

**PELHAM SCHOOL BOARD MINUTES
WEDNESDAY - NOVEMBER 9, 2005
REGULAR MEETING
PELHAM ELEMENTARY**

PUBLIC SESSION

Board members present: Mr. Mike Conrad – Chairman, Mrs. Eleanor Burton, Dr. Steven Tello,
Mrs. Linda Mahoney, Mrs. Cindy Kyzer, Mr. Gavin Lebel
Superintendent: Dr. Elaine Cutler
Business Administrator: Mr. Brian Gallagher
Assistant Superintendent: Roxanne Wilson

1. Call to Order

Chair Conrad called the board to public session at 7:14 p.m.

2. Pledge of Allegiance

3. Good News from Pelham Schools

Pelham Elementary School announced that Saturday, November 5th was “movie night” for the Readiness through Grade 2 students. Approximately 190 students, as well as staff and PTA volunteers attended this event. All involved agreed that it was a great night and they look forward to other movie nights.

Pelham High School presented the 2005-2006 Principal’s Leadership Award to Rachel Pereira for her outstanding commitment to academics and leadership.

4. Board Buddies: Pelham Middle School

Mrs. Lamontagne directed the play “Who’s Dying To Be a Millionaire”. The play generated money for the drama class and the set. Mr. Craig Gariepy, a 7th grade student, was the Talk Show Host and Mr. George Barton, another 7th grade student, was the Sheriff in the play. Each of the two students talked about how much they enjoyed being in the play and showed the Board a sample of the roles they played. There were 25 students involved with the play.

5. Adoption of Minutes

Mr. Conrad suggested that the Board review the Non-Public Minutes next week during the Non-Public Session. All agreed.

October 19th Minutes - Workshop Meeting:

#6 Mr. Conrad added “Mr. Conrad and Dr. Cutler said that new technology or equipment would be eligible for the 30% state aid.”

Motion to Accept the October 19th Minutes as amended was made by Mrs. Burton and seconded by Mrs. Kyzer.

October 26th Minutes – Workshop/Business Meeting:

Ski Program - Mr. Conrad added “We won’t need to cut the program.”

Motion to accept the October 26th Minutes as amended was made by Dr. Tello and seconded by Mrs. Kyzer.

6. Vendor and Payroll Manifests to be signed

SAU Manifests:

A/P BATCH #7	\$ 16,361.61
BATCH #901	\$ 75.51
P/R BATCH #10	\$ 8,891.97
A/P BATCH #10	\$ 18,749.81

PSD Manifests:

A/P BATCH #11	\$ 77,742.03
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P/R BATCH #20 & 21 Deduc.	\$127,524.13
P/R BATCH #20 & 21	\$306,348.91
P/R	\$448,037.06

7. Consent Agenda

Co-Curricular Appointments 2005-2006

It was announced that the following appointments were made for the Pelham High School:

Todd Kress	Boys' Varsity Basketball Coach	\$3500
Timothy Powers	Girls' Varsity Basketball Coach	\$3500
Michael Jones	Girls' JV Basketball Coach	\$2500
Matthew Regan	Boys' JV Basketball Coach	\$2500
Justin Soucy	Indoor Track Coach	\$3000

A motion was made to accept the agenda by Mrs. Kyzer, seconded by Mrs. Burton.

8. Appointment Presentations by the Public

Not discussed.

9. Other Business Items

a. Pelham High School Bleachers

The Project Structural Engineers inspected the bleachers at the High School and determined that they require replacing. The Board requested an estimate of costs for dismantling the old bleachers. Mr. Conrad said that the dismantling should be done before Basketball season starts. Mr. Gallagher will be putting in a motion for this on Thursday, November 10th.

b. Preliminary Warrant Article discussion

A draft copy of potential Warrant Articles was provided to each Board member. The schools are concerned with their current staffing, due to the increase in students for next year. The Elementary School listed their minimum needs for added staff. The Board added to the list their recommendation for an additional Instructional Aide and a possible Assistant Principal, based on the fact of the continued growth in the student population and higher class sizes. A list of responsibilities for an Assistant Principal is needed before the Board will put add it on the Warrant Article. Mrs. Mahoney would like to see some Aides in the cafeteria and outside on the playground at recess. She also requested a job description for a Case Manager be provided to the Board for their review.

The Memorial School has the Roofing Project - Phase II in their section of the Warrant Article, as well as Repaving the school road - Phase I. The roof on the school is leaking. Mr. Conrad would like to know how many phases there are in each of these projects.

The High School is concentrating on more teachers in their section of the Warrant Article. Mrs. Burton strongly supports the need for a part-time Guidance Counselor for the displaced students. The High School is also requesting 2 Double Portable Classroom Units. Mrs. Mahoney would like an explanation on how these portables will alleviate the overcrowding problem in the high school and what type of classrooms they will be. If the portables were not bought, what would happen to the students and where would the teachers go.

Dr. Cutler asked the principals of each school to submit job descriptions for teachers and their responsibilities, as well as descriptions of the other items on the Warrant Articles.

The Warrant Articles include a section on Technology. Mr. Steel will be presenting technology information on Thursday, November 10th. Mr. Gallagher requested that the Board revisit this next week. He also requested District Wide Articles be addressed next week as well. Some of the items are listed on the document as placeholders. The voters will be voting on the Child Benefits separately.

Mr. Conrad recommends that the Board look at the past Capital Reserves, which are emergency funds for big items. He would like to put down \$50,000 instead of the \$100,000 currently listed. The chances of getting the \$50,000 budget approved are better than getting the \$100,000 budget approved.

Building Funds are used for small necessities such building repairs.

c. Discussion of proposed policy regarding non-school sponsored clubs and activities

Mrs. Mahoney had given each Board member a document regarding this topic. It presents parameters on how non-school sponsored clubs and activities should be conducted. Mrs. Burton said that the document would need to be reviewed by a lawyer before the Board adopts it. Dr. Tello and Mr. Conrad agreed with this. Dr. Cutler said that policies should not be restrictive. There needs to be some openness in the policy to protect the school and its administrators. She also mentioned that the Principals should decide on this report. Mrs. Mahoney disagrees with this and says that the Board should be the decision makers on this topic.

Mrs. Mahoney would like the other Board members to put in their suggestions and comments into the document. She will send the document electronically to each Board member.

10. Administrative Monthly Reports

a. Operating Monthly Report

The report is as of October 2005. Mr. Gallagher told the Board that there are no warning signs in the First Quarter. The Budgets are continuing to be reviewed with the Budget Committee.

Mrs. Mahoney will ask the Chairman of the Budget Committee if they could send the School Board a monthly report of the operating budget.

Upon reviewing some of the budgets and expenditures, Mrs. Mahoney asked why in some classes the books have not been ordered and expended on the report. When do they get ordered? We're in November of the school year. Mr. Gallagher asked her to e-mail him on these accounts so that he could research it.

b. Revised Proposed Budget for 2006-07

Upon review of the proposed budget, it was decided that the Transportation Coordinator should be listed under Transportation.

c. October Monthly Attendance Report

The October Monthly Attendance Report was passed out to each Board member. Dr. Cutler asked Mrs. Mahoney if she could ask the Budget Committee to send this to the School Board each month.

d. Demographic Projections from NESDEC

Two different companies predicted the school enrollment for future years. The final numbers came out closely alike. The numbers were calculated using the 3-year weighted average of the most current 3 years. Dr. Cutler recommended adopting the NHSBA numbers.

Mrs. Mahoney went to the library to research the enrollment of the school in the past years. The current Pelham High School opened in 1974 with 534 students. There were a total of 1,797 students enrolled in the Pelham school system. In 2005 the total enrollment is 2,094 students. This is an increase of 297 students over a 30 year period. Mrs. Mahoney is concerned about building a new High School that will be too big.

Mrs. Kyzer suggested that the facts should be looked at more closely. In a 13 year stretch there was an increase of over 500 students. Dr. Cutler recommended that the expert report should be looked at. It shows an increase of students in the future. Also, it's better to have a bigger school that will sustain the future generations.

11. Presentations of Policies/Reports by the Superintendent and Staff

a. Pelham Middle School Reading Program

Mrs. Henry presented the Pelham Middle School Reading Program. The Reading Program teaches study skills to 7th and 8th graders. There are 2 classes, one with 16 students and another with 13 students. This class is used to strengthen the students' Reading skills and Language Arts skills. Some of the students participate in the Heritage Project. They use the computer to create a Power Point presentation on the country of the student's family heritage.

The students read the Driver's Manual and a study guide as one of their assignments. For drama reading, the students read about a Holocaust survivor, followed by a trip to Washington, D.C.

When starting the program, the students fill out a "Needs and Wants" report where list what they need and want from this program. It is a way for them to measure their progress and accomplishments and determine their continued weak areas. It gives them something to strive for.

Mrs. Henry distributed packages of sample documents used in her classes. The "Academic Skills" handout lists the tasks the students go through in this Reading program. At the end of the year, the 7th graders are tested again before they start the next year in a Foreign Language class. The students who need to take this Reading program will not be able to take a Foreign Language class until they pass.

Mrs. Henry adjourned at 7:48 p.m.

b. Power School Presentation: Adam Steel

Mr. Steel could not attend the School Board meeting this evening. He will present this at a later time.

c. NWEA Results: Roxanne Wilson

Mrs. Wilson presented documents, providing the results of the NWEA testing for Math, Language Arts, and Reading for the Fall of 2005. The graphs compared the Pelham students' results with the National Norm. The Pelham students scored very closely with the National Norm scores.

It should be noted that only a small survey of approximately 140 students per grade were given these tests. The 9th grade results represent only 50% of the students, who where able to be tested at this time. These results are a good baseline and a good view of how the students will do in May 2006. It is a way for us to start measuring and have some accountability.

Mrs. Mahoney asked how often the students are tested. Dr. Cutler stated that it is a lengthy process before the students get tested. They get tested at the beginning of the school year and then in April.

Dr. Tello asked how the teachers will be using these reports. Mrs. Wilson told him that the teachers were walked through these reports and given ideas and preparations on how to give instruction in these classes. The teachers were told to look at the website Lexile.com to give them more ideas. Mrs. Kyzer suggested advising the parents as well to look at this website so that they may use this tool to help benefit their children.

This information will be offered at the Parent's Workshops.

Mrs. Mahoney inquired about the SAT Preparation class. This is really important for the students to help them be ready to take the SAT test and do the best they can. Pelham has really low scores in the state of NH. Dr. Cutler said that she will talk to the High School principal regarding this.

Mr. Lebel asked if there is a correlation between the amount of students taking the exam and the scores. Answer: yes there is a correlation. The higher the amount of students that takes the exam, the lower the score.

Need to know what percentages of students are taking the test and the percentage in other high schools.

d. AYP Report: Roxanne Wilson

Mrs. Wilson presented documents to each Board member regarding the "Adequate Yearly Progress" report which is from the "No Child Left Behind" law. The document showed how the Pelham High School did in Reading and Math compared to all other high schools involved in this program. Pelham H. S. scored 90% in Reading compared to 77% from other high schools and 83% in Math compared to 64% from other high schools.

Subgroups within these totals each have to meet their target. There are three statistical approaches for achieving the goal. These three approaches are explained in the document.

There are 82 high schools in the state of NH with AYP. Pelham H. S. is among the group of these that is not designated as SINI, Schools In Need of Improvement. We must keep improving our status because the bar gets raised every three years.

e. Highly Qualified Teachers (HQT) at the elementary level

The HQT is part of the "No Child Left Behind" law. Pelham was found to be in non-compliance with this. The Federal law states that a teacher must have a minimum of a Bachelor's degree, must meet the state's standard, and must have competency in the subject matter they are teaching. Pelham must complete the overall test of their teachers by June 2006. It does not matter how long a teacher has been teaching. They all must go through the process.

With regards to the subject matter competency, in English, Math, and Social Studies, a teacher can take a national test, which is given out 4 times a year or a class in the subject. A portfolio document course is in the process of being developed. It will not be available until February 2006.

Social Studies content must be reviewed to make sure it meets the federal requirements.

The School Board supports each and every teacher going through this. It is a stressful time for them and we will work together to make it work.

12. Information and Proposals from Board Members

a. Dr. Cutler

Asked the Board members if they all agree with the projections from the coming school years. All agreed.

The School Board Summit Meeting will be held on November 18th. It is an all day event and all the Board members are welcome to attend.

Will find out if the next meeting will be on November 23rd or November 22nd and will let everyone know.

b. Dr. Tello

On October 20th the SERESC Board had a meeting. They are looking into their by-laws.

There may be two technical planning resources on this Board that may be available to help the School Board with some of the discussions and decisions.

c. Mrs. Mahoney

The SAU Budget is contained within the Pelham Budget. The Budget Committee does not have authority to use it. For the SAU Budget to be separated from the Pelham Budget, the town would have to vote on it. A question could be put on the ballot. Mr. Conrad said this is probably not a good idea and that could cause some trouble.

This is a subject that should be addressed at the SAU Board Meeting. It would have to be agreed upon by both Pelham and Windham. The next SAU Board Meeting is May 2006.

d. Mr. Conrad

Will we have the next meeting on November 23rd or November 22nd?

The next topics at the PTA meeting will be "Bullying" and a representative from Target will be there to talk about their program to raise money for schools.

e. Mr. Lebel

The Pelham High School Blood Drive was held on Tuesday, November 8th. There was a great turn-out, around 40 people.

There will be a Veteran's Breakfast held on Thursday morning, November 10th.

Motion to adjourn was made by Mrs. Kyzer and seconded by Dr. Tello.
Motioned carried 5-0 - 10:04 p.m.

Respectfully submitted,

Therese Menard

The Pelham School Board has not approved these draft minutes.