

Pelham School Board Meeting
June 3, 2020
Pelham Elementary School
6:30 pm

In Attendance:

School Board Members: Megan Larson, Chair, Debbie Ryan, Vice-Chair, Troy Bressette, Darlene Greenwood, and David Wilkerson
Superintendent: Bill Furbush
Business Administrator: Deb Mahoney
Not Present: Joe Wholey, Student Representative

Chair Megan Larson called the meeting to order at 6:30 pm. Chair Megan Larson stated that the School Board was meeting in accordance with the Governor's Emergency Order 12, pursuant to Executive Order 2020-04. The Pelham School Board is authorized to meet electronically due to the COVID-19 Pandemic.

Chair Megan Larson mentioned that the School Board must have a roll call for attendance. If someone is in the room with a board member, the board member must include that information during the roll call.

Chair Megan Larson	– Present by herself
Vice-Chair Debbie Ryan	– Present by herself
David Wilkerson	– Present by himself
Troy Bressette	– Present by himself
Darlene Greenwood	– Present by herself

The Pledge of Allegiance followed.

Public Input:

None

Superintendent Opening Remarks:

Last week, Target Instruction emails went out to the PES, PMS, and PHS parents. The School District received many responses, and the email appeared to have lit a fire under students to complete all their schoolwork by Friday. Signup Geniuses were sent to all grades for the Chromebook drop off.

Superintendent Bill Furbush said students should sign up for a time to turn in the devices. The school is prepping for special end of year activities for the eighth-graders. The eighth-graders' families were informed that this Friday between 2 pm and 6 pm, the District will be dropping off gifts.

On Monday, PHS had their Senior Chromebook drop off and graduation gown pickup. The Seniors arrived on time and were able to follow the state guidelines for social distancing and safety guidelines.

Superintendent Bill Furbush thanked the faculty and staff for their help and support.

On Tuesday, PHS held its last virtual awards ceremony of the academic year. The students were recognized for their academic achievements and commitment to the community. The Class Essayist is Darren Minuiti, Class Salutatorian is Keegan Garrett, and the Class Valedictorian is Evan Haskins. Evan Haskins is also class president.

The PHS Boosters and the PHS Athletics awarded over \$13,000 in Senior Scholarships to deserving PHS

48 Athletes. Some of the students who received awards were:

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- | | | |
|----|--------------------|--------------------------------|
| 50 | 1. Python Award | John Elie, Abbey Bevens |
| 51 | 2. Scholar/Athlete | Evan Haskins, McKenna Williams |
| 52 | 3. Sportsmanship: | Nick Carroll, Jess Slaton |
| 53 | 4. Leadership: | Keegan Garrett, Abbie Patchen |
| 54 | 5. Python Pride: | Colby Travis, Haley Gilbert |
| 55 | 6. PHS Boosters: | Sasha Burke |

56

57 On Wednesday, the Leadership Team and the Senior Class Advisors visited and
58 delivered gifts, awards, certificates, and the Senior Love letters to every Senior's home. Superintendent
59 Bill Furbush thanked the PHS Boosters, Nancy Bevens, Lori Deluca, and Ellen Patchen for their
60 hard work and time throughout the year. On Friday, all new learning wraps up for the underclassmen.
61 The District is starting a PES Retirement Parade, and the parade will recognize the school retirement
62 staff. Keep an eye out for the parade. The school will have signs out thanking the staff for their work.
63 PMS and PHS are doing special things for their retirement staff as well.

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65 **Student Report:**

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67 None

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69 **Presentations:**

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71 None

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73 **Main Issues / Policy Updates:**

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75 **Remote Learning Update:**

76 Superintendent Bill Furbush thanked the administrators and the faculty for preparing for the June 8th
77 through June 19th Targeted Instruction and Competency Recovery. Superintendent Bill Furbush
78 recognized that not all the students succeeded with Remote Learning. The administrators sent notices to
79 the student's homes. If the student or parent did not respond to the notice, the administrator then
80 called the house. The staff asked what they could do to assist and make a plan for the student.
81 The School District has scheduled the staff to use the schools to close down their classrooms and turn in
82 materials. Superintendent Bill Furbush thanked the custodians for allowing the faculty to enter and use
83 the buildings. The School District has also scheduled time for the students to drop off materials and the
84 Chromebooks. Some of the drop-offs have already begun. Superintendent Bill Furbush commented that
85 he had received some feedback on the enrichment programs at PES. PES is offering UA teachers to
86 provide enrichment from June 8 through June 19.

87 The NHIA, the CDC, and other government task forces have also sent out guidelines around summer
88 camps, day camps, and field usage. The District is gathering a lot of information from different sources.
89 Chip McGee, Principal Dawn Meads, Athletic Director Todd Kress, and Superintendent Bill Furbush met
90 and will meet again next week. Next week they will draft procedures for students and field use that
91 meet the state and federal requirements. If the coaches and students can comply with the guidelines,
92 then the District will reopen the fields.

93 The District is looking at reopening the schools in small increments. Chip McGee is currently responsible
94 for developing the summer hours, the administrators' expectations, and all the year-round hourly

95 employees. Relatively soon, the buildings will be opened and have public hours. The public will be
96 notified when the buildings are reopened.
97 The Extended School Year (ESY) is going forward. Four or five students will have in-house instruction.
98 The majority of ESY students will be instructed remotely. The Pelham School District, at this time, does
99 not qualify for any further waivers. If the District were to continue the foodservice, it would come at an
100 extreme cost. After June 19, the foodservice will be discontinued for the summer. The District is working
101 with the school social worker and principals to find out if there are students that may need food
102 assistance.
103 The end of year survey has been sent out. The survey served two purposes. The first purpose was to find
104 out what the District did right with remote learning. The second purpose was to help with community
105 planning in the fall. Superintendent Bill Furbush requested that people take the time and fill out the
106 survey. There is one survey per student.
107 Troy Bressette asked Superintendent Bill Furbush what his philosophy was in applying the terms used by
108 the CDC, NHIIA, and other governmental task forces. Superintendent Bill Furbush mentioned that the
109 NHIIA wants to open the fields because that is their business. The CDC and other groups have guidelines
110 that are different from the NHIIA. The idea is to combine the guidelines and have them meet the
111 Pelham student's and community's needs. The guidelines need to be well established as the District
112 begins to reopen the buildings to more people. After the guidelines have been created, a meeting will
113 occur with a public health official.
114 Darlene Greenwood asked which public health official Superintendent Bill Furbush was going to meet.
115 He mentioned that once the guidelines are complete, the Superintendent would meet with Health
116 Officer Karen McGlynn. The School District is not required to meet with a Health Officer. The District is
117 looking at first opening up the buildings to year-round employees. The next step would be to open up
118 the fields. Chair Megan Larson added that on July 1, Chip McGee would inform the School Board how
119 the schools will appear in the fall.

120
121 HR and Hiring Update:

122 Human Resources Director Joan Cote mentioned that they have been working very hard to fill the open
123 positions for the coming school year. She said that 20 jobs had already been filled. Two people are
124 'pending'; they are in the recommendation process. There are five remaining 'open' positions at this
125 point. The positions are:

- 126 1. Special Education Coordinator at Pelham Memorial School
- 127 2. Part-Time Special Education Coordinator at Pelham Elementary School
- 128 3. .43 FTE Reading Specialist at Pelham High School
- 129 4. Grade 7 Math Teacher at Pelham Memorial School
- 130 5. Special Education Teacher at Pelham High School

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132 Superintendent Bill Furbush commented that Chip McGee had found a candidate for a position. The
133 District was informed last week that the candidate withdrew to take a full-time job. Chip McGee asked
134 to take the lead in finding a candidate for the position.
135 Chair Megan Larson mentioned that this is the time of year when teachers are hired, and she wants to
136 give the Superintendent the authority to hire the people. Otherwise, the candidate would have to wait to
137 go through the School Board before getting hired.

138
139 **Vice-Chair Debbie Ryan made a motion to authorize the Superintendent and SAU to make the hire**
140 **prior to the School Board approval at the prerequisite School Board meeting. Troy Bressette seconded**
141 **the motion.**

142

143 **Roll Call:**

- 144 Chair Megan Larson – Yes
- 145 Vice-Chair Debbie Ryan – Yes
- 146 Troy Bressette – Yes
- 147 Darlene Greenwood – Yes
- 148 David Wilkerson – Yes

149
150 Hourly Vacation Use Discussion:

151 Superintendent Bill Furbush mentioned that the School District has a lot of hourly employees who could
152 not use their vacation time. The District has asked these employees to use their vacation days, but
153 COVID-19 has impacted the ability to use the time. He commented that the schools have custodians who
154 have 20 days of vacation available. The custodians would never be able to use all the vacation days by
155 June 19.

156 Superintendent Bill Furbush proposed that if an hourly employee has up to 10 unused vacation days,
157 those days would be converted to sick days, as of August 31, 2020. This is a one-time exception. The
158 employees are being advised that no request can carry accrued vacation time beyond August 31.
159 This proposal is only for hourly employees. Superintendent Bill Furbush asked the School Board to give
160 him a consensus. The School Board members agreed with the plan.

161
162 Pelham Educational Support Personnel Association (PESPA):

163 Superintendent Bill Furbush pointed out that PESPA employees do not receive vacation days. PESPA
164 employees receive personal days. Personal Days are only for emergencies and personal business that
165 cannot be conducted during school hours.

166 The PEA and PESPA agree that for members, up to two personal days, which remained unused at the
167 end of the 2019-2020 school year, will be rolled into that employee’s sick day bank for 2020-2021. These
168 sick days will be treated like any other sick days, as stated in the collective bargaining agreement. Similar
169 to the hourly employees, this is a one-time exception. The School Board members agreed to accept the
170 memorandum of understanding.

171
172 FY20 Year-End Spending Consideration:

173
174 Items not currently budgeted:

Location	Item	Purpose	Estimated Cost
PES	Space modification to generate new offices	To accommodate new positions	\$11,830 **
Multi	For New Positions	4 Laptops for positions	\$2,720
		Desk – Data Specialist	\$820
		Desk – PMS Spec. Coord.	\$779.98
		PES New Office Furniture	\$3,620.56
PES	Chromebook Cases	To protect 625 student Chromebooks – all grades	\$8,750
PHS	Surveillance Cameras	Harris Fieldhouse	\$2,662.94
		Harris Track	\$4,046.88
PES	Playground Installation	To install anticipated donation	\$35,000
		Section One Total:	\$70,230.36

175
176 * Cost includes: \$4,500 Construction, \$6,000 Sprinklers (NTE est.), \$1,000 Electrical (est.), Tele. \$330.

177 B.A. Deb Mahoney mentioned that PES has some new positions. The positions are the Guidance
 178 Counselor, PT Special Education Coordinator, School Resource Officer (SRO). The District found space
 179 within PES to put up a wall and door to create an office. The total cost includes construction, sprinklers,
 180 electrical, and telephones.
 181 The Chromebooks were sent home with the students before the schools were able to protect them. The
 182 District is looking to buy cases to protect all the student Chromebooks. B.A. Deb Mahoney received
 183 quotes to purchase and install surveillance cameras at the Harris Fieldhouse and Track. The security
 184 system would tie into the current system that the schools currently use.
 185 B.A. Deb Mahoney commented that PES is anticipating a donation of a new playground. The School
 186 Board had previously discussed encumbering the funds to install the playground equipment. The quote
 187 from the PTA to install the playground equipment was \$35,000. The funds would be encumbered for
 188 next year. If the encumbered funds are never used, then the funds would be released as an underspend.
 189 The underspend amount would be reported to the state, then get reduced from the tax base in the fall
 190 of 2021.
 191 Troy Bressette commented that the playground quote was an estimated number. He believed the
 192 number might be lower. Chair Megan Larson mentioned that if the School Board encumbers less and the
 193 playground equipment cost is more, then the installation of the playground equipment would not occur.
 194 Troy Bressette commented that the District requested that the installation be completed by
 195 professionals for liability reasons. Chair Megan Larson said that this topic might be something that
 196 should be tabled until June 2021.
 197 Darlene Greenwood and David Wilkerson agreed that the cameras do not cover the whole track and
 198 field. B.A. Deb Mahoney mentioned that she had not directly spoken with the vendor. She believes the
 199 two cameras, including the fieldhouse and the track, might provide the coverage of the entire track and
 200 field. B.A. Deb Mahoney agreed to contact the vendor and find out how much more it would cost to
 201 have complete surveillance coverage of the track and field. The School Board decided to table the
 202 discussion of the surveillance cameras until the next meeting.

203
 204 Items budgeted in FY21, identified for immediate purchase:
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Location	Item	Budgeted	Estimated Cost
PES	Writing Program Materials	\$20,000	\$15,944.55
PMS	Math Resources Gr. 6-8	\$48,000	\$52,982.42
PHS	Math Algebra I Resources	\$16,000	\$17,337.43
PHS	Teacher Laptops (70)	\$30,000	\$55,300.00
		Section 2 Total:	\$141,564.40

206
 207 B.A. Deb Mahoney mentioned that \$30,000 was budgeted for the 70 new laptops. She believed the
 208 budgeted figure came from previous tech plans. The budgeted amount is undersized for the actual level
 209 of equipment that is needed. All the materials will then be assessed at the PHS. A determination would
 210 be made on which equipment is suitable and can continue to be used. The equipment that can still be
 211 used will be given to staff who were previously provided outdated Chromebooks. Purchasing the laptops
 212 was in next year's budget, but now, buying the equipment would free up funds in the fall. B.A. Deb
 213 Mahoney added that the four items that were selected were appropriate for the School Board to
 214 consider to carry forward. The auditor informed B.A. Deb Mahoney that prepaying contracts is not
 215 acceptable under the fund balance requirements. B.A. Deb Mahoney mentioned that she would look
 216 into seeing if the School Board could prepay the modular lease at PMS. Chair Megan Larson said that if
 217 they could free up some money for the fall, it would help.

218 Troy Bressette clarified that the Writing Program is not a new program replacing an old Writing
219 Program. The Writing Program is new because Pelham did not have a program. B.A. Deb Mahoney
220 explained that during the year, the District has opportunities where a fund budget winds up not getting
221 spent. This year, the District underspent the Substitute line item. By underspending, this frees up funds
222 to be identified for another need or be returned to the taxpayers.
223 B.A. Deb Mahoney removed \$6,709.82, for the surveillance cameras, from the items not currently
224 budgeted. She asked the School Board to approve the encumbrances and purchases in the amount of
225 \$205,084.94.

226
227 **Vice-Chair Debbie Ryan made a motion to approve B.A. Deb Mahoney’s request. David Wilkerson**
228 **seconded the motion.**

229
230 **Roll Call:**

- 231 Chair Megan Larson – Yes
- 232 Vice-Chair Debbie Ryan – Yes
- 233 Troy Bressette – Yes
- 234 Darlene Greenwood – Yes
- 235 David Wilkerson – Yes

236
237
238 **Policy Reading:**

239 A. First Reading:

240 a. ADB/GBEC – Drug-Free Workplace / Drug-Free Schools

241 The ADB/GBEC policy is taken straight from the New Hampshire School Boards’
242 recommendation. The policy includes a section that requires the District to have signage
243 of a drug-free workplace and a drug-free zone. The schools now have the proper signs
244 and the correct number of signs. The ADB/GBEC is a new policy. The School District is
245 required to have the policy. Chair Megan Larson pointed out that the name of the policy
246 is Drug-Free Workplace / Drug-Free Schools, but the first line of the policy includes the
247 words Alcohol-Free. Superintendent Bill Furbush mentioned that the policy name could
248 be changed to match the policy.

249
250 B. Second Reading:

251 a. EHAA – Computer Security, Email and Internet Communications

252 At the last meeting, David Wilkerson had suggested that the word ‘rules’ be changed.
253 The word ‘rules’ was changed to guidelines.

254
255 **David Wilkerson made a motion to approve the EFA policy. Troy Bressette seconded the motion.**

256
257 **Roll Call:**

- 258 Chair Megan Larson – Yes
- 259 Vice-Chair Debbie Ryan – Yes
- 260 Troy Bressette – Yes
- 261 Darlene Greenwood – Yes
- 262 David Wilkerson – Yes

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264

265 **Old Business:**

266 A. Board Member Reports:

- 267 1. Vice-Chair Debbie Ryan – She commented that a former Pelham student, Jahvon Fox,
268 wants to do a fundraiser for the Pelham Good Neighbor Fund. Jahvon Fox would
269 appreciate the School District assisting with the promotion of the fundraiser.
270 Superintendent Bill Furbush will contact Jahvon Fox to receive more information. Chair
271 Megan Larson mentioned that she did not see a problem with the School Board helping,
272 as long as his music is appropriate. Vice-Chair Debbie Ryan said the Pelham School
273 District and the surrounding School Districts are doing a fantastic job recognizing the
274 student’s milestones.

275 **Housekeeping:**

276 Consent Agenda:

277 A. Adoption of Meeting Minutes:

278 May 20, 2020 – **Vice-Chair Debbie Ryan made a motion to approve the May 20, 2020, Meeting**
279 **Minutes. David Wilkerson seconded the motion.**

280

281 **Roll Call:**

- 282 Chair Megan Larson – Yes
283 Vice-Chair Debbie Ryan – Yes
284 Troy Bressette – Yes
285 Darlene Greenwood – Yes
286 David Wilkerson – Yes

287

288

289 B. Vendor and Payroll Manifests:

- | | |
|-----------------|--------------|
| 290 1. AP060320 | \$565,751.55 |
| 291 2. PAY026P | \$16,722.51 |
| 292 3. 026 | \$619,387.71 |

293

294 **Vice-Chair Debbie Ryan made a motion to approve the Vendor and Payroll Manifests as written. David**
295 **Wilkerson seconded the motion.**

296

297 **Roll Call:**

- 298 Chair Megan Larson – Yes
299 Vice-Chair Debbie Ryan – Yes
300 Troy Bressette – Yes
301 Darlene Greenwood – Yes
302 David Wilkerson – Yes

303

304 C. Correspondence & Information:

- 305 1. None

306

307

308

309 D. Staffing Updates:

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311 **Nominations** –

312 Superintendent Bill Furbush nominated five teachers for employment.

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- | | | | |
|-----|------------------|-----|---------------------------------|
| 314 | 1. Emma Brown | PMS | Health Teacher |
| 315 | 2. Kelly Cunha | PMS | Special Education / SEL Teacher |
| 316 | 3. Stefani Day | PES | Grade 2 Teacher |
| 317 | 4. Morgania Jack | PES | Grade 4 Teacher |
| 318 | 5. Emily Renauld | PMS | Grade 6 Science |

319

320 **Vice-Chair Debbie Ryan made a motion to accept the nominations, as presented. David Wilkerson**

321 **seconded the motion.**

322

323 **Roll Call:**

324 Chair Megan Larson – Yes

325 Vice-Chair Debbie Ryan – Yes

326 Troy Bressette – Yes

327 Darlene Greenwood – Yes

328 David Wilkerson – Yes

329

330 **Future Meetings:**

331 1. 06/17/2020 – 6:30 pm School Board Meeting at Pelham Elementary School

332 2. 07/01/2020 – 6:30 pm School Board Meeting at Pelham Elementary School

333

334 **Meeting Adjournment:**

335

336 **David Wilkerson made a motion to adjourn the meeting at 8:15 pm. Vice-Chair Debbie Ryan seconded**

337 **the motion.**

338

339 **Roll Call:**

340 Chair Megan Larson – Yes

341 Vice-Chair Debbie Ryan – Yes

342 Troy Bressette – Yes

343 Darlene Greenwood – Yes

344 David Wilkerson – Yes

345

346

347 Submitted by Matthew Sullivan