clar, and the kindergarten staff who greeted the families.
- e) The Perron Family Fund Raising event to support a family who had a fire in their home was a success. Thanks to Mrs. McNeil for organizing the event.
- f) Academic testing is scheduled for the New Hampshire State Assessment, NWEA, DIBELS, and DRA reading assessment. This can be a stressful time for students and the staff is working to spread things out and minimize the assessment fatigue that can occur.
- g) A review of end of year activities was discussed.

Mrs. Adams inquired about creating a visit to the public library, Town Hall, Fire Department, Police Department and the Historical Society from PES as a walking field trip.

Mrs. White responded that the third grade is doing the walking tour of Pittsfield downtown.

Mrs. Goggin spoke to summer reading challenges for students and coordinating those efforts with the public library.

VII. PITTSFIELD MIDDLE HIGH SCHOOL- Mrs. Brown

- a) Class of 2024 update indicates that 30 of 39 students in the 2024 cohort are expected to complete graduation requirements. Three students from the 2023 cohort should complete graduation requirements. Of the ten students not graduating, six are returning for a fifth year and three are working toward completing the HIsSET. Updated from Mrs. Brown that an additional student will be graduating creating a 77% graduation rate.

- b) Mrs. Caravella, School Nurse, is offering CPR classes for staff on Wednesday. She has also coordinated a training for juniors and seniors on Wednesday May 15
- c) PMHS is partnering with Carried Away NH of Concord to offer a school based cavity prevention and treatment program May 13-17
- d) The twelfth annual Exhibition of Student Learning is scheduled for later this month. Students are given the opportunity to demonstrate problem-solving and critical thinking skills in various formats that students choose. A schedule will be provided later in the month.
- e) Senior events have been scheduled:
 - i. Class trip- May 19 through May 21
 - ii. Senior Awards Night- June 7 at 7p.m.
 - iii. Commencement- June 8 10 a.m.
 - iv. Other events are listed in the Board packet.

Mr. Nilsson inquired as to whether the additional senior graduating student is coming from students taking the HiSET or the returning students. Mrs. Brown clarified that it is from the students returning for a fifth year.

Mr. Gauthier inquired as to whether the District is still being monitored relative to graduation rates.

Mrs. Brown clarifies that we are and the average number the DOE is looking for is at least 72% graduation rate.

Mrs. Adams will give remarks at commencement.

Mrs. Goggin cannot attend awards night.

Mrs. Adams, Mr. Gauthier and Mr. Nilsson can attend Awards Night to present awards. Scripts will be sent to Board members.

Mr. Gauthier inquired regarding the letters to parents who are doing VLACS and if students are meeting deadlines. Mrs. Brown indicated that with some minimal exceptions, the work will be done.

Mr. Nilsson wants to clarify that graduation is June 8, not June 10.

Mrs. Goggin commends the staff for working with the three students to complete requirements as fifth-year students.

Mr. Gauthier said that these are good examples for students who are returning next year.

VIII. SUPERINTENDENT OF SCHOOLS-BRYAN LANE

- a) A list of open positions was described and contracts are to be signed by the Board chair at the meeting. An additional Special Education teacher position is open at PMHS with the resignation of Nora Jones.
- b) The Administrative Leadership Team met on May 23. A focus on a multi-tiered system for student support will be an emphasis in the coming year.
- c) The Superintendent has requested that the DOE give the District a one- year extension for the Food Service contract with Fresh Picks for the 2024-25 school year.
- d) The PES staff is requesting that the Board approve the use of the Houghton-Mifflin, Harcourt reading curriculum. The six-year cost for the program is approximately

\$118,000. \$75,000 has been approved through the ESSER III grant that expires in September of 2024. Approximately \$28,000 for professional development will be put into the Title II grant with \$12,000 from the 2023-24 grant and the rest from the 2024-25 Title II grant. The remaining portion will be put into the Title I Grant for 2024-25 if the Board approves the request.

Mr. Robinson inquired as to the licenses being transferable and what if there is a need for additional licenses.

- i. Presentation of the Reading Curriculum- Mrs. White and Mrs. Davis
 1. Statistics of reading deficits
 2. Science of reading- Mrs. Goggin defines what is in Foundations
 3. Comprehensive reading instruction
 4. Evidence based reading assessments
 5. Challenges for advanced students
 6. Process of selecting a program
 7. Professional development
 8. Data driven Instruction
 - a. Mr. Robinson inquired about comparison of data from different vendors. HMH has the highest level of student growth.
 9. Multi-tiered instructional support
Mr. Nilsson asked for clarification on multi-level instruction. Mrs. White and Mrs. Davis describe the spiraling of teaching.
 10. Flexible learning pathways
 11. Culturally responsive materials
 12. Five pillars of reading
 - a. Phonemic awareness
 - b. Phonics
 - c. Fluency
 - d. Vocabulary
 - e. Comprehension

Mrs. Goggin asked about sixth grade availability. Mr. Lane clarified that for the time being it is grades K-5.

Mrs. Goggin asked about texts being available on-line vs. books. Mrs. White described that there is the option for a teacher use technology as a tool not as the basis for instruction.

Mr. Robinson asked how this would work for implementation for all grades at one time. Mrs. White describes the flexibility to differentiate to multiple grade levels to meet students where they are. Mrs. Goggin describes the benefit of a full immersion program.

Mrs. Goggin asks when the flexibility will happen. Mrs. White describes that the teacher will have reading groups within a given class along with WIN time and Title I resources.

Mrs. Goggin has a concern of how much the professional development would be effective for teachers. Mrs. White tells the Board that additional training can be accessed as it is needed. Some staff are currently going to professional development on the brain activity of how students learn to read.

Motion to approve the request for the reading curriculum made by Mrs. Goggin
Second by Mrs. Adams

Mr. Robinson inquired as to whether the grant will be in line with required procedures from the federal government. The Superintendent indicates that the process of approval from the DOE has already occurred and the procedures required have been followed. Mr. Nilsson inquired of Mrs. Brown whether or not the reading program will help the middle high school. Mrs. Brown responded, "definitely"

Vote 5-0 to approve the motion

- e) All grants are up to date.
- f) The financial audit of the 2022-23 school year will begin later this month.
- g) The Financial report indicates that the estimated fund balance for the current budget will be \$104,495. The Superintendent is requesting that the Board approve a budget transfer in the amount of \$45,000 to move the expenditure out of the General Fund and into the ESSER III grant. There is also an estimated \$50,000 in salaries and benefit for para-educators that will not be expended but is still encumbered. The Superintendent requested permission to submit proposals for end of year spending that will still remain within the budget for 2023-24

Mrs. Adams inquired as to whether or not this can wait until after the audit. The Superintendent explained that while it can wait and the District can be reimbursed, this creates an issue for auditing purposes if the DOE comes to look at the expenditures for the grants. If the issue is not resolved by the end of June, the remaining funds will be coming from the General Fund and this will affect the fund balance.

Mr. Nilsson suggests bringing both the encumbrance reports from the general fund and the grant funds to demonstrate how the budget transfer will be done.

Motion to table the budget transfer to the next meeting made by Mr. Robinson.
Mr. Nilsson seconded the motion

Vote 5-0 to table to motion

IX. SCHOOL BOARD

a. CPR as a graduation requirement

Mr. Robinson described the advantages of having students go through CPR training as well as AED training. He specified that even though the training may need to be redone after two years, the experience will be good for students and potentially save lives.

It was discussed that this could become part of the health curriculum. The Superintendent has a concern about how documentation will occur if this is a requirement for graduation and what would be done to accommodate students who transfer in after having taken health.

The Superintendent suggests that the matter be brought to the PMHS administration for consideration and to return with possible plans at the next Board meeting.

- b. First reading of policies
 - 1. GBA- Equal Opportunity Employment
 - 2. GBE- Staff Rights and Responsibilities
 - 3. GBEA- Staff Ethics
 - 4. GBEAB- Mandatory Code of Conduct Reporting
- c. Second reading of policies
 - 1. EFD- Access to School Provided Meals
 - a. Change Dean of Students to Superintendent of Schools
Motion to accept as amended by Mr. Gauthier
Second by Mrs. Adams
Vote 5-0 to approve the motion
 - 2. EH- Public Use of School Records
 - a. Tabled to the next meeting to see if Cybersecurity should be in this policy or does it exist somewhere else?
 - 3. EHB- Records Retention and Disposition Schedule
 - a. Tabled to the next meeting to bring additional information to determine if there are RSA's or other requirements.
 - 4. EHB-R- District Records Retention Schedule
 - a. Tabled to the next meeting to bring additional information to determine if there are RSA's or other requirements.
 - 5. EBCB- Fire Drills
 - a. Tabled to the next meeting to bring additional information to ensure the District is meeting expectations from the state and the Fire Department.

X. Committee Assignments

The Board discussed and assigned committee assignments as follows:

- a) Budget Committee- Mrs. Adams and Mr. Robinson
- b) Drake Field and Facilities- Mr. Gauthier
- c) Negotiation- Mrs. Goggin and Mr. Robinson
- d) Legislation- Mrs. Adams
- e) Foss Family Foundation- Mrs. Adams through June 2024. Mr. Nilsson for the coming school year
- f) Public Relations- Mrs. Goggin

Motion to approve committee assignments made by
Second by

Vote 5-0 to approve the motion

XI. PLAN FOR NEXT AGENDA

- a) Tabled policies
- b) Cyber security policy
- c) Budget Transfer
- d) CPR as a graduation requirement
- e) Open enrollment decision and Primex

f) Retirement celebration for Pam Miller

XII. BOARD COMMENTS

Mr. Gauthier inquired about the Open Enrollment decision by the State Board of Education. The Superintendent has no information at this time.

Mrs. Goggin suggests that this as well as the issue with the Primex claim be brought to the next meeting.

XIII. PUBLIC INPUT

Mrs. Baggaley- nonresident, expressed her support for our athletic program and in particular the softball program. She detailed the dedication of the coaching staff and their good deeds. She requests that the Board not look at just winning when evaluating the program, but the positive effect on students.

Mrs. Adams inquired as to the impetus for Mrs. Baggaley coming to the meeting. Mrs. Baggaley just wanted to highlight the positives in case there were any concerns raised.

XIV. NON-PUBLIC SESSION

Motion to go into a non-public session made by Mrs. Adams at 8:38
Seconded by Mr. Robinson

Roll Call Vote:

Mr. Nilsson- Yes
Mr. Robinson-Yes
Mrs. Goggin- Yes
Mr. Gauthier- Yes
Ms. Adams- Yes

Personnel issue discussed- no action taken

Motion to exit non- public made by Mr. Nilsson at 9:58
Seconded by Mr. Gauthier

Vote 5-0 to approve the motion

XV. ADJOURNMENT

Motion to adjourn made by Mr. Robinson to adjourn
Seconded by Mrs. Goggin

Vote 5-0 to approve the motion at 9:59