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APPROVED  
PELHAM SCHOOL BOARD  
PUBLIC SESSION  
PELHAM ELEMENTARY SCHOOL  
September 12, 2007

**School Board Members:** Bruce Couture, Eleanor Burton, Linda Mahoney and Michael Conrad  
**Superintendent:** Dr. Frank Bass  
**Asst. Superintendent:** Roxanne Wilson  
**Business Administrator:** Kathleen Sargent  
**Student Representative:** Scott Cloutier

Chairman Bruce Couture called the public session of the Pelham School Board to order at 7:15 p.m. All those in attendance stood for the Pledge of Allegiance.

**Good News from Pelham Schools**

*Pelham Elementary School* – Eleanor Burton spoke of readiness and first grade students who will be attending a field trip to Parlee Farms in Chelmsford, MA on October 10<sup>th</sup>. She noted this would be the culmination of their unit on apples.

*Pelham Memorial School* – Michael Conrad spoke of the smooth opening of Memorial school. He noted open house would take place on September 26<sup>th</sup> at 6:30 p.m. with the 8<sup>th</sup> grade parent DC meeting to follow.

*Pelham High School* – Linda Mahoney spoke of community partnerships and Pelham High School being the recipients of the 2007 Gold Circle Awards. Community partnerships included: Greater Salem Chamber of Commerce, BAE Systems, Big Brother/Big Sisters, Chunky’s Cinema, Dr. Richard Workman Family Dentistry, NH Academy of Finance Advisory Board, Northeast Rehabilitation Health Network, Pelham Elementary School, St. Margaret’s School and UMASS Lowell/Athletic Department.

**Minutes**

Motion to approve as amended the non-public minutes from August 22, 2007 was made by Linda Mahoney with a 2<sup>nd</sup> by Eleanor Burton. Approved 3-0-1.

Motion to approve as amended the public minutes from August 22, 2007 was made by Linda Mahoney with a 2<sup>nd</sup> by Eleanor Burton. Approved 3-0-1.

Motion to approve the public minutes from August 30, 2007 was made by Linda Mahoney with a 2<sup>nd</sup> by Michael Conrad. Approved 4-0.

1 **Manifests**

2  
3 Chairman Couture read aloud the manifest.

4  
5 Motion to approve the manifests as read were made by Michael Conrad with a 2<sup>nd</sup> by  
6 Linda Mahoney. Approved 4-0.

7  
8 **Superintendent Remarks**

9  
10 Dr. Bass spoke of the Pelham Elementary School fun fitness day set up. He stated they  
11 will give an award to every student who participates. Dr. Bass then spoke of Memorial  
12 School's chess club and how impressed he was with the number of students who  
13 participate. With regard to Pelham High School, Dr. Bass stated he attended a statistics  
14 class and he was excited about what he saw. He then noted integrated science offering  
15 was rare at the freshman level. Dr. Bass stated they hired a teacher from Bausch and  
16 Lomb and noted she had the students engaged in the class. He spoke of getting people  
17 from different industries involved in the teaching process.

18  
19 Deliberative Session was announced as being held on Tuesday, September 25<sup>th</sup> at 7:00  
20 p.m. at Pelham Elementary School.

21  
22 Linda Mahoney requested an update on the starting salary for recess monitors. Dr. Bass  
23 noted Mrs. Hobbs was correct at a previous meeting and that he will get back to the board  
24 with the exact number.

25  
26 **Security Grand Award**

27  
28 Chief of Police from Pelham addressed the board announcing they are the recipient of a  
29 security grant award. He noted it was a 5/50 match for \$34,800 and that they were one of  
30 only two other New Hampshire towns to receive such an award. He noted the following:

- 31
- 32 • \$22,000 of the grant money would be to outfit the high school with digital based  
33 security system – noting it was an elaborate system similar to the one used by the  
34 police department. He stated it was a big gain for our high school security.
  - 35 • Remaining money will be for “Be-Safe” consultants that will audit all the schools  
36 with aerial photos and look at floor plans and coordinate safety. Information will  
37 then be available to the police department through the internet at be-safe.us.
- 38

39 Chairman Couture stated he was caught by surprise by this grant and that he was  
40 concerned it may be overkill of a system – regarding surveillance.

41  
42 Police Chief responded by stating they would be non-intrusive cameras. He noted they  
43 have had vandalism and thefts in the parking lots and this would help them eliminate this  
44 He understood Mr. Couture's concerns.

45  
46 Eleanor Burton noted parents would be happy to see this and appreciated it.

1  
2 Linda Mahoney questioned if the school district would be responsible for any monetary  
3 amount for these services. The police chief responded by stating as far as he knew, the  
4 cost included everything. He also noted they have two years to put it into place.

5  
6 Kathleen Sargent noted this would fit right in with a disaster-type situation.  
7

8 Michael Conrad thanked the Chief and question if it were possible to place one camera at  
9 Pelham Elementary School and one at Pelham Memorial School. The Chief would check  
10 into that and get back to the board.

11  
12 Motion to accept through police department this grant to help our schools was made by  
13 Eleanor Burton with 2<sup>nd</sup> by Michael Conrad. Approved 4-0;  
14

15 Discussion of the acceptance of this motion was had. Dr. Bass explained to the board  
16 that they have room to maneuver and this would be a wonderful opportunity.  
17

18 **Marinace Architects – Project Delivery Methodology**  
19

20 Marinace Architects updated the board on where they stood with regards to  
21 programming: working on where the assumptions are; working with Dr. Mohr. They  
22 scaled the design down to 190,000 square feet. They also noted they would like to  
23 schedule a meeting to show their progress.  
24

25 Different possible delivery process steps were discussed. They included: hiring a  
26 contractor, hiring a construction manager for the project; using a design build process. It  
27 was noted a construction management company could be hired as the school's consultant  
28 - they estimate the job before it goes out to bid. Marinace suggested asking for interest  
29 from possible construction managers to see if they would like to work on this project. It  
30 was stressed that the school board was not committed to a construction manager and that  
31 they could continue or discontinue their services.  
32

33 It was also stated that the cost of using a construction manager would be built into the  
34 construction cost. If the project does not go ahead, there is no cost to the district. If the  
35 project does go ahead, he/she is paid out of construction costs.  
36

37 Michael Conrad noted a construction manager would work for the district – they would  
38 be a watchdog for us.  
39

40 Motion to have Marinace Architects solicit letters of interest from construction managers  
41 was made by Michael Conrad with a 2<sup>nd</sup> by Eleanor Burton. Approved 4-0.  
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1 **Food Services Update**

2  
3 Megan Bizzarro, Food Service Director addressed the school board. She stated she had a  
4 great start to the new school year. They have already instituted some new practices and  
5 they hoped to provide better service to the students and families of the Pelham/Windham  
6 school district. She further noted she redesigned the program to capture more  
7 reimbursable meals per day.

8  
9 Linda Mahoney questioned the recent five cent increase to the students. Noting Salem  
10 charges less per meal. Mrs. Bizzarro responded by stating the government reimburses for  
11 free/reduced lunches so it is part of the equation.

12  
13 Mrs. Mahoney questioned having larger portions for older students. Mrs. Bizzarro noted  
14 they are regulated by nutrition and caloric requirements. Mrs. Mahoney then requested  
15 that Mrs. Bizzarro walk through the high school and obtain student's comments on the  
16 lunch program. Mrs. Bizzarro stated she is working with a marketing class at the high  
17 school presently.

18  
19 **Music Program Presentation**

20  
21 Dr. Mohr and Mr. Chandler addressed the board regarding the music program at the high  
22 school. Mr. Chandler stated he was very excited about the potential for the program and  
23 hoped it would contribute to school spirit. He noted students are very dedicated. Mr.  
24 Chandler noted that students can receive high school credits for participation in the  
25 program.

26  
27 Mr. Couture noted he would like to look into some scheduling changes to better  
28 accommodate the program. Dr. Bass stated he will look into scheduling issues.

29  
30 **Homecoming Presentation**

31  
32 Dr. Mohr and Vice Principal Brennan discussed the homecoming event which will be  
33 held on the 28<sup>th</sup> and 29<sup>th</sup> of September. Some events planned included: a pep rally;  
34 crowing of a queen and king of court; a bonfire; refreshments; sponsored breakfast by  
35 some clubs; various athletic events and band involvement.

36  
37 **Summer Reading Program**

38  
39 Dr. Mohr and English teacher Heather Szafran, discussed the success of the summer  
40 reading program. They noted the program was revamped in 2007 and that it was met  
41 with overwhelming positive responses.

42  
43 **Field and Grounds Update at Pelham High School**

44  
45 Dr. Mohr and Mr. Alan Miller discussed the maintenance issues with the board. It was  
46 noted the district maintenance department has taken care of the trails. It was also noted

1 that according to the NHIA, the field was not up to code to play on. Therefore, more  
2 loam was added. Mr. Miller noted the irrigation system is checked daily and that some  
3 sprinkler heads have been replaced. It was further noted that any time the maintenance  
4 crew is expending hours or money on these issues, that it be documented.

5  
6 **Land Purchase Update**

7  
8 Dr. Bass stated the Purchase and Sale Agreement was very close to being signed and  
9 should be completed within the next few weeks.

10  
11 **Other Business Items**

12  
13 Kathleen Sargent questioned Mr. Miller about the disconnect switch at the high school.  
14 Mr. Miller stated this piece of equipment is very expensive to replace and luckily they  
15 found a company to make it 100% operational without having to replace it at this time.

16  
17 Mr. Miller addressed the issue of the undersized, inadequate generator at the high school.  
18 He noted the high school would not be protected if power were to be lost.

19  
20 Michael Conrad questioned if there were Homeland Security money available for  
21 replacing the generator.

22  
23 Mrs. Sargent noted there was well over \$100,000 available from the safety project for a  
24 new generator. She noted a generator would fall under the safety project guideline.

25  
26 The consensus of the board was to wait to make a decision until they receive further  
27 details from Dr. Bass regarding the generator. Dr. Bass will report back to the Board on  
28 pricing and details.

29  
30 Motion to table discussion to get 3 bids and come back to the board was made by Eleanor  
31 Burton with a 2<sup>nd</sup> by Michael Conrad. Approved 4-0.

32  
33 **AYP Report**

34  
35 Roxanne Wilson discussed AYP reports for Pelham schools. She noted the elementary  
36 school is under safe harbor at this time; the high school made AYP; Memorial School did  
37 not make it for math and did not make it for reading. She reminded the board that  
38 Memorial School is now a *school in need of improvement* in the area of reading. She  
39 further stated Pelham Memorial School will be coming up with a plan to meet the state  
40 requirements. A group of teachers/parents/administrators will be formed to come up with  
41 a plan for submittal to the Department of Education. She will see if there is any resource  
42 money available to help the district with this. Mrs. Wilson reminded the board that  
43 targets set by the state are raised every two (2) years.

44  
45 Linda Mahoney commented on the results, noting there was no time given to us to  
46 improve and that this places a burden on school districts state wide.

1 **Miscellaneous Business Items**

2  
3 Kathleen Sargent discussed the need for a district credit card. She noted some employees  
4 were using their own personal credit cards for unexpected expenses. She noted these  
5 people would then have to wait for reimbursement from the district. It was stressed that  
6 only certain, designated people would have access to the credit card and that it would be  
7 closely monitored.

8  
9 Dr. Bass stated it would be used for emergency situations only and not as a way to do  
10 business on a regular basis.

11  
12 The board will wait to vote on this while more information is gathered and brought  
13 before them.

14  
15 Business Administrator, Kathleen Sargent, discussed maintenance and classroom supply  
16 purchasing power. She noted previously, these items did not go out to bid as a whole  
17 district. She stated that next year they will use the bidding process for such items.

18  
19 **Monthly Reports**

20  
21 *Budget Report* – Michael Conrad noted he was concerned about the line item under  
22 maintenance. Mrs. Sargent stated she will research it further as some lines still need to be  
23 moved.

24  
25 Dr. Bass made note that it takes a lot of time to properly set up line items and that Mrs.  
26 Sargent is working on it.

27  
28 *Enrollment Report* – the monthly enrollment report was discussed. Linda Mahoney  
29 wanted to put the district’s growth in perspective – noting enrollment changes from 1978  
30 to 2007.

31  
32 *Superintendent’s Report* – Dr. Bass noted he will continue to work in schools and  
33 classrooms throughout the year.

34  
35 *Assistant Superintendent’s Report* was noted for the board.

36  
37 **Board Member Reports**

38  
39 Scott Cloutier – noted senior parking passes were almost finished. He noted the criteria  
40 for obtaining passes was after school activity participation. Linda Mahoney stated she  
41 thought that parking passes were given on academic basis or for students with after  
42 school jobs. Mr. Cloutier stated any student who is failing cannot obtain a pass.

43  
44 Linda Mahoney – stated she was disappointed a high school open house was not set yet in  
45 order for the community to see the safety work that was completed. Dr. Bass addressed  
46 this by stating it will be planned in about two weeks as they wait for the finishing touches

1 to be completed. Mrs. Mahoney discussed Section JFGA Personal Searches in the  
2 student handbook – noting she did not see this section in there. Dr. Bass will look into  
3 this. It was also stated that section JIH was being revised by legal counsel. Mrs.  
4 Mahoney requested that the topic of *searches* be put on the agenda for the next meeting.  
5 Mrs. Mahoney requested a year end report on Pelham High School, this was noted it was  
6 previously requested. Mrs. Mahoney then commented on the amazing dedication to  
7 Michelle Lemeieux.

8  
9 Michael Conrad – commented on searches and that he would like the Chief of Police to  
10 come back to the board to explain the routine and why they are necessary.

11  
12 Eleanor Burton – commented on Memorial School Student Council and that they are  
13 short two members. She also noted Professional Development will meet next Tuesday  
14 and that they are moving forward.

15  
16 Bruce Couture welcomed students and faculty back to school and noted he is seeing a lot  
17 of positive things.

18  
19 **Future Meetings**

20  
21 September 25, 2007 Deliberative Session 7:00 PES  
22 September 26, 2007 Workshop Meeting 7:00 PES  
23 October 3, 2007 SAU Semi-Annual Mtg. 7:00 SAU  
24 October 10, 2007 Budget Meeting 7:00 PES  
25 October 17, 2007 Budget Meeting 7:00 PES  
26 October 23, 2007 Voting Day  
27 October 24, 2007 Budget Meeting 7:00 PES

28  
29 **Future Agendas**

30  
31 Life Safety Issues (ongoing)  
32 Policy Review (ongoing)

33  
34 Motion to Adjourn the Public Session of the Pelham School Board Under RSA 91-  
35 A:3II(b) at 9:56 pm was made by Michael Conrad with a 2<sup>nd</sup> by Eleanor Burton.  
36 Approved 4-0.

37  
38 Respectfully Submitted – Diane Figaro