

1 APPROVED
2 **Pelham School Board**
3 **Workshop Meeting – Public Session**
4 **June 18, 2008**
5 **Pelham Elementary School**
6
7

8 **School Board Members:** Bruce Couture, Chairman; Linda Mahoney;
9 Cindy Kyzer; Linda Koehler; Eleanor Burton

10 **Superintendent:** Dr. Frank Bass

11 **Assistant Superintendent:** Roxanne Wilson

12 **Business Administrator:** Kathleen Sargent
13

14 Chairman Couture called the public session to order at 7:15 p.m. All those in attendance
15 stood for the Pledge of Allegiance.
16

17 **Public Forum**
18

19 None noted. Chairman Couture reminded the public about Public Forum.
20

21 **Manifests**
22

23 Chairman Couture read aloud the manifests. He spoke of the resignation of Kelly
24 Sullivan and wished her the best of luck, noting she will be missed greatly.
25

26 Mr. Couture then noted the nominations of Laurel Plouffe, Kiera Fleno and Erin
27 Woodward.
28

29 Motion to accept the Consent Agenda was made by Cindy Kyzer with a 2nd by Linda
30 Koehler. Approved 5-0.
31

32 **Superintendent Remarks**
33

34 Dr. Bass spoke of having lunch with several students at Pelham Schools. He stated the
35 5th graders expressed interest in having more after school activities or clubs. They also
36 stated they liked the lunch program but would like larger portions. Dr. Bass stated they
37 will be looking into exploring the aspect of offering more activities after school to begin
38 this fall. He will look at what is reasonable.
39

40 Dr. Bass then spoke of meeting with some students at Memorial School. The students
41 have great pride and ownership of their school but would like more offerings in the area
42 of unified arts program.
43

44 At Pelham High School, the students also expressed interest in having more student
45 involvement in after school activities along with more AP course offerings.
46

1 Dr. Bass will continue to have conversations with students and work with them over the
2 summer to see what opportunities can be put in place for the fall.

3
4 The Superintendent spoke of a great Pelham High School graduation ceremony. He
5 stated the speeches from students were solid and terrific and noted how supportive the
6 entire graduating class was of each other.

7 8 **DI Presentation**

9
10 Andrew Letendre, Madison Fullerton and Katyln Fullerton discussed their recent
11 experience at their Destination Imagination Competition. They stated they had to do a lot
12 of fundraising in a short period of time. They came in 42nd out of 76 teams. There was
13 no adult involvement during the competition – they had to perform the tasks themselves.

14 15 **Food Service**

16
17 Megan Bizzaro spoke of a small fire that occurred in the PMS kitchen with a convection
18 oven. She stated the Fire Chief was impressed with how well her staff handled the
19 situation. The equipment has been fixed and is up and running.

20
21 Mrs. Bizzaro spoke of the efforts that are being made to close out the year with no
22 outstanding debts. It was noted that there was \$3,700 outstanding as of the 17th of June.

23
24 Cindy Kyzer requested a breakdown between districts of what is owed. It was noted that
25 about half of what was outstanding belonged to Pelham.

26
27 Eleanor Burton questioned if the school district had to supplement monies at the end of
28 the year and also questioned if Windham had to do the same. It was noted that both
29 districts have to supplement monies if there is still a balance owed. St. Patrick's is
30 responsible for their own deficit.

31
32 It was noted that any left over monies are refunded to seniors and students in the 8th grade.
33 Other grades will have a carryover of monies to the next school year for their use.

34
35 Regarding students comments, Mrs. Bizzaro stated they will be offering any leftovers at
36 last lunch to the 5th graders. She also noted the Tiger Stand is open at PMS which offers
37 more variety in food choices.

38
39 Review of Meal Prices – Mrs. Bizzaro presented new food prices for the coming school
40 year. It was noted that prices are looked at every June. Food costs have gone up
41 drastically. It was noted that the Pelham Lunch Program is part of a large buying group
42 with other districts. Recommended prices are: Elementary - \$1.90; Memorial - \$2.00;
43 High School - \$2.25 and Adult - \$3.00

44
45 Mrs. Bizzaro spoke of trying healthier yogurt options along with a new chicken patty
46 option. They are also exploring the idea of using biodegradable trays.

1
2 Cindy Kyzer questioned why PES and PMS did not have the same lunch prices. It was
3 stated they serve a larger milk portion at PMS. It was also noted Kathleen Sargent and
4 Megan Bizzaro discussed the price increases at length and found a tiered approach of
5 increase between schools to be the best solution.
6
7 Linda Mahoney stated she would rather see less choice offerings at PES if it would help
8 to keep the cost down.
9
10 In response, Megan noted she would like to look at healthier choices for the students and
11 not just offering more variety.
12
13 Mrs. Mahoney also suggested not offering so many different types of salads if ti would
14 help to keep costs down.
15
16 In response, Megan stated she felt if choices are minimized, they will run the risk of
17 losing participation in the program
18
19 Linda Koehler noted she felt the price recommendations were very reasonable.
20
21 Eleanor Burton questioned the number of free and reduced lunches. Megan responded by
22 stating they are at about 5% participation.
23
24 Roxanne Wilson noted the Title I Grant dollar amount did increase, which is partly due to
25 free and reduced lunch count increasing.
26
27 Mrs. Bizzaro stated they need to do a better job of getting information out to parents that
28 may qualify for free or reduced lunches for their children.
29
30 Motion to accept food costs increases as presented by the Food Service Director for 08-
31 09 school year was made by Linda Koehler with a 2nd by Cindy Kyzer. Approved 5-0.
32
33 Debit Card System - Mrs. Bizzaro outlined the proposed new lunch debit card system –
34 MealsPlus. This new system will allow parents to view their child’s lunch account online
35 and make payments online. The IT department is on board with this new software and it
36 will make end of year rollovers easier. It will process students faster through lines. It
37 was noted it could be up and running for the opening of the school year, if approved.
38
39 Linda Koehler questioned what would happen to Windham once they have their own
40 food service program. It was noted they would be able to take their portion of the
41 software with them.
42
43 The software company is looking for ½ of the payment in 08-09 and the other ½ in 09-10.
44 They are offering this payment plan with no interest. The new system would cost less to
45 maintain yearly than the one currently in place. Windham would share their portion of
46 the cost of the software.

1
2 Kathleen Sargent noted there is \$39,000 in the food service line item. This amount has
3 already been encumbered.

4
5 Linda Mahoney stated she is struggling with this request coming up now and not during
6 the budget season.

7
8 Chairman Couture stated this agenda item would be tabled for later discussion.

9
10 **Preschool Program Update**

11
12 Dr. Bass informed the Board that other building options fell through and that he is still
13 looking for alternative space for the preschool program.

14
15 Linda Mahoney noted that the agreement with Windham would end in the fall of 2009
16 and not this fall of 2008.

17
18 Bruce Couture responded by stating he thinks Windham is trying to think ahead.

19
20 Dr. Bass noted there are short term problems such as space needs that need to be
21 addressed. He stated they need to look at long term options.

22
23 **PHS Committee Charge**

24
25 Dr. Bass noted the minor changes that were made to the Charge of the High School
26 Building Committee, as requested at the previous meeting.

27
28 Cindy Kyzer requested that wording be added to #8 of the Charge stating the secretary
29 shall record minutes.

30
31 Linda Koehler questioned if they could provide the Committee with additional
32 information for their use. She also questioned if the Department of Education approved
33 of the high school being added on to if needed and if there would be an impact on other
34 buildings. She stressed this would be important to know before moving forward.

35
36 Dr. Bass responded by stating the Committee will get answers to these types of
37 questions/feasibility issues. He will be following through to see if suggestions are legal
38 or feasible and if there are any other conditions attached.

39
40 Linda Mahoney noted the DOE would tell the Committee their guidelines at full build out
41 as it is based on acreage.

42
43 Eleanor Burton requested the first line of Section III stay the same while the rest of this
44 section be deleted. Consensus of the Board to follow Mrs. Burton's suggestion.

1 Motion to accept the Charge of Pelham High School Building Committee as amended
2 was made by Cindy Kyzer with a 2nd by Linda Koehler. Approved 5-0.

3
4 **Staffing Update**

5
6 Dr. Bass stated he was pleased to announce that most of the staffing positions have been
7 filled – noting the quality of individuals that have come forward are of really good
8 quality and that some are from Pelham and have graduated from PHS.

9
10 **Population Projections**

11
12 Enrollment is on target as predicted. The huge bubble coming up to PMS from 5th grade
13 was noted. Dr. Bass stated they are working to manage the situation.

14
15 **Business Items**

16
17 Kathleen Sargent informed the Board that she is working on obtaining a fuel bid through
18 a consortium. They are joined with Windham. They are also looking at the delivery of
19 electricity – noting this will also be going out to bid. She noted there would be a day in
20 the month of August when they will be asked to shut down as many utilities as possible
21 for a period of three hours. This will allow for reimbursement of monies and the
22 electrical demand will be based on the usage during that period of time. The Athletic
23 Director is aware of this. A date will be announced soon.

24
25 **Summer Work Summary**

26
27 Mrs. Sargent noted Mr. Miller’s work summary for the Board.

28
29 Linda Koehler noted her concern over the landscaping contract – stating Mr. Power’s
30 seems to have put a lot of time and effort into follow up with the contracted landscapers.
31 Kathleen Sargent responded to this by stating she will be meeting with Mr. Powers and
32 Santastic to discuss the resolution of some issues. She will bring any issues to the Board.

33
34 **Monthly Reports**

35
36 Mrs. Sargent noted there is a \$10,000 balance currently. Bruce Couture noted that if all
37 money is not used that is set to encumbered, then it would be added to the balance. Mrs.
38 Sargent noted that was true.

39
40 Kathleen Sargent explained what encumbered would mean as it pertained to the \$39,000
41 in the food service line. She noted this money was to ensure that the District could cover
42 a deficit if needed and that it is encumbered to the food service program.

1 **Assistant Superintendent Report**

2
3 Roxanne Wilson stated she applied for extra money for professional development and
4 received an informal approval today. She noted the available money would need to be
5 used by a certain time. She will be asking if the allotted professional development
6 monies could be revised and used in other ways. She noted many teachers would love to
7 take advantage of this but are already obligated in other ways.

8
9 **Board Member Reports**

10
11 Eleanor Burton – noted PMS Council will be the recipient of a luncheon for the staff in
12 appreciation for their hard work. She complimented Roxanne Wilson on her immense
13 work she as done with regard to professional development.

14
15 Cindy Kyzer – spoke of her enjoyment in handing out diplomas at graduation.

16
17 Linda Koehler – requested the Board receive a report from the high school with regard to
18 reinstating the D as to what percentage, at this time of year, that students were not
19 passing –she would like to compare it to fall data.

20
21 Bruce Couture – stated the District would miss all the teachers that were retiring this year
22 and thanked them for all their effort they have put into teaching the children of Pelham.
23 He congratulated the seniors and 8th graders.

24
25 **Future Meetings**

26
27 July 16, 2008-06-24 Business Meeting 7:00 PES
28 July 30, 2008 Business/Workshop Meeting 7:00 PES

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30
31 Motion to adjourn under RSA 91-A: 3II at 9:20 p.m. was made by Linda Mahoney with a
32 2nd by Cindy Kyzer. 5-0

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34
35 Respectfully Submitted – Diane Figaro