SCHOOL ADMINISTRATIVE UNIT #51
23 Oneida Street
Pittsfield, New Hampshire 03263
Dr. Erik Anderson, Principal, PMHS Phone: (603) 435- 6701
Dr. Tim Herbert, Superintendent
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September 3, 2026 School Board Meeting
DRAFT meeting minutes

Meeting Information

Date: 2026-09-03
Location: PMHS Media Center
In Attendance:

Board members Sandra Adams, Tim Robinson, Adam Gauthier, Molly Goggin and Becky Berk

Administrators Dr. Tim Herbert, Jack Dunn, Dr. Erik Anderson, Melissa Brown, Jerry Gregoire

Members of the Public

Meeting Notes

- Topic Title: Opening, Introductions, and Manifests Review
    - Chair called the meeting to order at 5:31 pm. and welcomed all.
    - Reviewed completed payroll manifests and vouchers with dates: 6/5/26, 6/19/26, 7/3/26, 7/17/26, 7/31/26.
    - Manifests currently in front of the board still need signatures; no rush, members should read carefully.
- Topic Title: Agenda Amendments
    - Added “Old Home Day.”
    - Added “Inclement weather on early release days” based on an email suggestion from an educator.
    - Added voting to accept a $2,000 donation for the drama club.

- Added acceptance of a $2,000 donation from White Gate Investment for the coding program.
- Becky made a motion to approve the amended agenda, seconded by Molly. Passed 5-0.

- Topic Title: Approval of Minutes (Public and Non-Public) – August 6, 2026
  - Corrected spelling: Terri Jones with an "I."
  - Motion to approve public minutes made by Becky, seconded by Molly, passed 5-0.
  - Non-public minutes: discussion to remove an identifying word from subject number two; noted minutes will be sealed.
  - Becky made a motion to approve non-public minutes, seconded by Molly, passed 5-0. Motion to seal non-public minutes made by Becky, seconded by Tim, passed 5-0.
- Topic Title: Superintendent's Personnel Report and Nominations
  - New hires for board nomination:
    - Tess McMahon, Library Media Specialist, Master's step 0.
    - Chloe Shea, Elementary Teacher, Master's step 9.
    - Cadence Ward, Elementary Teacher, Bachelor's step 0.
  - Process closure for two existing new hires:
    - Eric Pascal and Morgan Smith: working without located signed contracts or nomination records; board was asked to vote to nominate.
  - Contract closure:
    - Daniel Bennett: nomination previously accepted; signatures required to finalize contract.
  - Resignations needing board vote:
    - Elizabeth Grecian (Student Services Administrator).
    - Kara McNevich (Library Media Specialist at Pittsfield Elementary School).

            - Amy Billado (Special Education Teacher at PMHS).
        - Teacher contract Article 23: $1,000 penalty for departures after July 15. Student services coverage:
            - Tobi Chassie (retired, returning) and Michelle Speckman (retired LEA from Concord) to provide part-time LEA services; Michelle to start late September/early October.
    - Actions:
        - Adam made the motion to approve nominations as a slate, seconded by Tim. Passed 5-0.
        - Adam made the motion, seconded by Becky to accept three resignations and voted to pursue the $1,000 penalty from Kara and Amy: passed 5-0.
        - Signatures to close Daniel Bennett's contract will proceed.
- Topic Title: Finance and Banking Updates
        - FY26 closeout:
            - Plan to book grant revenues (Title I, IDEA) and file reports; final FFE payment received and booked.
            - DOE-25 to be completed by month's end to close FY26.
        - FY27 manifests prepared for payroll and payables by Senior Accountant Danielle Sutton and Jack Dunn; superintendent will sign off.
        - Fraudulent check incident:
            - Citizens Bank caught altered payee on check issued by district; claim filed; reissued check which was hand-delivered; no loss.
        - Camden Bank authorization:
            - Need vote to add signers: Treasurer Terri Jones, Superintendent Tim Herbert, Jack Dunn, and Danielle Sutton.
            - Student activity accounts (elementary and middle-high), alumni fund, and a CD (Class of

1990, 2-year cycle, set up on 8/9/1990) require signer updates; some current signers retired; cleanup needed.
      - Most funds are with Citizens Bank, except for the above.
    - Audit engagement:
      - FY25 audit engagement with Plodzik & Sanderson to proceed;
  - Actions:
    - Vote to add signers for Camden Bank; Molly made the motion, seconded by Tim; passed 5-0
    - Vote to accept FY25 audit engagement with Plodzik & Sanderson passed 5-0. Sandra made a motion seconded by Becky to retain the auditors for another year..

- Topic Title: School Opening and Operations
  - Description:
    - School opening was described as fantastic and smooth, with strong attendance at “Meet the Principal” events and open houses.
    - A student assembly was held focusing on themes of kindness, reading, learning, and grit.
    - Drop-off and pick-up procedures have been running smoothly, with the main concern being parents parking in the moving drop-off loop.
    - Student attendance is high, around 95-96%, with juniors and seniors having the highest rates.
    - Current enrollment figures show 7 new enrollments and 28 withdrawals. Historical data shows fluctuations, and a trend analysis was requested.
    - Kudos were given to Tim Herbert for his presence and community interactions at the Back to School events.
- Topic Title: Student Academics, Behavior, and Programs
    - New Honors and High Honors diploma options have been introduced.
    - Students in programs like V-LACS, ELO, or CRTC can

now use personal devices.

- Class meetings were held to review academic/behavioral expectations, emphasizing the cell phone policy.
- Four students will attend the Impact program at NHTI, sponsored by NH Vocational Rehab.
- The school tried unsuccessfully to launch Pittsfield Academy due to staffing issues.
- Plans are in place to revive “What I Need Now” (WIN) groups for literacy and math intervention.
- Graduation data for the 2025-2026 cohort: 85.7% graduation rate (24 of 28 students); of the graduates, 8 attended a four-year college, 7 attended a two-year college/trade school, and 9 entered the workforce.

● Topic Title: Community Support and Events

- The first food distribution for End 68 Hours of Hunger is scheduled for September 10, 2026, and will continue weekly.
- Students are excited about homecoming activities, including a pep rally, dances, and bonfire. A fire permit is required for the use of Drake Field for homecoming events.
- Public kudos were given to staff for supporting a last-minute “senior sunrise” event.

● Topic Title: Technology and Staffing

- High school students have mostly received their Chromebooks; distribution is in progress at PES.
- Filling paraprofessional roles remains a significant challenge; one interview was scheduled for September 4, 2026.

● Topic Title: Donations Accepted

- Tim made the motion, seconded by Adam to accept a $2,000 donation from Whitegate Investment for the coding/elementary school program; passed 5-0.
- Molly made the motion, seconded by Adam to accept a $2,000 donation from Paulette Wolfe for the drama club

passed 5-0.

- Topic Title: Policy Discussions and Approvals

    - Inclement Weather on Wednesdays: A request to allow a delay on Wednesdays for inclement weather instead of canceling was discussed. Cancelling Wednesdays last year was common for inclement weather, since these are early release days anyway for teacher workshops. This would require an MOU with the teachers' association, and the board/administration will respond accordingly.

    - Policies – Second Reading:

        - **JICA (Student Dress Code):** Molly made the motion to approve, seconded by Becky. Approved 5-0.
        - **IHCD (Advanced Coursework):** Becky motioned, Molly seconded. Approved as written 5-0.
        - **JICK:** Tim motioned, Adam seconded. Approved 5-0, pending correction of a placeholder school district name.
        - **DFA (Investment Policy):** Becky motioned, Molly seconded. Approved 5-0 after discussion about clarifying conflict of interest procedures and review frequency.
        - **JICK-R1 (Form):** Adam motioned, Molly seconded. "Dean of Operations" was changed to "Administrator/Principal."
        - **ACE (Non-Discrimination):** Becky motioned, Molly seconded. Approved 5-0.
        - **EAG (Use of Private Vehicles):** Becky motioned, Adam seconded. Amended to reference "state safety regulations" instead of a stricter-than-state inspection standard and approved 5-0.
        - **IHBG (Home Education):** Tabled for further review to align with HB 1268, which reduced record-keeping and student evaluation requirements for parents.
        - **IJOA (Field Trips):** Becky motioned, Molly seconded. Approved as written. Motion passed 5-0.
        - **JICD (Student Discipline):** Molly motioned, Adam seconded. Amended to require parent notification "within 24 hours" of a temporary reassignment, rather than in advance. Approved 4-1 with Becky opposed.
        - **JICBR (Sexual Assault Reporting):** Sent back to

policy committee for revisions. Concerns were raised about the need to report for ages 13 and under only, the need to incorporate HB 1267 (parent presence during police interviews), and removal of inapplicable job titles.

- **JJJ (Access for Nonpublic Students):** Sent back to policy committee to align with HB 1817 and clarify financial implications (EFA, adequacy grants).
- **JIA:** Becky motioned, Molly seconded. Rescinded unanimously per NHSPA advisory.

▪ Parent-Student Handbooks: Sandra motioned, Becky seconded to approve PMHS handbook. Passed 5-0. Molly motioned, Tim seconded to approve PES handbook. Passed 5-0.

- Topic Title: Adequacy Aid Reduction and Food Service Program Status

▪ The district faces a $224,000 reduction in state adequacy aid this year

▪ Free and Reduced Meal eligibility processes are underway, with a target date of October 16, 2026, to update student statuses.

▪ An administrative review (audit) of the food service program is in progress.

- Topic Title: High School Options and Legislative Committee Work

▪ The High School Options Study Committee (SMART Committee) has been meeting to explore options, including tuitioning students. They have surveyed potential partner districts and are analyzing data.

▪ The committee, with help from the administration, will also research the legal process and costs of closing a school building.

▪ The legislative committee is reviewing recent legislation, including impacts on reading curriculum (Reading Recovery no longer supported) and a prohibition on materials from the World Economic Forum. Becky attended webinars recently on a multitude of impacts of passed bills and will provide a summary to Board members.

- Topic Title: Agreements and Facilities

- **MOU for "68 Hours of Hunger":** A motion was made by Molly, seconded by Sandra to accept the MOU with End 68 Hours of Hunger for SAU facility use. Passed 5-0
- **Concord Tuition Agreement for Advanced Coursework:** Sandra motioned and Tim seconded to approve an agreement allowing Pittsfield students to access advanced courses at Concord School District. Passed 5-0.
- **Door Replacement Project:** The administration will review procurement policy to determine if a single bid from Integrated Door Solutions for the PES door project can be accepted.
- **NHSEA Delegate:** Molly motioned and Adam seconded to nominate Sandy Adams as the delegate for the NHSBA Delegate Assembly in October. Passed 5-0.

● Topic Title: Board Operations and Budget

- A plan will be discussed to improve the advance distribution of complete electronic meeting packets to board members.
- The budget process for the upcoming cycle was discussed. The board will consider forming a temporary budget subcommittee, set budget goals, and engage with the municipal budget committee.
- The board will consult the DRA regarding the use of a $37,000 reserve fund and the possibility of allocating future unassigned funds for transition needs.

● Topic Title: Items for Next Agenda

- Budget and budget process
- Last year's final test scores and plan going forward
- Trend analysis of enrollment and withdrawal info
- Auditor's opinion
- Financial closeout for 2026 and statement of position

●Topic Title: Transition to Non-Public Session

- Sandra motioned, Adam seconded to enter non-public. Approved 5-0 by roll call vote. The board moved to enter a non-public session at 7:40 p.m.

● Topic Title: Return to Public session and nominations of special education administrators

- The board returned to public session at 7:58 pm with a motion made by Sandra, seconded by Tim. Roll call vote 5-0.
- Liz Gracian's resignation was confirmed as already accepted.
- A nomination was proposed for Michelle Speckman and Tobi Chassie to assist with part-time LEA special education administrative services.
- Motion made by Molly; seconded by Adam.
- Approved, 5-0

- Topic Title: Adjournment
    - A motion to adjourn was made by Molly and seconded by Adam. Approved 5-0, meeting adjourned at 8:10.

Submitted by Becky Berk

September 9, 2026