

MINUTES OF THE PITTSFIELD SCHOOL BOARD
STATE OF NEW HAMPSHIRE
SCHOOL ADMINISTRATIVE
UNIT #51
PITTSFIELD SCHOOL BOARD MINUTES
Pittsfield School Board Meeting October 3, 2024
Pittsfield Middle High School

MEMBERS PRESENT: Sandra Adams- Chairperson
Molly Goggin- Vice Chairperson
Tim Robinson
Eric Nilsson

OTHERS PRESENT: Bryan Lane- Superintendent of Schools
Kristen White- Principal PES
Derek Hamilton- Principal PMHS
Melissa Hamilton- Asst. Principal PMHS
Charlene Vary- Director of Student Support Services
Members of the Public

I. Mrs. Adams called the meeting into session at 5:34p.m. and led the Pledge of Allegiance.

II. ACTION ON AMENDED AGENDA

Mr. Nilsson- MS-25 and Internet/Phone service supplier

Mr. Lane- Budget Documents and Repair needed on hot water heater at PMHS

Motion to accept the Amended Agenda made by Mrs. Goggin

Second by Mr. Robinson

Vote 4-0

III. APPROVAL OF MINUTES- August 1, 2024

a. Page 1- Past tense on when Mr. Nilsson arrived

b. Letter A- Change "leads" to led, change is called to was called

c. Letter B- Correct spelling of Amended

d. Letter E- Add to list of concerns, "Alcohol usage increase."

e. Page 3- Second paragraph correct spelling of "council"

f. Page 4

i. Policy ACAA-R2 should read "Student Sex Discrimination..."

ii. Policy ACAB should read "Harassment of Staff"

iii. Policy ACAB-R1 should read "Employee Discrimination..."

iv. Policy ACAB-R2 should read "Employee Sex Discrimination..."

v. Letter L- Correct spelling of "next"

Motion to accept the minutes as amended by Mrs. Adams

Second by Mr. Nilsson

Vote 3-0-1

APPROVAL OF MINUTES- September 19, 2024
Eliminate extra numbers on Page 6

Motion to accept the minutes as amended by Mr. Nilsson
Second by Mrs. Goggin

Vote 4-0

Mrs. Goggin inquired as to the possibility of creating longitudinal cohort data for student enrollment. Board discussed the benefits of providing this information on an annual basis. The Superintendent will generate the data from recent years to provide an example for the Board.

IV. PUBLIC INPUT ON AGENDA ITEMS- NONE

V. STUDENT REPRESENTATIVE- NONE

VI. PES PRINCIPAL REPORT- Kristen White

- a. Welcoming Mr. Hodsdon- There will be a meet and greet with the staff as well as a time for parents to meet Mr. Hodsdon on October 10. A letter went out from Mr. Hodsdon to parents introducing himself. He begins his employment on October 7.
- b. NWEA Testing- The students took the assessment earlier than in previous years. The assessment is linked to the HMH reading program. A technical problem did not link the data automatically but staff is working to align the results with the program. Students on the assessment had some regression from last spring.
- c. HMH Update- The staff has fully accepted the HMH program and is working collectively to implement it with fidelity. On October 11, there will be a full day workshop for the reading program. There were some issues in getting students on board with the advanced assistance program "Read 180" but they have been resolved.
- d. Summer 10 Week Challenge- The "summer slide" program had limited participation but those who did provide good feedback. The students and families who participated were enthusiastic about the program which culminated with a kick ball game that was enjoyed by all and envied by those students who did not participate.
- e. Calendar of Events- the list was available to the Board and the addition of Fire Safety Visits on October 10.

VII. PMHS PRINCIPAL REPORT- Derek Hamilton

- a. The site council is electing new members to fill four open positions.
- b. College Board Testing- On October 24 the students will be taking the PSAT and SAT. This is not the state assessment tests; those are given in the spring. This is an opportunity for students to experience the college board assessments and for seniors to have a second assessment to improve their scores for college applications.
- c. College Fair- The New Hampshire College and University Council hosted a college fair on September 27. Thirteen area colleges sent representatives for students to meet with in an environment that was comfortable for our students.
- d. Co-Curricular Fair- This event was brought back to give students a better understanding of the activities that are available. Thirteen clubs along with representatives of the

Pittsfield Youth Workshop were present for students to gather information about. The Drama Club is holding auditions for the one-act play and representatives from the state chess organization came to school to meet with students.

- e. Gear Up Program- The program did not start right away due to the need for a new “navigator” to be hired. Students in grade 7 and 8 attended a presentation to know more about the program and what to expect.
- f. NEASC Report- The New England Association of Schools and Colleges (NEASC) sent a letter to Mr. Hamilton as the first progress report. The letter stated four areas of commendation including:
 - i. Creation of clear goals for school improvement
 - ii. Development of a comprehensive school improvement plan
 - iii. The reflection of administration and staff on the school improvement plan
 - iv. Establishment of a calendar for professional development for the school improvement plan
- g. NHED Assessment and Accountability Conference- Mr. Hamilton and Mrs. Brown attended the two-day conference. The focus was on using data to determine academic progress for students. As a school who has come off of CSI status, our administration gave a presentation on what was done to improve our status with the DOE.
 - Mrs. Goggin commended our administrators for presenting and the school’s efforts on moving out of CSI status.
 - Mr. Nilsson requested clarification on CSI, Comprehensive School Improvement.
- h. Professional Development- Mr. Hamilton went over the Professional Development calendar. The focus will be on the School Improvement plan focusing on:
 - i. Advisory Program
 - ii. Attendance and Behavior Acknowledgement Team
 - iii. MTSS-B Tier I
 - iv. Vision of the Learner Team

VIII. SUPERINTENDENT’S REPORT- Bryan Lane

- a. MS- 25- The Superintendent submitted the document that is a financial summary of the 2023-24 school year to the DOE on Monday September 30 as required. It was a complicated process aided by the Finance Manager and representatives of the DOE. The document was provided for signature to the Board.
 - i. Mr. Nilsson asked for clarification on the section regarding debt services considering statements by the School District Treasurer regarding financial issues in the District. The Superintendent clarified that the debt section was in regard to bonds that would have been voted on by the Town.
- b. Unexpended Fund Balance- The expended fund balance for 2023-24 was \$75,273.64. Half of this amount, \$37,636.82 will be put into the District’s reserve fund and half will go to the town to adjust the tax rate from the approved budget.
- c. 2025-26 Budget- The Superintendent provided documents for the Board including a line item budget and a summary of all accounts. The draft budget presented was a 12.8% increase in the amount of \$1,410,282. The majority of the increase was in the area of special education, in part due to three students who are in out-of-district placements moving into the District averaging expenditures of over \$200,000 each. The administration will be going over the budget to determine if there are areas of reduction as well as investigating reducing some of the transportation costs for Special Education.

Mr. Robinson inquired if there were any funds that would could be used to offset increased cost. The Superintendent indicated that there had not been enough time or complete information to develop a revenue assessment but that would be coming as soon as possible.

- d. Financial Meeting- A meeting was held on September 30 to discuss the financial issues the District is dealing with in regard to cash flow. Kevin Kennedy, an accountant, volunteered his time to go over reports provided by the Financial Manager. The conversation was complex in nature and the recommendation of Mr. Kennedy was to run financial reports from the last two years to determine if the situation began at that time. Mrs. Adams was present in the meeting and she thanked Mr. Kennedy for his time and his counsel.
- e. Open Enrollment Case- The Superintendent had provided an email from legal counsel prior to the Board meeting indicating that at that time she was waiting for information from the court. The Superintendent received information on October 3. Atty. Loughman sent a draft of a document to respond to the court's inquiry regarding two facets of the case, standing and mootness. The draft contained language to address these issues. The Board requested to see a copy of the document that would be sent to the court prior to its release. The Superintendent indicated he would communicate with the Atty. Loughman the next day and get the document to the Board as soon as possible.
- f. Boiler Repair- The Superintendent reported to the Board that the hot water heater that provides hot water to bathrooms, the nurse's office and the Family and Consumer Science classroom was not repairable. A document was provided to the Board indicating that the cost to repair the boiler would be \$31,300 plus \$2,100 labor costs due to the specifications of the tank and the need to replace the 20-year-old oil fired burner. The Superintendent suggested that the funding for this repair could come from the Capital Reserve Fund. Mr. Nilsson inquired as to the possibility of installing a propane instead of gas fired as well as the need for having bids from at least three vendors. Mr. Robinson agreed. Mrs. Goggin agreed with the need to have bids but also understood the immediacy of the need to repair the boiler. The Board came to the consensus that there was a need to deal with this as quickly as possible. The Superintendent will get multiple bids to the Board early in the coming week so a decision can be made as soon as possible.

IX. SCHOOL BOARD

- a. Policy First Reading
 - i. DBI- Budget Implementation
 - ii. DJ- Purchasing
 - iii. GBJ- Personnel Records
 - iv. GBJ-R- Personnel Records
- b. Mr. Nilsson inquired as to who the District provider for internet and phone service was as well as if we were in a long-term contract in an effort to reduce expenses. The Superintendent indicated that he would reach out to the Technology Director to find out the information and report back to the Board.
- c. A lengthy conversation occurred regarding the possibility of using funds from Capital Reserve Funds to satisfy the cash flow problem. Erica Anthony, School District Clerk, helped to clarify that it was her understanding the Capital Reserve Funds could only be used for their stated purpose in the Warrant Article that established them. The Superintendent will inquire with legal counsel as to determine if a vote could be taken

by the citizens of Pittsfield to release the funds from a Capital Reserve Fund to add cash to the District accounts to deal with the cash flow and deficit issue.

X. PLAN FOR NEXT AGENDA: October 17, 2024

a. Policies from August 1

- i. KCD
- ii. KM
- iii. KE
- iv. IC

b. Second reading policies

- i. DBI- Budget Implementation
- ii. DJ- Purchasing
- iii. GBJ- Personnel Records
- iv. GBJ-R- Personnel Records
- v. IJOA- Field Trips and Excursion
- vi. IKE- Graduation Requirements

c. Capital Improvement Plan

XI. BOARD COMMENTS: None

XII. PUBLIC COMMENT

- a. Erica, School District Clerk, informed that Board that with the resignation of Gerard Leduc, she has named Jack Marston as the Interim Moderator for the School District.

XIII. ADJOURNMENT

Motion to adjourn made by Mr. Robinson at 7:47 p.m.
Seconded by Mrs. Goggin

Vote 4-0 to approve the motion

Submitted by: Krystal S. 10/7/24

Commented [BL1]:

Commented [KS2R1]:

Commented [KS3R1]: