SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street Pittsfield, New Hampshire 03263
Dr. Erik Anderson, Principal, PMHS Phone: (603) 435-6701
Dr. Tim Herbert, Superintendent Phone: (603) 225-0811

DRAFT MINUTES

Pittsfield School Board Meeting

August 6, 2026

Meeting Information

> Date: 2026-08-06
> Location: PMHS Media Center
> Board Members: Sandra Adams, Chair; Molly Goggin, Vice Chair; Tim Robinson, Adam Gauthier, Becky Berk.
>
> Administrators: Dr. Tim Herbert, Superintendent; Dr. Erik Anderson, PMHS Principal; Melissa Brown, PMHS Assistant Principal; Jerry Gregoire, PES Principal; Jack Dunn, District Business Administrator; Bridget Edinger, Administrative Assistant
>
> Members of the public: Terry Jones, Debbie Vintinner, Beth Colon-Page, William Rupp, Sam Daigle
>
> Meeting Notes
>
> CALL TO ORDER and PLEDGE OF ALLEGIANCE led by Sandra at 5:34 p.m.

- **Topic Title: Agenda Amendments and Additions**
    - Several participants requested agenda additions (Drake Field, need for non-public, parent-student handbook focus, financial updates).
    - Mention of adding a request for using Drake Field for Kingdom to the Counties Event and inviting back the trades group presentation.
    - Announcement of the Mount Washington lighting event on September 9, 10, and 11 from 8 p.m. to 3 a.m. commemorating 9/11.

- **Conclusion:** On a motion made by Becky and seconded by Adam, the amended agenda was approved. 5-0.

- **Topic Title: Approval of Minutes (Public and Non-Public)**
  - A motion was made by Becky and seconded by Molly, to approve the July 2, 2026 minutes as written; no substantive corrections except a typo where two seconds were listed.
  - Clarification made: correct second recorded; Adam abstained on one vote. Motion passed 5-0.
  - A motion made to approve the non-public July 2 minutes was made by Becky, seconded by Molly. Motion passed 4-0-1 with Adam abstaining.
  - A motion to seal the July 2 non-public minutes was made by Sandra, seconded by Molly. The motion passed 5-0.

- **Topic Title: Financial Update shared by Jack Dunn, Business Administrator**
  - **FY26 Closing and FY27 Operations**
    - The district is still working to close out the Fiscal Year (FY) 2026 budget due to items needing cleanup.
    - Check runs for FY26 were completed on 2026-06-30; FY27 check runs were completed on 2026-08-05 and 2026-08-06.
    - Payrolls have been processed for 2026-06-05, 2026-06-19, 2026-07-03, 2026-07-17, and 2026-07-31.
  - **State Reporting Extension**
    - An extension will be filed with the state for the DOE 25 report, moving the deadline from September 1st to September 30th to ensure accuracy.
  - **Financial System Transition and Support**
    - The team is learning a new system for payroll and financials with vendor support from Tyler unavailable until September.
    - A Business Analyst from another district was contracted for training.
    - Avery’s transition support for payroll may need to be extended beyond August 28th.
  - **Bank Accounts and Vendor Payments**

        - There is currently 1.7 million in the general fund account, but the total FY26 balance is unknown since not all bills have been identified and paid at this time.
        - The team lacks access to three other bank accounts (reserve, grant, and another) and has requested it.
        - One open credit card was canceled; two new Pittsfield cards were issued.
        - The team is working to set up vendors properly for credit card payments.

- **Topic Title: Superintendent's Legislative Update**
    - Approximately 57 school-pertinent legislative items were identified, with varying effective dates.
    - Highlighted HB 1575: municipal budget committee sets default budget; a meeting is planned to educate the Budget Committee on budget components.
    - HB 1300, establishing a mandatory warrant process for a local tax cap on the federal election ballot, passed on July 15.
    - The Concord-Pittsfield SAU partnership and contract for administrative services is seen as trailblazing by the Department of Education.
    - The board was encouraged to consider actively championing legislation that could be introduced in the next legislative session.
    - **Conclusion:** Legislative review and policy alignment work is ongoing; meetings with the budget committee are planned.

- **Topic Title: HB 1807 Public Meeting Notices Requirement**
    - It was clarified that public meeting notices must be posted in three different physical places (e.g., public library, town hall, school buildings) but not required in three different formats.

- **Topic Title: Policy Committee Progress and Agenda**
    - Next policy committee meeting is set for August 13 at 4:15 p.m.
    - Work is ongoing to compile and cross-reference all Pittsfield policies (estimated total near 600) with NHSBA recommended policies using an Excel file.
    - Concern was raised about missing foundational policies from older years (e.g., 1998) not on the website; a request was made to borrow an old policy binder for verification.

- **Conclusion:** The team will use the Excel list and NHSBA to identify gaps and bring recommendations to the policy committee.

- **Topic Title: Policy Review: First and Second Readings**

  - **First Reading - JICA (Student Dress Code):** A discrepancy was noted between the proposed policy and the student handbook, which will need to be aligned. Policy was last reviewed November 15, 2025.
  - **First Reading - IHCD (Advanced Coursework):** Policy will be reviewed on August 13, 2026, by the Policy Committee to add clarity regarding financial responsibility and processes for taking courses in other districts.
  - **First and Second Reading – JFABA - F (Open Enrollment Application):** With a motion made by Adam, seconded by Becky, the Form was approved in a 5-0 vote.
  - **First and Second Reading JFABA – M Capacity Resolution –** Becky made the motion, seconded by Tim to approve. Motion passed 5-0. (see details below for numbers approved.
  - **IHBA (Programs for pupils with disabilities):** Adam made the motion, seconded by Molly to approve for second reading. Motion carried 5-0.
  - **IHBA-R1 (Notice of parent/student rights, Section 504):** On a motion made by Becky, seconded by Molly, this was approved for second reading with a 5–0 vote, with clarification to use titles instead of names for contacts.
  - **IHBAA (Evaluation requirements for specific learning disabilities):** Approved for second reading on a motion made by Becky, seconded by Molly. Motion passed 5–0.
  - **JFABA(R) (Open Enrollment Procedures):** Becky made the motion, seconded by Adam to approve for second reading. Motion passed 5–0.
  - **SECOND READING of BCB (Board Member Conflict of Interest):** On a motion made by Adam, seconded by Molly to approve. Motion passed 5-0 and will be issued to new members alongside the Code of Ethics.
  - **Policy Committee Minutes Date Error:** A date on the policy committee minutes page showed “November 15th, 2028” as last reviewed; flagged for correction to 2025.

- **Topic Title: Open Enrollment Policy and Capacity**

  - **JFABA-M Capacity Resolution:** A motion to approve the open enrollment capacity resolution with zero capacity for grades K–6 passed 5–0. High school and middle school seat capacities were also set (Gr 12: 4, Gr 11: 11, Gr 10: 12, Gr 9: 20; Class of 2031: 2, Class of 2032: 6).

- **JFABA -R Sample Letters:** Three sample letters (acceptance, denial, waitlist) were approved on a motion made by Adam seconded by Molly for first and second reading. Motion passed 5–0.

- **Topic Title: Parent-Student Handbook (PMHS) Draft and Review**
  - Substantive updates include adding differentiated diplomas and policy references. Hyperlinks to policies were temporarily removed due to website update issues.
  - The board delayed the approval of the new handbook until the September meeting to allow for a more thorough review.
  - The current draft is missing legally required information (RSAs) on bullying, cyberbullying, and harassment procedures.
  - **Conclusion:** The school will operate under the previously approved handbook. The administration will revise the draft to include missing legal requirements and address board feedback for the September meeting.
- **Topic Title: Cybersecurity and IT Status Update**
  - Sam Daigle (Kennebunk Cyber Systems) offered to present the IT report, and the board agreed.
  - The district's cybersecurity posture is significantly better, with MFA and endpoint protection implemented for staff. An IT inventory is complete.
  - A plan is in place to decommission the end-of-life Active Directory.
  - **Priority Action Item:** 80–100 standard Chromebooks need to be ordered to meet student needs, using a portion of available funding across three lines totaling $132,000.
  - A website glitch is preventing recent updates from displaying correctly; a fix is in progress.

- **Topic Title: Safe Grant Projects Status**
  - The district received $299,000 in project approvals.
  - Work is underway: all locks rekeyed, external doors to be replaced, and emergency door arms to be installed.
  - The last contractor is expected to complete work by 08/31.
  - A reminder was given to update Knox lock keys with the fire department.
  - **Conclusion:** Projects are progressing toward completion by the end of August.

- **Topic Title: Crosswalk and Traffic Safety Near School**

- A meeting was held with the Pittsfield Public Works Superintendent about installing a crosswalk, a complex process requiring a formal proposal to the select board.
  - Interim safety measures (signage, staff presence) were discussed, with a need to follow up on authorization.
  - The current pickup routine was described, and clearer communication (maps, signs) to families and teen drivers was recommended.
  - The board will seek guidance from local police/safety officials.
  - **Conclusion:** Safety enhancements and a formal proposal will be pursued.

- **Topic Title: Elementary School Updates and Dismissal Process**
  - Administrators are reviewing the student dismissal process due to safety concerns about students walking in the parking lot while cars and buses are present.
  - The dismissal process will be evaluated before changes are made, with a goal to improve safety.
  - The custodial staff was praised for preparing the building.
- **Topic Title: Staffing and School Opening Coordination**
  - Administrators met to coordinate new teacher induction, mentoring, and staff return on August 26. An open house is scheduled for August 27 (5:30–7:00).
  - A “meet and greet” with the new elementary principal is planned for the evening of Tuesday, August 11, 2026.
  - Staffing vacancies remain for PE/Health teacher and reading specialist. Hiring is in progress for 6th and 3rd-grade positions.

- **Topic Title: High School Option Study Committee Update**
  - A report and questionnaire were sent to multiple districts to assess their capacity for receiving students, focusing on three options: keep students in Pittsfield, send them out, or a hybrid model.
  - Responses have been received from some districts, with sufficient data expected for review at the committee meeting on August 11, 2026.

- **Topic Title: Drake Field Update**
  - The recent balloon rally was a success with an estimated 12,000 attendees and no damage to the fields.
  - Joe Darrah and the Rotary Club were recognized for significant field improvements, including a nearly complete walking path and softball field.

- The board unanimously reaffirmed approval (5-0) for the Suncook Valley Rotary Club to move a utility pole, pending coordination with Eversource.
- A community member is seeking quotes (currently $94,000) and funding to redo the bandstand.

- **Topic Title: Facilities Use Requests**
    - **“End 68 Hours of Hunger”:** The board is considering allowing the program to use space in the SAU office. Legal counsel will provide a template for an MOU/lease agreement to be reviewed in September. Erik will look for the MOU with Head Start as a possible template.
    - **“Bring Back the Trades”:** The board is open to exploring sponsorships or grants for the group’s speaking engagement (fee starts at $1,000) without using district funds.
    - **“Kingdom to the Counties”:** The organization inquired about using Drake Field for a future event. The board will consider future requests on a case-by-case basis, ensuring policy neutrality and checking for scheduling conflicts.

- **Topic Title: MOU for Pittsfield Students Taking Advanced Classes in Concord**
    - Concord has a boilerplate MOU. The board will discuss rates in a non-public session.
    - **Conclusion:** Students will be enrolled in AP courses now, with the goal of codifying the MOU by the September meeting.

- **Topic Title: Strategic Planning and Board Goals**
    - A proposal was made to schedule an annual strategic planning meeting.
    - Preliminary goal topics include exit interviews, school safety, an ROTC program, mental health, and homework practices.
    - A request was made for last year’s strategic planning materials for new members.

- **Topic Title: Public Input and Community Acknowledgments**
    - A public records request from June 9 for senior graduation counts and postsecondary plans was discussed. The administration will locate and provide the data.
    - Public thanks were extended to local organizations for the “Stuff a Bus” event.

- **Topic Title: Parking Lot and Upcoming Agenda Items**

  - Items to be added to the September 3 agenda include policy updates (JICK, AC, ACR-2), the audit report, handbooks, MOUs, and legislative review.
  - An investment policy was added to the parking lot for annual review.
- **Topic Title: Motion to Enter Non-Public Session**
  - A motion to enter a non-public session was made by Sandra , seconded by Adam at 7:25 p.m. Motion passed with a roll call vote 5-0.
  - On a motion made by Adam, seconded by Molly to exit non-public at 9:04 p.m., the motion passed roll call vote 5-0.

The Board re-entered public session at 9:05 pm

- **Topic Title: Motion on Kindergarten Placement for Two Students**
  - A motion was made to vote on the kindergarten placement for two students.
  - The motion proposed approving their entry into kindergarten as previously discussed with the Pittsfield Elementary School (PES) principal.
  - Sandra made the motion, and Molly seconded it.
  - **Conclusion**: The motion passed with a vote of 4-1-0 with Adam opposed.
  -
- **Topic Title: Motion on Student Residency and School Attendance**
  - A motion was made regarding a student with new permanent residency in Pittsfield requesting to continue their attendance at school in Concord.
  - The motion proposed denying the request for the student to attend Concord schools.
  - Sandra made the motion, and Molly seconded it.
  - **Conclusion**: The motion passed with a vote of 5-0.

Adjournment

- A motion was made to adjourn the meeting.
- Molly made the motion, and Adam seconded it.
- **Conclusion**: The meeting adjourned at 9:08.

Minutes prepared and submitted by Becky Berk
August 7, 2026