



SCHOOL ADMINISTRATIVE UNIT #51

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Lori Lane, Interim Superintendent

PITTSFIELD SCHOOL BOARD MINUTES

June 5, 2025 5:30 PM
Pittsfield Middle High School
Media Center

Video call link:

meet.google.com/iry-hwyd-ipx

Members Present: Sandra Adams-Chair
Adam Gauthier
Eric Nilsson
Timothy Robinson

Others Present: Lori Lane - Interim Superintendent
Kristen White - PES Principal
Melissa Brown – PMHS Assistant Principal
Charlene Vary – Director of Student Services
Members of the Public

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

II. **Action on Amended Agenda**

Mrs. Adams added Wellness policy, first reading.

Meeting dates and schedule

Mr. Nilsson - talk about additional meetings if needed

Mrs. Adams - Site council removed from Agenda

Charlene Vary - update on Crotched Mtn foundation grant

Melissa Brown - none

Lori Lane- all in separate reports provided to board

Motion to accept amended agenda, Mr. Nilsson, seconded by Mr. Robinson - all present voted yes 3-0. Mr. Gauthier not yet in attendance.

III. **Approval of Minutes** – May 29, 2025, public session and May 29, 2025, non-public session

Mr. Nilsson motioned to approve – Mr. Robinson - discussion – Mr. Nilsson on page 2
Mr. Gauthier stated minutes - he made a motion to welcome Erik Anderson
Vote yes, 3-0

Mr. Nilsson made the motion, Mr. Robinson 2nd to accept the nonpublic 5-29 MINUTES. Vote 3-0. Mr. Nilsson made the motion, seconded by Mr. Robinson, to seal the nonpublic 5/29 minutes - Vote yes, 3-0.

IV. **Public Input on Agenda Items** - none

V. **SCHOOL BOARD**

Open Enrollment update- Mrs. Lane, at meeting in early May-number of things board asked about - this was one of them - discussed the invoice for \$15,238.42 - will work to pay this as soon as possible. Discussed what is happening in Concord. Mrs. Adams, next item is fair funding

Fair Funding update- 438 local board members who signed along with many, many others, select boards, mayors, city managers, and residents. Said that she has been contacted to potentially meet with Governor with other School Board Chairs. Pending more info.

Benefit summary sheets- Mrs. Lane indicated sheets that describe employee classification and each benefit they receive - trying to create clarity with the policies from 2020 - what has been created by me as a draft needs to be discussed and reviewed full board might be best-Mr. Nilsson suggested nonpublic first when time to discuss - some are unique to 1 or 2 people or positions. Mr. Robinson agreed. Not making substantive changes

Steps in debt reduction for RAN – Mrs. Lane (Reimbursement Anticipation Note) - this relates to the deficit the school budget is dealing with.....Lori reviewed calendar for the procedure to hold a special meeting. Need to decide soon what steps to take. Special meeting, bank loan. Need public hearing, vote etc. etc. Hard to predict what the community will approve. Will you get support from townspeople? Maybe we need to put a freeze on hiring.

Mrs. Adams - we need an action plan, perhaps we should move forward to make a vote to petition for special meeting – Mrs. Lane - there may be a fee Associated with a special town meeting -

Mr. Nilsson - so we would have a special meeting to ask taxpayers for money, correct? Mrs. Lane, yes. Before the tax rate is set. Special Deficit Warrant article - generating additional tax revenue before the tax rate is set. The question is whether you feel like the town, community would support.

Mr. Nilsson - not sure, then we say we need more money in the Spring – Mr. Robinson, we need to know the cost to have the meeting. If we don't feel it will pass, it is not worth spending money. Mr. Nilsson, hard time finding a bank.

Mrs. Lane mentioned Devine Millimet might help with this overall issue. Good to get an estimated cost to hold the meeting- board agrees with getting cost before deciding. Mr. Robinson -what banks did we contact for Ran and Tan? Maybe TD?

Mrs. Adams - Hiring Freeze? Did we want to talk about it. Mr. Nilsson is ok with temp freeze until we figure out what money we have and where. Mr. Robinson asked about positions that are open. Mrs. Lane provided a report to board in tonight's packet of info.

Related to open positions, Lori asked about having another board meeting sooner than the 19th of June. Tim, are there certain positions that are more competitive or needed that could be left out of the Freeze? Are we required to have certain openings filled to be accredited etc.? Mrs. Lane stated that she has one open position nomination for you to review tonight, so one will come off the list. I feel like I should give you the budget, you can see where you are at and then move from there. When Mrs. Lane leaves and Sandie (MacDonald) is coming in, perhaps she should be part of that - she has ideas etc.

Mrs. Adams asked for dates to meet-Tuesday 10th at 6pm. Will discuss the above further.

Special School District Meeting discussion

Operating budget balance sheets for the current fiscal year. Mrs. Lane reviewed the budget cover sheet and overall budget deficit. Discussed a few highlights of bills that have gone unpaid and errors in budget data that was made, still need to research which grant some large invoices belong to....

Mr. Robinson- do we have a sense of what the unpaid amount is 2024, not errors. Mrs. Lane - \$700 to 800K, mostly salaries and benefits. Mr. Robinson - Accounting piece of this that were not errors? Mr. Robinson - How much was error and how much was carried over? Discussion about NH Retirement that was not paid in due to this -

Mrs. Lane - Payment manifests need to be signed by many in the district, school board, finance, superintendent - with NH Retirement it is a manual effort from us to initiate payment – Mr. Robinson - this seems like fraud - payments said to be made that were not.

Mrs. Adams - what we are holding for payments and what has been paid - we should be aware of this.

Mrs. Lane - you have a policy of looking at manifests, you look at them - there was a time that you did not always see a manifest or receive one from the finance person. Payroll checks were issued but not on manifest.

Mr. Nilsson - vendor verification?

Mrs. Lane - not yet.

Audit update

Mrs. Lane - 2022/23 audit complete - 2023/24 complete by end of Summer - will have a public meeting to provide info. 24/25 by the end of the year.

Mrs. Adams - should we pursue a new auditing firm? Change every 5 years? How much is the audit costing us?

Board participation in graduation ceremony

Mr. Hamilton would like the names of who is handing out awards on Friday and commencement? Mrs. Goggin will help. Mr. Nilsson will do one on Friday – Mr. Gauthier can help on Friday. Mrs. Adams will give school board remarks at commencement. Mrs. Adams will do Richard Brooks, Mr. Nilsson and Mrs. Goggin will do Moody Kent awards - 2 recipients- Linden Sheehan will be Mr. Gauthier.

School Board Meeting Calendar – Mrs. Lane reviewed school board meeting calendar and anticipated revenue dates etc.

Mrs. Adams - August board meeting conflicts with PES/PMHS open house -

July 3 no meeting - 17th yes, 31st yes, Aug 14th yes. Back on Sept 4.

PES Principal White asked about handbooks, when to review -Aug 31.

PMHS Assistant Principal Brown - re: hires this Summer - will Superintendent have hiring authority - typically board will do this...once voted on etc.

Mrs. Adams - May 21st board meeting conflicts with Exhibition Night - will discuss later

Mrs. Lane suggested looking at the cadence of board meetings when the new superintendent takes over.

Mr. Gauthier made a motion to approve the Superintendent to handle hiring over the Summer - Mr. Gauthier retracted his motion; waiting until deciding if hiring freeze.

Wellness Policy Update – Mrs. Vary - partially approved grant \$150k, we can use \$50k for 3 years. 1st year special ed curriculum - math-reading - ensuring bathroom is handicapped accessible - need a bathroom estimate. Just need equipment installed to enhance. What is the process for us to get a quote? Mr. Gauthier responded, get bids and bring them to board.

Title IX policy updates - not discussed

VI. **COMMITTEE ASSIGNMENTS**

- Budget Committee -none
- Drake Field and Facilities - invoice for porta potties-water line issues-no one has been paying for water, they were not metered - porta potties were rented. Discussion-unsure who approved the porta potties and what the actual issue is?

Mr. Nilsson motioned that Supt. approve all expenditures - no 2nd. Did the budget freeze information get passed along to everyone?
yes, according to staff in attendance.

Mrs. Lane will ask Rheana Anderson (finance) about this specific billing and issue-she will have to check with the building managers.

Mrs. Lane explained that for each building someone should be approving or in charge of expenditures for building type issues. She/Superintendent position does not approve day-to-day invoices.

As the new SAU begins, you should see these requests and then invoices etc. New Supt. will have to handle facilities type requests since there is no facilities manager.

PES Principal White explained she has a system to pay building bills -

PMHS Asst. Principal Brown - same thing

Mrs. Vary - same thing -

- Negotiations -none
- Legislation - 7 bills on today's calendar
- Foss Family Scholarship – until next year
- Public Relations - none
- Selectboard Liaison - none

VII. **PLAN AGENDA FOR NEXT MEETING** – June 19, 2025 – Mr. Gauthier not available - Reports from Staff - Title 9 - 2nd reading of Wellness - Rough estimates for dollar amounts for special meeting. Might have it for the 10th

And also special meeting on June 10th - benefits and contracts.

VIII. **BOARD COMMENTS** -Mr. Gauthier - Retirement - how do we make right the lost interest on missed payments. Also line 1430 Drake Field - why are we short? What is being paid out of this line? – Mrs. Adams - we still need an SAU treasurer.

XIV. **PUBLIC INPUT** – The Pittsfield School Board may accept the public's input that is addressed directly to the Chair in a courteous and respectful manner in a time frame of three minutes or less

Allison Buckley - Lori, will benefit summary sheets be given to employees so they have time to review and sign. Mrs. Lane – that was the original plan - that employees get contract and benefit sheet - we are documenting things in a better way - we are not changing anything. Allison to board -are you agreeing to this - no changes – Mr. Nilsson has concerns, board will be discussing it tonight in non-public.

Paulette Wolfe - transparency has always been a challenge - we used to attend all board meetings. It would be wonderful if the entire school board packet was on the website - Request that this be reinstated. Future Business leaders of America is a great program at PMHS, they could maybe assist.

Donna Keeley - Back to Paulette's comments, when the board receives questions from the public like this, what happens? How are these questions or suggestions followed up on or taken up and discussed by the board. More discussion on the process and how Sandy has been doing the packets, getting them ready for meeting but not pre-meeting. Maybe IT can assist with helping the info get up on website pre-meeting. Donna asked about Drake Field water issue....how will this be followed up on and who will follow up? Someone must be in charge of these situations as they arise.....The board should be made aware of these types of things or have the ability to get the information.

Audit schedule confirm - Money that the school budget is short, bottom line, either a bank loan or a special meeting Ran/Tan to get money from the taxpayers? Mrs. Lane explained a little of both - bottom line - money will have to come from taxpayers and if not approved by a special meeting - cuts would need to be made to current. budget. Donna indicated that her comments are not scientific, but people are not happy and she believes that many will not go for this - vote for this - if a special meeting is held.

NON-PUBLIC SESSION – The Board may enter Nonpublic Session under RSA 91-A:3, II.

Mrs. Adams made the motion, seconded by Mr. Gauthier, to enter into non-public at 7:32 p.m. Roll call vote 4-0.

Mr. Gauthier made the motion to exit non-public at 9:15 p.m. seconded by Mrs. Adams. Roll call vote 4-0.

Mr. Gauthier made the motion, seconded by Mr. Nilsson to accept the resignation of Quinn Boyce, 9/10 English teacher; to accept the nomination of Jerrica Smith as Administrator of Student Services at a salary of \$83,000, and to approve a \$5,000 stipend for the Financial Manager, Rheana Anderson for her additional workload in human resources due to departure of the SAU Administrative Assistant. Vote 4-0.

ADJOURNMENT – Motion to adjourn at 9:20 p.m. made by Mr. Nilsson and seconded by Mr. Gauthier. Vote 4-0.

Submitted by:
Donna Keeley