

**1. Shared Services with Rollinsford**

The Pittsfield School District is developing a shared services agreement with the Rollinsford School District. We are in the process of drafting a formal Memorandum of Understanding (MOU) and discussing cost-sharing models. The model includes shared business office functions across both districts in the areas of payroll, human resources, accounting, and reporting.

**A. Accounting Services (Provided by Pittsfield)**

- Processing biweekly payroll for all employees
- Managing accounts payable and receivable
- Making deposits and journal entries
- Completing monthly bank reconciliations
- Preparing federal grant financial reports
- Coordinating with food service and transportation vendors
- Monitoring cash and reserve account balances with the district treasurer
- Supporting federal/state employee reporting (e.g., W-2s, 1099s, NHRS)
- Supporting school purchasing and year-end closeouts

**B. Human Resources Services (Provided by Rollinsford)**

- Coordinating employee benefits (e.g., insurance, retirement plans, accrued leave)
- Managing employee records, certification, and credentialing compliance
- Conducting new hire onboarding and background checks
- Preparing contracts and implementing CBA-related benefits
- Collaborating with Pittsfield on payroll-related reporting
- Maintaining evaluation records and administrative correspondence
- Tracking salary and benefits schedules for all positions

**2. Facilities****A. Asbestos and Air Quality Inspection**

The district is overdue for federally mandated asbestos reinspection and indoor air quality review. The last inspection was conducted in 2021, and inspections are required every three years. RPF Environmental, located in Northwood, NH, has provided a quote of \$2,476 to complete this work. The cost includes site visits, a review of asbestos-containing material, air quality checks, and the final reporting.

The asbestos management plan must be updated prior to inspection. Head Custodian Jim Dawson has been notified and is currently updating this document. This expenditure was not included in the FY26 budget. The high school will need to reallocate funds from another line item to cover the cost.

**B. Drake Field Water Line and Trench Project**

Pittsfield Middle High School was initially informed that Balloon Rally vendors use the water supply from Drake Field. Recent communication from Mr. Nilsson confirmed that the Balloon Rally sources water from Head Start, relieving the urgency of the trench project.

Mr. Nilsson is currently seeking quotes from two additional contractors for future trench and water line work. Additionally, Pennichuck Water has confirmed that a backflow water meter is required for compliance, this was anticipated. The project is currently paused but remains active as a priority for long-term infrastructure planning.

**C. PMHS Gym Floor Refinishing**

The Pittsfield Middle High School gym floor is scheduled to be refinished in mid-August to ensure readiness for the fall athletic season. New England Sports Floors will perform the refinishing, which includes sanding, sealing, and recoating of the floor surface. The estimated cost is \$1,700. This maintenance was not included in the current budget and will require a transfer from another facility or maintenance line.

Jim Dawson has coordinated the schedule with athletic programming to avoid disruptions. The project is necessary to preserve safety and the longevity of the gym surface.

**3. Policy****A. Policy AB – NH Parental Bill of Rights**

Included in this report is a draft of Policy AB, created in response to the New Hampshire Parental Bill of Rights (House Bill 2, codified as RSA 189-B). This policy outlines parental rights regarding their child's education, including the right to access instructional materials, opt out of certain curriculum components, and be informed of changes in their child's physical or mental

health. The statute also requires districts to publish the policy in student and employee handbooks.

NHSBA will be releasing additional guidance regarding other implications of RSA 189-B in its 2025 Legislative Summary and Fall Policy Update. While some components are advisory, the inclusion of a formal policy is mandatory. I recommend that the Board review the draft Policy AB ahead of the next Board meeting with the intention to move it forward for a first reading.

**B. Policy JLCF – Wellness Policy Review**

The Board recently adopted a revised Wellness Policy JJIFA. Upon further review and comparison with NHSBA's sample Policy JLCF, I am recommending that the Board reconsider certain elements of the adopted version.

Concerns have been raised about the operational and contractual implications of the adopted policy, including the requirement for 60 minutes of physical activity daily. This mandate would necessitate major scheduling changes, additional staffing, and potentially conflict with collective bargaining agreements and required instructional time.

For example, the adopted policy requires: 'the district will include six lessons on fruits and vegetables in elementary, middle, and high school.' By contrast, the NHSBA sample policy uses more flexible language such as 'to the extent practicable' and provides examples rather than requirements.

Additionally, the adopted policy implies the district must offer before- and after-school physical activity opportunities, which is not always feasible. These components, while aspirational, need to be aligned with our actual capacity.

I recommend the Board compare the adopted JJIFA with NHSBA's JLCF and consider reviewing a revised Wellness Policy at the next meeting.

**C. Policy JICJ – Unauthorized Communication Devices**

RSA 189:1-a, V, recently enacted, now requires all school districts to implement a 'bell-to-bell' ban on student use of personal communication devices during the school day. The statute does not define what constitutes a 'personal communication device,' and in recognition of the rapid pace of technological development, Policy JICJ adopts a broad definition to encompass all devices capable of real-time communication, including but not limited to cell phones, smartwatches, personal laptops, and tablets.

This policy permits the use of personal devices only when no district-provided devices are available for all students, and only for approved academic or instructional purposes. In accordance with the law, no personal communication device may be used during the school day for personal communication.

Districts that do not provide access to school-issued devices for all students must have procedures in place to monitor the use of personal devices, ensuring that they are used exclusively for educational purposes and do not circumvent the bell-to-bell ban.

This policy reflects the district's commitment to reducing distractions, improving academic focus, and promoting responsible use of technology during instructional hours. It will require thoughtful implementation and clear communication with students, families, and staff.

Personal communication devices may be used during the school day ONLY when no district-provided devices are available for all students, and use of the personal communication device may ONLY be used for approved academic and instructional purposes. In accordance with this policy, no personal communication device may be used during the school day for personal communication.

### **C. Policy Committee Recommendation**

I strongly recommend that the Board establish a formal Policy Committee that includes building administrators, Board members, and the superintendent. This committee would be tasked with systematically reviewing, updating, and organizing all district policies to ensure legal compliance and operational practicality.

Current challenges include incorrect policy lettering, missing statutory references, and gaps in required policies under state and federal law. A complete policy audit should be conducted to identify noncompliance issues and ensure all required policies are present and up to date in the official policy manual.

### **4. Legislative Updates**

HB 741, which would mandate statewide open enrollment, has been retained in the House Finance Committee. The bill will be brought to the House floor in January 2026 for further discussion and possible amendment. If passed in its current form, it would require districts to allow students to attend any public school in the state, regardless of geographic boundaries, and would necessitate significant changes to policy, transportation, budgeting, and enrollment processes.

HB 771 was signed into law on July 15, 2025. This law amends RSA 194-D by expanding the definition of 'open enrollment schools' to include 'open enrollment programs.' It mandates that sending districts pay receiving districts at least 80% of their average per-pupil cost. It also requires that districts maintain a line item in their budget reflecting tuition costs and revenue for open enrollment students.

The bill clarifies that sending districts retain special education responsibility for students with IEPs and can provide additional financial support or services. Importantly, open enrollment schools may accept tuition at a reduced rate and receive other financial support through gifts or grants. Pittsfield is not currently an open enrollment district and therefore, we do not anticipate

any revenue or expenses related to this law at this time. However, we are required to include a corresponding line in our FY26 budget in accordance with the law.

Concerns have been raised by various representatives, particularly regarding fiscal inequities and the funding formula based on average cost per pupil, which may disproportionately impact property-poor districts. We will continue to monitor updates and guidance related to this legislation.

## **5. Finance**

Despite multiple attempts, the district has not yet been able to secure a Revenue Anticipation Note (RAN). This poses a significant concern for cash flow in the coming months. We are currently working closely with CPA Greg Colby, who is conducting a detailed review of our financial records to ensure accuracy and explore interim solutions.

Mr. Colby has contacted our auditing firm, Plodzik and Sanderson, and will be on-site next week to assist with reconciliation and the development of a financial recovery plan. The administrative team continues to meet regularly to identify budget reductions and cost-saving opportunities.

Several unbudgeted purchases have been successfully reclassified and moved to federal grants ending in September 2025. All district-issued credit cards have been recalled, and all purchase orders now require Finance Manager approval. This new protocol has been put in place to ensure proper oversight and prevent over expenditure.

In the next two weeks, the Finance Manager and I will be meeting with each school principal to review their budget lines in detail. This practice will empower school leaders to monitor their spending more effectively and ensure alignment with available funds. The administrative team members have already expressed appreciation for this level of transparency, which was lacking in past years.

## **6. Staffing**

We are actively recruiting to fill key instructional positions, including Grade 5, High School English Language Arts (ELA), Middle School ELA, High School Social Studies, and High School Science. Despite posting these positions in early June, we have received limited applications, which mirrors a broader trend of statewide shortages in core content areas.

We are pleased to announce the successful hiring of a Grade 1 teacher and a new Elementary Guidance Counselor, both of whom are being nominated for approval this evening. These hires reflect our focus on early literacy and student wellness.

Certification remains a pressing issue. We currently have four teachers who plan to begin the school year but have not yet obtained their intern licenses. Without these licenses, they are legally prohibited from assuming instructional responsibilities. I have communicated the urgency of this matter to the individuals involved. We are exploring emergency licensing options if necessary.

The administrative team has reviewed non-instructional staffing needs in the area of paraprofessional support. Staffing levels are being aligned with documented student needs.

**7. Audit**

Plodzick and Sanderson have completed the FY24 audit field work. A draft report is expected within two weeks.

**8. Nomination**

I recommend the nomination of Meghan Stone for the position of Elementary School Guidance Counselor for the 2025–2026 school year.

I recommend the nomination of Savannah Wallace for the position of Elementary School Teacher for the 2025-2026 school year.

**9. Commendation**

I would like to take a moment to extend my deepest appreciation to our dedicated administrative team, Erik Anderson, Rheana Anderson, Melissa Brown, Jerrica Smith, and Kristen White, for their tireless efforts over the past several weeks. Their collective work has been nothing short of extraordinary as they have navigated complex challenges in scheduling, staffing, student placement, and financial reconciliation.

Each of these individuals has gone above and beyond to bring the district into compliance while ensuring that student needs remain at the center of every decision. The time, energy, and commitment they have contributed has been essential in our efforts to stabilize operations and prepare for the year ahead. Their professionalism and perseverance are deeply appreciated.

Respectfully submitted,

Sandie MacDonald

**Non-Public Request:**

I ask that the board enter a nonpublic session under RSA 91-A:3, II(j), to discuss a student matter that is confidential under RSA 193:13.

I ask that the board enter a nonpublic session under RSA 91-A:3, II(c), to discuss a matter that could adversely affect the reputation of someone other than a board member.