

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

PITTSFIELD SCHOOL BOARD MINUTES

Pittsfield School Board Meeting August 15, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Sandra Adams- Chair Person
Molly Goggin- Vice Chair Person
Tim Robinson

OTHERS PRESENT: Bryan Lane- Superintendent of Schools
Derek Hamilton- Principal PMHS
Members of the Public

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

II. ACTION ON AMENDED AGENDA

Mrs. Adams- Posting Approval Minutes to the Pittsfield School Website, updating approved calendar for 24-25 website, SAU job descriptions.
Mrs. Goggin- Update of Open Enrollment issue.
Mr. Hamilton- Changes to the staff and student, family handbooks.

Motion to accept the amended agenda made by Mrs. Goggin
Second by Mr. Robinson

Vote 3-0

III. APPROVAL OF MINUTES of July 18th and August 1, 2024

Mrs. Adams- Review of July 18th, roman numeral one, Mrs. Adams called the Page 1- adjust items to past tense
Page 2- session just for the past tense, roman numeral seven, nice to have other people to talk to other people who are dealing with so many situations. Question mark after Mr. Robinson.
Mrs. Goggin- Page 2 First sentence, overseeing should be one word, not two.
Board Committees- fix bolding of letters

Motion to accept the amended agenda by Mr. Robinson
Second by Mrs. Goggin

Vote 3-0

Mrs. Adams- Review of August 1st, tabled. No motion required.

IV. PUBLIC INPUT

Leslie Vogt makes a request to update posting of minutes on the website.

V. STUDENT REPRESENTATIVE- Not Present

VI. SUPERINTENDENT OF SCHOOLS- Bryan Lane

The Superintendent provided a hiring summary. The open positions are now a reading specialist, music teacher at PMHS. The District still has a surplus in 2024-25 of just over \$71,000. There has been \$23,600 of the funds for the contracted service case manager were moved into a grant.

All Free and Reduced Lunch forms have been distributed to Parents, through email. The forms are also available in the school buildings, and Mr. Lane has placed a call to parents making them aware and will be doing another call as a reminder. Mr. Lane estimates that probably by the first day of school we'll be up around 48% to 50% by the first three to four weeks of school.

The Superintendent, stated that the business office has reconciled all the months except with the exception of June. Because there is one outstanding issue, the salary issues have been resolved as well. Mr. Lane has recently sent emails to staff members explaining their accruals for vacations and sick time.

VII. SCHOOL BOARD

PMHS STUDENT/PARENT HANDBOOK

Mr. Hamilton proposed changes in the family handbook to include
Repeal of requirement for graduating seniors to fill out the FAFSA
Personal Finance requirement
CPR instruction
Honor roll recognition twice per year
Change in requirement for physical exams for athletics
Attendance policy with GPA consequences Portable
devices

Motion to accept the changes made by Mrs. Goggin
Second by Mr. Robinson

Vote 3-0

PES PARENT STUDENT HANDBOOK

After staff persons reviewed the handbook, Mrs. White proposed changes to the following topics

Acceptable Use
Service Animal
Assignment of Children to Classes
Attendance, Absence, and Truancy
Notification of Absences
Bicycles, Scooters, Skateboards
Cancellation of School, Delayed Openings,
Cell Phone
Discipline/Student Support
Field Trips
Guidance Services
Physical Education
Pledge of Allegiance
PTO
Public Solicitation
Questions and Concerns"
Recess
Report Cards and Parent/Guardian-Teacher Conferences
Retention in Grade: State Testing Program Supplies.
Tardiness
Telephone Use
Visitors to School
Volunteers

Motion to accept the amended agenda by Mrs. Goggin
Second by Mr. Robinson

Vote 3-0

Policy First Reading

EGA- School District Internet Access for Students
IMGA- Service Animals
JIJFA- Wellness
IJOA- Field Trips and Excursions

Policy Second Reading

AC- Nondiscriminatory/Equal Opportunity and Affirmative Action
Mr. Robinson make a motion to accept the policy, second by Mrs. Goggin
Mrs. Adams- Add approval date
Mr. Robinson amends his motion by adding the date of approval the
language "Pittsfield School District Non-discrimination Plan"
Second by Mrs. Goggin
Vote 3-0 to approve the motion

ACAA- Harassment of Students
Superintendent recommends adding the approval date

Mrs. Adams inquired as to whether or not we have a weapons policy, the Superintendent responded yes
Mr. Robinson inquired as the definition of a “confidential employee”. The Superintendent responded that the definition is in an upcoming policy ACAA- R2 but it refers to staff who can discuss confidential issues.

Motion to accept the policy as amended by Mrs. Adams
Second by Mrs. Goggin

Vote 3-0 to approve the motion

ACAA-R1- Student Discrimination and Harassment Complaint Procedure
The Superintendent recommended adding the date of approval.
Mr. Robinson inquired as to any affect from the CBA, the Superintendent that is covered in the staff policy coming up.
Mrs. Goggin inquires if “practicable” is a word.

Motion to accept the policy as amended by Mrs. Goggin
Second by Mr. Robinson

Vote 3-0 to approve the motion

ACAA- R2- Student Sex Discrimination/Harassment Complaint Procedure-Tabled

ACAB- Harassment of Employees
Mrs. Adams recommended adding the approval date

Motion to accept the policy as amended Mrs. Adams
Second ^{by} Mr. Robinson

Vote 3-0 to accept the motion

ACAB-R1- Staff Discrimination and Harassment Complaint Procedure
The Superintendent recommends adding the approval date.
Mrs. Adams- Correct email address for Krystal Santos

Motion to accept the motion as amended by Mrs. Goggin
Second ^{by} Mr. Robinson

Vote 3-0 to approve the motion

ACAB-R2- Staff Sex Discrimination and Harassment Complaint Procedure

Mrs. Adams inquired if there were many changes from the previous policies. The Superintendent responds changes revolve around reporting and separating the definition of harassment and sexual harassment. Mrs.

Adams noted that page 1 Human Rights Officer instead of Human Resource.

Motion to accept the policy as amended made by Mrs. Adams
Second by Mr. Robinson

Vote 3-0 to approve the motion

JIE- Pregnant Students

Mrs. Adams recommended adding the approval date.
Mrs. Adams recommends adding under notification to provide policy AC and put the title of AC in the text, noted it was in the cross references, not change.

Motion to accept the policy as amended by Mr. Robinson
Second by Mrs. Goggin

Vote 3-0 to accept the motion

JLF- Reporting Suspected Child Abuse or Neglect- Tabled

JLF-R- Reporting Suspected Child Abuse or Neglect Procedure- Tabled

JH- Attendance, Absenteeism and Truancy

Mrs. Adams notes that the policy was discussed at the last Board meeting and items in italics represent the changes

Motion to approve the policy Mr. Robinson
Second by Mrs. Adams

Vote 3-0 to approve the motion

Mrs. Adams noted that the District Calendar needs to be changed to reflect September 28 us early release instead of September 25.

Mrs. Adams noted a need to update minutes and agendas on the website.

Mrs. Vogt spoke to the audit that is being done. There is a concern that there is not a projected due date for completion and that not all information needed has been provided do the auditors. This raises the concern that the Board will not have all the information by the time the budget process is moving forward. She hopes that there is a projected submittal date by the auditors by the next Board meeting. The Superintendent will reach out to see what information is needed.

Mrs. Adams requested an update to the job descriptions for SAU Staff. Mrs. Adams did locate job description for the administrative assistant and the

business manager. The Board had a draft of the one for the Superintendent. The Superintendent will bring drafts to the next meeting. There is need for a job description for the Director of Student Support Services.

VIII. Committee Assignments

- a) Budget Committee- None
- b) Drake Field and Facilities- Discussion of the events of Old Home Days
- c) Negotiation- Meeting set for August 26
- d) Legislation- None
- e) Foss Family Foundation- None
- f) Non-Public Mrs. Goggin mentioned that she wanted to get back into posting information using the Pittsfield Post. Facebook page is not something to begin due to the issues that can arise. Possibility of using the District Facebook page. Mrs. Goggin feels it is important for the Board to have a separate voice.

IX. PLAN FOR NEXT AGENDA

Policies for Title IX
Policy for Attendance
Policy for Reporting of Child Abuse and Neglect
Policy CBI- Evaluation of the Superintendent
Update on Open Enrollment issue
August 1 minutes
Job descriptions
Audit Update

X. BOARD COMMENTS

Mrs. Goggin noted her appreciation of the involvement by Mrs. Vogt and Mrs. Wolfe.

XI. PUBLIC INPUT

XII. NON-PUBLIC SESSION 193A (a) at 7:11

Motion to enter non-public by Mr. Robinson
Second by Mrs. Adams

Roll Call Vote
Mr. Robinson- Yes
Mrs. Goggin- Yes
Mrs. Adams- Yes

Personnel issue discussed; no action taken

Motion to exit Non-Public session made by Mrs. Goggin Second
by Mr. Robinson

Vote 3-0 to accept the motion

XIII. ADJOURNMENT

Motion to adjourn made by Mrs. Adams
Second by Mr. Robinson

Vote 3-0 at 7:43 p.m.

SUBMITTED BY Krystal Santos- August 31, 2024