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APPROVED
PELHAM SCHOOL BOARD
Business Meeting
July 25, 2007 – Pelham Elementary School
Public Session

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School Board Members: Bruce Couture – Chair, Linda Mahoney – Vice-Chair,
Eleanor Burton and Cindy Kyzer (Absent: Mike Conrad)
Superintendent: Dr. Frank Bass
Assistant Superintendent: Roxanne Wilson
Business Administrator: Kathleen Sargent
Pelham High School Rep: Scott Cloutier

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Call to Order/Pledge

Chair Bruce Couture called the public session of the Pelham School Board to order at 7:19 PM. Those in attendance stood for the Pledge of Allegiance.

Minutes

A motion was made to accept as amended the minutes from July 11, 2007, Public Session by Mrs. Mahoney and seconded by Mrs. Kyzer. Vote: 4-0.

Manifests/Consent Agenda

Chair Couture read the manifests.

Nomination was presented of Jennifer Jaquith for PE Teacher at PMS.

Motion was made by Mrs. Mahoney and seconded by Mrs. Kyzer to accept the manifests and consent agenda. Vote: 4-0

Superintendent Remarks

Superintendent Bass spoke about the Leadership Team and their scheduled retreat in August. They will talk about goals, expectations and what they look forward to accomplishing.

PSB Goal Setting

Dr. Bass questioned the board as to their flexibility in visiting other schools. This will provide them an opportunity to see what Pelham will be looking for as they go forth with future high school plans. Mr. Marinace will be returning from vacation on August 6th and a trip to Bedford may be scheduled that day. Dr. Bass will get back to the board on this.

Presentations of Policies/Reports by Superintendent and Staff

Alan Miller – Summer Project Update: Pelham Director of Maintenance, Mr. Alan Miller came before the board to provide an update of summer projects as of 7/25/07. He provided the board with a synopsis of work that had been done and is ongoing at each school. Dr. Bass and the board thanked him and his staff for doing a great job. Mr. Couture recommended long range preventative maintenance for the Facility Maintenance Plan. Mrs. Burton recommended highlighting items needed for the CIP.

1 *HVAC/Mechanicals Update:* Mr. Miller spoke to the board about the situation at Pelham
2 Memorial with the HVAC. Mr. Marinace will be asked to get involved. The problem is
3 circulating fresh air throughout the building. When the doors and classes are closed there
4 is no circulation. This item will be put on the next agenda to find out where the \$6,250 is
5 coming from.

6
7 *Fields and Grounds Update:* Dr. Bass questioned Mr. Miller regarding his assessment of
8 the fields. Mr. Miller said they have definitely improved as of last Friday. All zones are
9 up and running, have been located, are on the clock and should be automatically
10 controlled. Harris Field needs attention. Possibly hydro-seed. If hydro-seed is done
11 practice locations can be alternated and the field should be in good shape when the
12 season begins.

13 14 **PSB Goal Setting - Continued**

15 Dr. Bass made a suggestion regarding a goal on security and safety. The Superintendent
16 has met with the Chiefs of both towns. He proposed that he, along with the Chiefs of
17 Police and Kathleen Sargent would go through the buildings and report back to the Chair
18 with recommendations. The Chief of Pelham will go through Windham schools and the
19 Chief of Windham will go through Pelham schools. Mrs. Mahoney will provide a copy
20 of a report to Dr. Bass that had previously been prepared on a safety walk-through which
21 pointed out the weak areas. Mrs. Burton recommended including the Administrators in
22 the walkthrough.

23
24 Dr. Bass would like the School Board and Budget Committee to get together as soon as
25 possible to discuss how they would like to proceed. An option could be the board
26 meeting with the Budget Committee off-line and then have a joint meeting in public.
27 This would be helpful for the board and the town.

28
29 Asst. Supt. Wilson commented that goals help prioritize the budget and 15 goals is a lot.
30 The board needs to look at priorities from their list of goals and cut them down.

31
32 The board agreed on three major goals: Long Term Facility Planning; Communication;
33 and High Standards. Dr. Bass and Asst. Supt. Wilson will work on these and bring their
34 recommendations back to the board.

35 36 **Recess Monitors**

37 The board discussed recess monitors. Mrs. Burton questioned why they were not in the
38 budget and if the funding for the positions would be coming from the 07-08 or 08-09
39 budget. Dr. Bass recommended the board look into the current budget to see if there is
40 maneuverability to add this to the current budget without putting the rest of the budget in
41 jeopardy. Ms. Sargent noted that if an Instructional Assistant's student is not part of that
42 recess time, the district cannot bill Medicaid. Mr. Couture would like a breakdown of
43 what it will cost for the recess monitors in comparison to using the IA's and loss of
44 Medicaid funds. Mr. Couture would like to revisit this after Ms. Sargent does some
45 further research and provides the board with the data.

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1 **Petition for Permission to Hold Special School District Meeting**

2 Dr. Bass questioned what would be a good time for the board to petition the Superior
3 Court. Attorney Elwell needs to give a date to the Superior Court judge. The third week
4 of August was discussed as a possible timeframe. Dr. Bass questioned the availability of
5 the board for the next 2-3 weeks, but there is no guarantee the board will get the date.
6 The attorney would like a date in late September early October for the Deliberative
7 Session. Ms. Sargent informed the board that the vote has to be done before the end of
8 December.

9
10 **Presentations of Policies/Reports by Superintendent and Staff**

11 *Policy JICK – Second Reading:* The board made a few minor changes.

12 **A motion was made to accept the second reading of the policy by Mrs. Kyzer and**
13 **seconded by Mrs. Burton. Vote: 4-0.**

14
15 **Theatre Club Liability – Update**

16 The board discussed the Theatre Club and the liability issues depending on whether this
17 would be a school sponsored or non-school sponsored club.

18 **Ms. Kyzer made a motion to accept the Theatre Club as a non-school sponsored**
19 **club. Motion seconded by Ms. Burton. Vote: 4-0.**

20
21 **Monthly Reports**

22 Monthly Budget Report – will have when audit is complete.

23
24 **Information/Correspondence**

25 Ms. Mahoney questioned the direction the auditorium was taking in regards to a separate
26 warrant article. Mr. Couture will get in touch with Mr. Marinace when he returns from
27 vacation and address this at the next meeting.

28
29 Discussion on Open House plans for the end of August. This will provide the
30 opportunity for the community to see the changes at the high school and to look at the
31 modulars.

32
33 Scott Cloutier, Student Rep. provided an update on the high school.

- 34 • The Leadership Academy came up with a Freshman Orientation which will be held
35 for the class of 2011 on August 23rd, from 10 AM until 1 PM. Students will receive
36 their schedule and have a tour of the school, play games and enjoy free ice cream.
37 All freshman and parents are welcomed.
- 38 • There were 50 students in the Leadership Academy and 20 of them are
39 Ambassadors.
- 40 • There is also a Summer Reading Program Adventure for high school students.

41
42 **Future Meetings:**

43 August 1, 2007	SAU Meeting	7:00 PM	SAU
44 August 8, 2007	Business Meeting	7:00 PM	PES
45 August 22, 2007	Business/Workshop Mtg.	7:00 PM	PES
46 August 27, 2007	Teachers Return		

1 August 29, 2007 First Day of School

2

3 **Future Agendas:**

4 Life Safety Issues (ongoing)

5 Policy Review (ongoing)

6

7 **Adjourn**

8 **A motion was made by Cindy Kyzer and seconded by Eleanor Burton to adjourn**
9 **the meeting at 8:50 PM.**

10

11 Respectfully submitted,

12

13 Mary Ann Horaj

14 These minutes are in draft form and have not been submitted for approval.