

**PELHAM SCHOOL BOARD MINUTES
WEDNESDAY – OCTOBER 19, 2005
BUDGET/REGULAR MEETING
PELHAM ELEMENTARY SCHOOL**

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

PUBLIC SESSION

1. Call to Order

Chair Conrad returned the board to public session at 6:04 p.m.

2. Pelham High School Budget Presentation

Dr. Dorothy Mohr, Principal and Mr. James Wilhelm, Assistant Principal, presented the individual 2006-2007 budgets for the high school.

Dr. Mohr went through the High School's proposed 2006-2007 budget needs with the school board. Most increases and decreases in the individual budget items were discussed. These budgets are being reviewed by the School Board prior to them being presented to the Budget Committee. The School Board gave Dr. Mohr some suggestions about preparing the budget presentation for the Budget Committee.

The High School budget reflects the needs to support approximately 700 students. Other budget items discussed were:

- Drivers Education – this is listed in 2 places in the budget, one for the costs of hourly rates and one for the supplies. Mrs. Mahoney would like more information regarding the rates to support this budget. Mr. Gallagher said that this is tied into the revenue and suggested that the Board should go back to this after the budgets are done.
- Physical Education – there is a limit of 30 students per gym class.
- Technology – the student's work with robotics. The students must assemble a robot kit. This kit is a consumable and cannot be reused; therefore the budget must include new kits. Dr. Cutler asked if this class could get to the point where the students could compete with other high schools in the state Dr. Mohr explained that we are at the beginning stages of this program and must gain more experience prior to competing. We are taking steps toward that goal.
- Music Supplies - Mrs. Mahoney asked if the students could purchase some of their own materials, such as guitar strings. Dr. Mohr said that the students are required to purchase 2 sets of guitar strings and the school supplies the rest. Therefore if a guitar string breaks during practice, there will be supplies available.
- Health Education – currently the class does not have any text books. The budget is to purchase new books.
- English – budget includes a digital video camera, 2 approximately 36" TV's and 2 TV carts.
- Art Equipment – a Pug Mill is needed. This is used to vacuum up and recycle the clay dust in the room. This would save costs with health and vacuuming in the long run.
- Technology Equipment – 3 cameras for Photography class. Vocational Education – Pinkerton Academy in Derry, offers vocational classes such as, Automotives to students in other school districts.
- Officials for Sports – Budget is for Timers and Scorers.
- Athletic Trainer – the athletic trainer is retiring. An Athletic Trainer handles minor injuries for the sports teams. This should be a full-time position. The Board would like a count of the athletes that the high school has.
- Sporting Supplies – Includes team uniforms. The high school sports teams are rated as a Class I. It is short by 8 students to be qualified to the next Class level. The rating goes by student enrollment.
- Painting Supplies – used for the fields and markings
- Hurdles – the high school has never owned their own hurdles. They have been borrowing them from another school.
- Polo Shirts for the Golf Team – Mrs. Mahoney asked if the students could purchase these instead of having them in the school budget. Dr. Cutler stated that Title IX states that each sport must have equal opportunity. If the Football Team doesn't pay for their uniforms then the Golf Team should not have to pay for their shirts.
- File Cabinets – fire proof file cabinets and regular file cabinets are needed. This is a one time expense on the budget. The fire proof file cabinets are needed for the high school to be in compliance with the state requirements.
- Audio/Video Devices – teachers use DVD's to show the students snippets of films, such as films on WW II or other materials. Mrs. Mahoney expressed her concern that teachers should not be using the DVD's to take up the time the teacher's should be using to teach the students. Dr. Mohr assured her that this is not the case with the DVD's. They are only used for a short time in the classroom to give the students a visual of what the subject is on. Dr. Tello suggested that the budget amount be itemized.

Mr. Gallagher brought up the potential Warrant Article document. It listed teachers needed for Guidance Counselors, Business class, Art class, Math/Science combination, and an Athletic Director.

The current athletic director researched on other Class I high school's Athletic Departments and noted that all had a full-time Athletic Director and some also had a Secretary as well. Dr. Cutler mentioned that Bow High School in Bow, NH has fewer than 600 students and they have a full-time Athletic Director.

Another important item for the high school are bleachers. The existing bleachers are old and are a hazard to students, teachers, and parents. Civil engineers will be coming out to the school to assess the condition of the bleachers.

Dr. Mohr is also requesting the addition of a Guidance Counselor. The standard is 1 counselor for every 300 students. With approximately 660 students, the Pelham High School does not meet these requirements.

Dr. Mohr and Mr. Wilhelm adjourned at 7:50 pm.

3. Special Education

Mrs. McCoy did not attend the meeting due to a death in the family. This topic will be rescheduled.

4. Pelham District Budget Presentation

Mr. Gallagher reviewed the budgets in the District Budget Plan.

Some of the major changes in the budget are:

- A decrease of \$35,000. This was in the budget last year for the truck that the voters approved. The truck has been purchased therefore the amount is deducted.
- An increase of \$41,000 for a school bus. The expansion of the school and its students warrants another bus to transport the students. Mr. Conrad stated that the biggest complaint is the number of children riding on the bus. Is only one more bus needed? Mr. Conrad requested that Mr. Gallagher find out when a bus was last added to the district. Mrs. Mahoney suggests that a study be done on the number of children riding the buses, what is the capacity of the school bus, what routes do they take, how long do the routes take, what help would 1 bus be to the school and what help would 2 buses be to the school.
- Health Insurance – estimated to be a 10% increase in healthcare costs for next year. This equates to an increase of \$48,000. Historically it has been a 13% increase each year, though last year it was an 8% increase.
- Dental Insurance - estimated to be a 7% increase adjustment factor.
- An Annual Warrant Article by St. Patrick's School.
- ADA Trusts and Trust Funds – these are in the budget as placeholders other expenditures approved of by the voters.
- Attorney Fees – Mrs. Kyzer asked Mr. Gallagher to explain how this budget is determined. Mr. Gallagher said that last year \$22,000 was expended.
- Advertising – Mrs. Kyzer asked if we should add more to this budget for the “flyers” and several mailings that scheduled for next year. Mr. Gallagher said he could add a category called Communications and a \$1,500 budget for the mailings could go there. Mr. Conrad asked him to put in an additional line for the School Board expenses. The category is now Town Communications with a total budget of \$6,500.

5. Approval of the Minutes

The “October 12th Minutes” document was passed out to the Board members. Dr. Cutler suggested that the Board members review them prior to their approval at the next meeting. All agreed.

6. Review Educational Specifications to date

Each Board member received a document titled “General Building Specifications”. Mrs. Kyzer told the Board that a project manager she knows, who has worked on building projects, would be glad to review the document and report back with her comments. This would be ready for the next meeting on October 26th.

The document includes LCD Projectors in every classroom. Mrs. Mahoney does not approve of LCD Projectors being permanently installed in each classroom. Having rooms wired for them would be acceptable. Dr. Cutler stated that TV's are obsolete equipment for schools and that LCD's are the way to go. Mr. Conrad clarified that these LCD Projectors are overhead screens that are installed in the ceiling and come down with the push of a button.

On the subject of the \$20 million bond, Mrs. Mahoney suggested that technology with a life span of less than 20 years should not be included in the plans for the bond.

On the subject of Building Fees, Dr. Tello has contacts from UMASS-Lowell who could be invited to speak with the Board about these issues.

7. Review possible renovation plans for the high school

Copies of building plans were passed out to each of the Board members. The first plan is the current layout of the high school. The second is the proposed renovated design of the high school. The classrooms were classified as A or B, depending on their safety conditions. The "A" classrooms had no life safety issues. The "B" classrooms have life safety issues. The "B" classrooms were mainly the rooms with no windows and that need specialized sprinklers and/or skylights. The current Fire Chief laid out his suggestions for the renovations, but he is planning to retire next year. The new Fire Chief will have to approve these designs and the State Fire Marshall will also need to approve them. The current Fire Chief mainly looked for the fire safety issues. We do not know what the next Fire Chief and/or Fire Marshall will be concerned with and want changed in addition to the fire safety issues. 30% of the budget is needed up front to start the renovations. Mrs. Mahoney suggested getting an estimate on the plans as they are now.

The following information is also to be researched. Compare the cost of:

1. Adding an addition to the Middle School versus renovating the High School for Middle School use.
2. Building a new High School and renovating the present High School to be a Middle School.

Dr. Tello stated that we would need the estimates in order to present these budgets to the voters. Dr. Cutler said that we also need an estimate of the number of students and the number of classrooms and their sizes. She also asked if the Board would be comfortable with the architect interviewed for the building project. The focus right now is on the land. The second issue is building a school large enough to sustain Pelham for years to come.

There will something placed on the ballot in March of 2006 regarding the plans for the new high school. The voters will need a conceptual design on what the new high school will look like. How do we get there? The Board suggested that a Team Designs architect write a Warrant Article, which would include the costs, drawing, square footage, classrooms, etc. regarding the new high school which would hold 1,000 students.

Respectfully submitted,

Therese Menard

The Pelham School Board has not approved these draft minutes.