

**PELHAM SCHOOL BOARD MINUTES
WEDNESDAY – JULY 13, 2005 – REGULAR MEETING
PELHAM ELEMENTARY**

Board members present: Mike Conrad-Chairman, Cindy Kyzer-Vice Chair, Eleanor Burton, Dr. Steven Tello, Linda Mahoney

Superintendent: Dr. Elaine Cutler
Assistant Superintendent: Roxanne Wilson
Business Administrator: Brian Gallagher
Student High School Representative: Gavin LeBel

NON-PUBLIC SESSION

Minutes of Non-Public Session are recorded in a separate document.

1. Call to Order

Chair Conrad returned the board to public session at 7:05 p.m.

2. Adoption of Minutes

June 8, 2005	Non-Public Session
June 8, 2005	Public Session
June 22, 2005	Non-Public Session
June 22, 2005	Workshop Session

Dr. Cutler wanted the minutes of May 25, changed to reflect Mary Collins as the presenter not Cindy Newell. The minutes will be amended.

Linda Mahoney will make changes to the June 8, minutes.

Motion to adopt the minutes with amendments was made by Eleanor Burton. Seconded by Cindy Kyzer. Approved 5-0

Motion to approve minutes at the workshop sessions made Linda Mahoney. Seconded by Steve Tello. Approved 5-0

3. Vendor and Payroll Manifest to be signed

A/P BATCH #1	\$352,530.86
P/R BATCH #1A DEDUCTIONS	\$ 1,998.93
P/R #1 & 2 DEDUCTIONS	\$ 13,858.05
P/R BATCH #1 & 2	\$ 37,519.08
A/P BATCH #33	\$ 33,433.19

A/P BATCH #34	\$213,933.23
P/R BATCH #60 & 61 DEDUCTIONS	\$293,092.97
P/R BATCH #60 & 61	\$103,964.29
P/R BATCH #62 DEDUCTIONS	\$ 25,235.00
P/R BATCH #62	\$ 1,998.93
P/R BATCH #62-1 DEDUCTION	\$ 21,000.00
P/R BATCH #63 & 64 DEDUCTIONS	\$ 2,373.82
P/R BATCH #63 & 64	\$ 4,420.95
Manifest #66 Building Funds	\$ 20,438.74

Mike Conrad read through the items above.

4. Consent Agenda

- a. Resignation
- b. Appointments
- c. Nominations

Cindy Kyzer made a motion to accept one resignation, 14 appointments and 3 nominations. Eleanor Burton seconded. Approved 5-0.

Jim Greenwood asked the board how the new sound system is working. All agreed it is working better.

5. Other Business Items

- a. Abutters report – Brian Gallagher

Brian Gallagher presented Abutters Report – Out of six residents on Marsh Rd., five were contacted by phone, two parties are interested. Out of seven residents contacted on Willow St., six were contacted by phone, only one interested.

- b. Research of town owned land for kindergarten and high school – Linda Mahoney

Steve Tello and Linda Mahoney completed a site walk on June 8, 2005 of the Peabody Town Forest – Old Lawrence Road site. Linda Mahoney submitted a document with their conclusions.

Linda Mahoney suggested the next step be a review of the land by experts.

Mike Conrad thanked them for the work done and for looking at every possible land opportunity in the town. He recommended that Dr. Cutler complete the professional investigation. Linda Mahoney stated they did not

find any deed restrictions on the property but would like land experts to review.

A vote is not needed to complete further investigations. Eleanor Burton asked if they need permission from the town since it is town owned land. Mike Conrad stated they wouldn't be doing anything to the property at this time, just investigation. Dr. Cutler will be asking the town for their electronic maps to do a study and will advise the town of their investigation at this time.

Mike Conrad requested a motion to investigate the lot to determine the viability of the property. Steve Tello motioned. Cindy Kyzer seconded. Approved 5-0.

Dr. Cutler requested that they move to the public presentations at this time. Going forward Mike Conrad suggested that public presentations would be completed after the consent agenda.

6. Appointment Presentations by Member of the Public

a. Jim Gove and the Wetlands report

Jim Gove was asked to get the wetland report in writing or concurrence from the regulatory folks. Jim wrote and sent an email of the comments made during the site walk to Collis Adams, Bureau of Wetlands in NH, Mark Kern, EPA in NH, and Richard Roach, Army Corps of Engineers, Senior Project Manager. Jim presented a copy of the response from Collis Adams and Mark Kern. Richard Roach did not respond. Jim read his email to the group and the responses.

Steve Tello thanked Jim for getting these individuals to the site. Steve asked for clarification of items 1 & 2, they must preserve the wetlands and item 3 requires a town wide analysis. Jim's answer was yes.

Linda Mahoney concurred with Jim Gove's summation.

Steve Tello asked if these individuals have the jurisdiction required. Jim stated they do for the wetlands but not for the uplands. The DES would need to be involved for anything at 100,000 sq. ft or more under alterations of terrain. And, a construction permit and notice of intent to the EPA would be necessary for the uplands.

7. Other Business continued

a. Presentation of Options for the School District

Linda Mahoney read a notice to the board of her work on these options, including important factors to be considered and the intention of assisting them in deciding the best option going forward.

Linda Mahoney presented Options 1 through 6, Pelham School District – Master Plan Options. The Plan briefly explained each option including pros and cons. Linda read Option 1 with pros and cons.

Mike Conrad suggested taking each option and expressing concerns. The first issue he stated was designating the High school into a Junior High School. The biggest concern is what would need to be done. His first choice would be Option 1. He believes this is a great first step to have options on paper.

Dr. Cutler suggested Linda Mahoney read option 2 since the audience representation is at summer levels. She believes the board can make comments then determine which option to pursue with additional work to be assigned to members.

Linda Mahoney proceeded to read Option 2, including pros and cons.

Cindy Kyzer's concern on Option 2 was first and second grades need to be placed on first floors. Dr. Cutler stated it would be very tight to house these grades on the first floor and they should be thinking about the future of a kindergarten need. In addition a certain percentage of the building must be renovated to get state funding.

Linda Mahoney continued reading the other options she had documented.

Mike Conrad asked to be included in the options a build out and expansion item.

Cindy Kyzer would like another "pro" added to the 1st Option, that it avoids disruption of the student population and teachers.

Mike Conrad would like added to Option 3, if you are to build a new high school on the new site there is the possibility of moving the middle school onto the high school while renovating Memorial.

Steve Tello stated issues with 4, 5 & 6 are land limitations given Jim Gove's earlier presentation.

Linda Mahoney stated it is evident that a 4th school is needed.

Mike Conrad stated his recommendation would be option 1. Option 3 would be his 2nd choice. Other options he feels would be more costly. A fourth school makes a lot of sense for the long term and working on one building project with additional renovation projects done as needed.

Dr. Cutler stated student parking is almost non-existent at the high school. The high school is a very sound building and could easily be used as middle school with very little renovations.

Eleanor Burton stated the additional space would allow Home Economics courses to be part of the curriculum. This will help with accreditation. Of Junior High.

Linda Mahoney wants to go to the voters with the big picture that allows the least impact and a full build out.

Dr. Cutler suggested the board vote in concept agreeing to Option 1.

Cindy Kyzer would like to see costs associated with Option 1 and 2.

Dr. Cutler suggested looking at cost at a workshop meeting.

Mike Conrad would like to see costs of Option 3, at a workshop meeting.

Linda Mahoney believes a comparison of costs is needed on options 1 & 2. In the fall, Dr. Cutler will put together storyboards with cost for Option A & B.

Steve Tello suggested they make a motion to say to voters that they like Option 1, in the interest of moving forward.

Motion made by Mike Conrad that the Pelham School Board supports Option 1 because it offers the voters the best alternative to meet the long-term need of over crowding in the schools. Motion to agree to Option 1 would be construction of a new high school on a new site to accommodate 1,000 to 1,200 students grades 9 thru 12, to convert Pelham High School to grades 7 & 8, to convert Pelham Memorial school to grades 5 & 6, and to convert Pelham Elementary to grades 1 thru 4. Motion made on a solid long-term recommendation of a financial plan.

Motion approved by Steve Tello. Seconded by Linda Mahoney. Approved 5-0. Mike Conrad stated the board will investigate other options with costs but will submit option 1 to the CIP.

Dr. Cutler asked when the next meeting CIP would take place? A date has not been set. Research must be completed on grades 7 & 8 to make the high school acceptable for that conversion.

Brian Gallagher stated that funds were allotted for research but not for the actual expansion. Mike Conrad wants a line added for research of 7 & 8 grades.

b. Discussion of Bedford model-Steven Tello and Linda Mahoney

Steve Tello and Linda Mahoney reviewed the Bedford Binder with Dr. Cutler. The binder contains most of the work that need to be completed. Linda Mahoney stated they could use the work done by Bedford.

Dr. Cutler stated getting a new site is a critical piece to going forward.

Dr. Cutler suggested that the board consider doing both a press release and letters to residents. The press release “drafted” by Linda Mahoney would be changed to a need for land for school facilities. The letters will be sent to residents that might have properties that would fit the need of the board. Linda Mahoney offered to review the tax maps to determine which residents might have land to fit this need.

Dr. Cutler asked who would be responsible for the following:
Change of Use conversion for the school, Cindy Kyzer, with an expected completion date of September. Investigate private land, Linda Mahoney, with an expected completion date of one week to be discussed at the meeting on August 10. Dr. Cutler will investigate the state aid and the percentage applied to a school building. SAU will get this information.

c. Review of TEACH Report presented in July 2004 – school board members

Mike Conrad suggested moving this review to another meeting; he believes this review is premature until more work can be done.

Dr. Cutler would like the teachers to have an opportunity to review prior to discussion by the board.

d. Administrative Monthly Reports

a. Enrollment Report. Enclosed

Dr. Cutler introduced the “Drop Out Report” provided by Dr. Mohr, high school principal. Linda Mahoney requested more information about the dropped out students, possibly a family discussion. Gavin LeBel was asked if he knew why the students dropped out, his answer was some seniors just decide not to deal with school any longer.

b. Operating Budget Report

Brian Gallagher presented the operating budget. He stated this is a starting point and each first monthly meeting he will present information at a summary level for review.

e. Presentations of Policies/Reports by Superintendent and Staff

a. Sample opt-out form for high school use

A “draft” form of the opt-out form was presented. Mike Conrad would like all options; military, higher institutions, and business entities included on the form. Dr. Cutler will revise form to include the above.

b. Lunch Program Cost Adjustment

Brian Gallagher presented a letter written by the food service vendor to increase the school lunches by ten cents. The annual increase per student would be approximately \$20-\$30.

Mike Conrad motioned to increase the lunch by ten cents. Seconded by Linda Mahoney. Approved 5-0.

c. Names of Citizens who wish to participate in committee work

The four residents letters wishing to participate will be placed in the committee binder until the board is ready for to contact them. Mike Conrad suggested a thank you note for getting involved is sent to them.

d. Representatives to SAU compensation committee (2)

Dr. Cutler requested two members to participate on the SAU compensation committee. Eleanor Burton and Mike Conroy volunteered.

e. Correspondence

Dr. Cutler presented a note of Thanks from Mary Ann Horaj, and letters of correspondence from Rosemary Saracusa, Patricia Zobe, and Bernice D’angelas.

f. Information and Proposals from Board Members

- a. Mrs. Burton Summer Break
- b. Mr. Tello Summer Break
- c. Mrs. Mahoney

Linda Mahoney asked Brian Gallagher to contact the Budget Committee, they would like the old format of the budget because it is easier for them to follow, and it's the same as the town format.

Linda Mahoney would like the Master Plan update published in the paper to keep the public informed of activities.

Linda Mahoney asked where the agenda for the meeting is posted. Answered by Dr. Cutler, "by law it is required in the SAU office and in schools". She requested publication on the web site 48-72 hours prior to allow public participation.

- d. Mrs. Kyzer Summer Break
- e. Mr. Conrad Summer Break

Mr. Conrad thanked Mr. Greenwood for updating the sound system.

The board discussed whether the Workshop meetings should be televised. It was agreed to review the agenda items and determine to televise based on the items listed.

g. Future Meetings

Meeting Dates

- a. August 10, 2005 Regular Meeting
- b. August 24, 2005 Workshop Meeting

h. Future Agendas

- a. NRPC Report/Demographic Report/Town Land Report (August meeting)
- b. Continuation of the School Master Plan work (August meeting)

i. Adjournment

Steve Tello moved to adjourn the meeting. Seconded by Mrs. Kyzer. Approved 5-0.

The meeting was adjourned at 8:59 p.m.

Respectfully submitted by,

Donna Boland

The School Board has not yet approved these minutes.

