

1 **Pelham School Board Meeting**  
2 **June 17, 2020**  
3 **Pelham Elementary School**  
4 **6:30 pm**

5  
6 **In Attendance:**

7 **School Board Members:** Megan Larson, Chair, Debbie Ryan, Vice-Chair, Troy Bressette, and  
8 Darlene Greenwood  
9 **Superintendent:** Bill Furbush  
10 **Superintendent – Elect:** Chip McGee  
11 **Business Administrator:** Deb Mahoney  
12 **Student Representative:** Joe Wholey, Student Representative  
13 **Not Present:** David Wilkerson  
14

15 Chair Megan Larson called the meeting to order at 6:30 pm. The Pledge of Allegiance followed.  
16

17 Chair Megan Larson stated that four members of the School Board were present for the meeting.  
18 Superintendent Bill Furbush, B.A. Deb Mahoney, and Superintendent-Elect Chip McGee attended the  
19 meeting remotely.  
20

21 **Public Input:**  
22

23 None  
24

25 **Superintendent Opening Remarks:**  
26

27 Superintendent Bill Furbush commented that the District was excited for the closing of the school  
28 year. Pelham Elementary School started the pickup for the fourth-grade, and there are only about 20  
29 that still need to be picked up. The kindergarten pickup was this morning, and only ten are left to be  
30 picked up. The pickup for the first, second, and third grades will occur in the coming days.  
31 Day one of the bus tour for the fifth-grade was a success. Day two of the bus tour will be tomorrow. The  
32 Pelham Memorial School had two nights of evening memories. The drive-in and party for the eighth  
33 graders were well received for Friday and Saturday. Superintendent Bill Furbush thanked all the  
34 teachers, students, parents, and the community for the ongoing support.  
35 Pelham High School's Senior Parade was a huge success. All the cars were decorated, the students were  
36 excited, and the community came out to support the students. Superintendent Bill Furbush  
37 congratulated the class of 2020.  
38 Superintendent Bill Furbush congratulated the Pelham High School's Senior girl's lacrosse player Cassie  
39 Hemmerdinger and Abbie Patchen for committing to play girl's lacrosse at the collegiate level. Abbie will  
40 be attending Oberlin College in Ohio, and Cassie will be attending American International College in  
41 Springfield, MA.  
42 Superintendent Bill Furbush mentioned that Pelham's Food Service Director wanted to remind everyone  
43 that today was the last day for remote meals. The District is putting together a resource list for the  
44 community. The resource list will be sent to all the parents when completed. Kelly Rambeau was  
45 thanked for all the work she has done with the food service. She has asked that people reach out to her  
46 if they have questions about the food resources. Kelly Rambeau's contact information will be on the  
47 resource list that is sent to the parents. The new and reduced lunch form is being placed on the

48 school's website.  
 49 The new Pelham school website will launch on June 29. Superintendent Bill Furbush thanked I.T.  
 50 Director Brenda Colameta and the website team for their work. The website will work better with  
 51 mobile devices. Superintendent Bill Furbush thanked Corporal Brian Kelly, Corporal Myia Yates, and the  
 52 entire Pelham Police Department for their service during COVID-19.  
 53 Superintendent Bill Furbush commented that tonight's School Board meeting would be the last one for  
 54 the school year. He thanked all the retirees for their many years of service to the Pelham School District.  
 55 As tonight was the last time he would be able to address the School Board with his updates; he thanked  
 56 the Administration, staff, teachers, parents, students, and the School Board.

57  
 58 **Student Report:**

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 60 Student Representative Joe Wholey thanked the teachers and the Administration at the high school,  
 61 middle school, and elementary school. He believed that the teachers did a great job with remote  
 62 learning.

63  
 64 **Presentations:**

65  
 66 None

67  
 68 **Main Issues / Policy Updates:**

69  
 70 Capital Improvement Plan (CIP) Board Submission:  
 71 B.A. Deb Mahoney presented the School Board members with a packet that included a draft of the  
 72 Capital Improvement Plan submission. She mentioned that each year the School Board would share  
 73 proposals that they plan on entertaining over the next seven years. B.A. Deb Mahoney reviewed last  
 74 year's packet, then updated the packet. The one project that was added was the cost of the Pelham  
 75 Memorial School building. Below is a summary of the projects.

Project	Estimated Cost	Anticipated Fiscal Year	Anticipated Calendar Year	Est. Priority of Projects
Upgrade or replace Pelham Memorial Building	\$30,861,000	FY 2022	CY 2021	1
PES – Asphalt Parking Lot and Roadways	\$144,100	FY 2023	CY 2022	2
PES – Air Conditioning (Split Funding and work over two fiscal years April – Aug 2023)	Total: \$600,000 \$300,000 per/yr.	FY 2023 FY 2024	CY 2023 CY 2023	3
PMS – Septic Field Replacement	\$85,000	FY 2025	CY 2024	4
PHS – Student Parking Lot Replacement	\$121,307 2019 est.	FY 2026	CY 2025	5
PMS – Boiler Replacement	\$120,000 2019 est.	FY 2027	CY 2026	6
PMS – Roof Replacement – 2 <sup>nd</sup> story classroom and gymnasium areas	\$151,000 in 2026	FY 2027	CY 2026	7

77  
 78 The first project is the upgrade or replacement of the Pelham Memorial School for an estimated cost of  
 79 \$30,861,000. The bond payment would be for 20-years.

80 The second project is for the asphalt at Pelham Elementary School. The Pelham Elementary School was  
 81 built in 2002; the plan has been to redo the parking lot. This project would repair all the sewer, drainage,  
 82 and some of the roadway repairs. Some of the work will be completed right away, and the rest would be  
 83 put off until Fiscal Year 2023. The estimate for \$144,100 is still correct.

84 The third project is replacing the air conditioning at the Pelham Elementary School. Last year the School  
 85 Board proposed taking the estimated \$600,000 and splitting the cost over two years. The plan is to push  
 86 the project out to the Fiscal Year 2023 and 2024. Vice-Chair Debbie Ryan questioned that the  
 87 documentation showed only a single contractor. Last year, Energy Efficient Investment, Inc. (EEI)  
 88 provided a plan for the whole District. EEI did not recommend the District using the plan from a single  
 89 contractor. Vice-Chair Debbie Ryan suggested going back and reviewing the information that EEI  
 90 provided the School Board. Superintendent Bill Furbush commented that EEI recommended that the  
 91 District install an integrated system that works with the HVAC system. This system was much more  
 92 expensive. The current proposal is for multiple units and cheaper to install, but less efficient. B.A. Deb  
 93 Mahoney said that the Capital Improvement Plan is due tomorrow, and the Capital Improvement Plan  
 94 Committee (CIPC) is hoping to complete the process by June 30. B.A. Deb Mahoney mentioned that she  
 95 would put TBD in place of the \$600,000.

96 The fourth project is for the replacement of septic field replacement at Pelham Memorial School. Two  
 97 years ago, the septic system was tested and found to be in better condition than expected. The project  
 98 was moved out to the year 2025. The cost is \$85,000.

99 The fifth project was the replacement of the student parking lot at Pelham High School. When the  
 100 parking lot was installed, the School Board knew that it would not drain properly. The project is on the  
 101 schedule because the parking lot will not last without proper drainage. The project has been moved out  
 102 to the year 2026. The cost is an estimated \$121,307.

103 The sixth project is the replacement of the boiler at Pelham Memorial School. The current boilers are  
 104 working well, but they are old and not efficient. This project has been moved out to the year 2027.

105 The seventh project is replacing the second story roof and the gymnasium roof at the Pelham Memorial  
 106 School. The cost to replace the roof is estimated at \$151,000. This project has been moved out to the  
 107 year 2027.

108

109 Financial Audit – School Board Questionnaire:

110 B.A. Deb Mahoney said that every year the School Board goes through this questionnaire, and the  
 111 answers are provided to the auditors. Chair Meg Larson read the questions, and the members of the  
 112 Board answered the questions.

113

Questions	Yes	No
1. Do you have any knowledge or suspicion of fraud affecting your entity?		<b>No</b>
a. Have you received any communication from employees, former employees, regulators, or others alleging fraud?		<b>No</b>
2. Have you identified any specific risks of fraud within your entity?		<b>No</b>
3. Has the Board adopted a universal code of ethics for the members and employees to follow?	<b>Yes</b>	
a. If yes, does this document prohibit elected officials and employees from doing business with the entity?	<b>Yes</b>	
4. Have you or any related party of yours had any interest, direct or indirect, in any of the following transactions or pending or incomplete transactions since July 1, 2019, to which the School District/SAU or any retirement, savings, pension or other similar plan was, or is to be a party?		

a. Sale, purchase, exchange, or leasing of property?		No
b. Receiving or furnishing of goods, services, or facilities?		No
c. Transfer or receipt of income or assets?		No
d. Maintenance of bank balances as compensating balances for the benefit of another?		No
e. Other transactions		No
5. Does the Board formally authorize all disbursements, both vendor and payroll, prior to the release of funds?	Yes	
6. Describe how the Board stays informed of the latest changes in the laws and regulations pertaining to the entity? <b>Answer</b> - Informed by the Superintendent, and the Business Administrator		
7. Does the Board review comparative reports of estimated and actual revenues and appropriations and expenditures? <b>Answer</b> - Monthly	Yes	
8. What procedures does the Board follow in reviewing or using these reports? For example, does the Board normally meet with the department heads as part of this process? Also, does the Board review BOTH the revenue and expenditure reports? <b>Answer</b> - Review the reports and ask the Superintendent and Business Administrator questions.	Yes	
9. Has the Board approved a Disaster Recovery Plan in the event of loss or interruption of the IT function?	Yes	
10. Is there a written Investment Policy adopted? <b>Answer</b> - May 20, 2020	Yes	
11. Have you adopted the use of either debit or credit cards by employees?	Yes	
12. Does the Board have knowledge of any funds or bank accounts that are not in the custody of the Treasurer? <b>Answer</b> - Student Activity Fund	Yes	
13. Has the Board approved a fund balance policy in compliance with GASB No. 54	Yes	
14. Does the School District/SAU have knowledge of any crowdfunding activities?		No
15. Since the World Health Organization's declaration of the world-wide pandemic due to the coronavirus, COVID-19, how has the Board adapted to making financial decisions, reviewing the budget vs. actual reports, and approving vendor and payroll manifests? <b>Answer</b> - Meeting remotely and signing electronically.		

114

115 Chromebook Lease Approval:

116 B.A. Deb Mahoney commented that as part of the Fiscal Year 2021 budget, the District has the first year  
117 of a three-year Chromebook lease. The first year budgetary amount is \$25,000. The budget also includes  
118 a line for Chromebook licensing in the amount of \$25,000. The Chromebooks will replace the grade six  
119 and nine Chromebooks.

120 B.A. Deb Mahoney recommended that the School Board approve the purchase of 300 Lenovo 300e  
121 Chromebooks. The cost of each Chromebook is \$239.25 for a total of \$71,774.43 over three-years. The  
122 annual cost is \$24,788.02, and the estimate for the licensing is \$6,268.08. The total estimated cost for  
123 year one is \$31,056.10. This amount is \$3,943.90 below the Fiscal Year 2021 budget.

124

125 **Vice-Chair Debbie Ryan made a motion to approve the purchase of the Chromebooks, through a new**  
126 **lease Schedule 04 under the Master Lease Agreement with First American Commercial Bankcorp as**  
127 **presented. Troy Bressette seconded the motion. The motion passed unanimously.**

128 **Vice-Chair Debbie Ryan made a motion to authorize the Business Administrator to execute the lease**  
 129 **documents for this purchase. Troy Bressette seconded the motion. The motion passed unanimously.**  
 130

131 Year-End Spending:

132 B.A. Deb Mahoney commented that she was going to continue the discussion about security cameras  
 133 from the last meeting. The District received two separate quotes to provide cameras at Harris Field and  
 134 shack. The first quote will cover the area of the shack and part of the track. The second quote will  
 135 extend and cover the entire track area.

136 At the previous meeting, the School Board discussed the blue area shown on the map. The blue area is  
 137 where the clarity is the greatest, and not as grainy. The team that worked with the vendor said if the  
 138 Board approves the two quotes, the cameras will cover the entire area. Certain areas will be clearer than  
 139 in other areas. B.A. Deb Mahoney requested the School Board approve both quotes.

140 The CAD Lab proposal is for 15 Lenovo ThinkPad P53's – 15.6" – Core i7 9750H – 16 GB RAM – 1 TB HDD.  
 141 The CAD Lab was in the budget for 2021. B.A. Deb Mahoney asked the School Board to approve the  
 142 request.

143 B.A. Deb Mahoney provided a quote of \$1,812.06 for Introductory Chemistry books. She also provided a  
 144 quote of \$15,262.42 for Biology books.

145 B.A. Deb Mahoney provided a quote of \$4,428.68 for sports uniforms. The uniforms are for the boy's  
 146 lacrosse and track teams. The uniforms are being purchased at such a late time that B.A. Deb Mahoney  
 147 has requested the School Board to act to buy the uniforms. Chair Megan Larson commented that the  
 148 School Board needs to stay with their purchasing schedule. The School Board cannot afford to fall  
 149 behind on the purchases.

150 B.A. Deb Mahoney presented the School Board with a quote of \$3,490 to purchase either iPad Airs or  
 151 Google Pixel Slates. I.T. Director Brenda Colemeta recommended the Google Pixel Slate. The School  
 152 Board believed that the iPad Air would work better.

153  
 154

Location	Item	Purpose	Estimated Cost
PHS	Surveillance Cameras	Harris Fieldhouse	\$2,662.94
		Harris Track	\$4,046.88
PHS	CAD Lab	Laptops with appropriate specs for CAD work	\$24,375.00
PHS	Science Resources	For Intro Chemistry	\$1,812.06
		For Biology	\$15,262.42
PHS	Sports Uniforms	Boys Lacrosse	\$4,428.68
		Track	\$2,000 est.
SAU	iPad Air with keyboard and stylus.	School Board tech resource for remote access	\$3,635.00
		<b>Section One Total:</b>	<b>\$58,222.98</b>

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**Vice-Chair Debbie Ryan made a motion to approve \$58,222,98 to be encumbered for the Fiscal Year 2020. Troy Bressette seconded the motion. The motion passed unanimously.**

163 **Policy Reading:**

164 A. First Reading:

165 a. IHBA – Programs for Pupils with Disabilities

166 The District reviewed the policy with legal counsel and cross-checked it with the New  
167 Hampshire School Board Policy (NHBSA Policy). There were no substantial changes to  
168 the policy. The definition of someone with a disability under Section 504 of the  
169 Rehabilitation Act of 1973 was removed from the policy.

170

171 b. JRA-R – Students Records and Access

172 JRA-R was withdrawn from the first reading

173

174 c. GBCD – Background Investigation and Criminal Records Check

175 The District added language to the policy that was recommended by the New  
176 Hampshire School Board Policy (NHSBA Policy).

177

178

179 B. Second Reading:

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

181 At the last meeting, a request was made to make sure the title was clarified. The policy  
182 should have the words ‘Drug-Free/Alcohol-Free Workplace Schools’ in the title. Chair  
183 Megan Larson requested that bullet A read Drug-Free/Alcohol-Free Workplace Schools.

184

185 **Troy Bressette made a motion to approve ADB/GBEC - Drug-Free/Alcohol-Free Workplace Schools**  
186 **contingent on the aforementioned revision. Vice-Chair Debbie Ryan seconded the motion. The motion**  
187 **passed unanimously.**

188

189 School Reopening Task Force:

190

191 Superintendent-Elect Chip McGee’s first official day as Superintendent of the Pelham School District is  
192 July 1. The task force will provide feedback from a range of perspectives. The task force will not override  
193 local, state, or federal public health officials. The first meeting would occur on July 7 from 10 am until 2  
194 pm. The meeting would allow the task force to schedule future meetings for July and August. The group  
195 will meet for about two to three hours a week.

196

197 The membership of the task force will consist of the following 25 people:

198 1. Superintendent Chip McGee, Chairperson

199 2. 2 School Board members selected by the Chair of the School Board

200 3. 5 SAU Administration Members are chosen by the Superintendent

201 4. 3 School Administrators (1 per school) selected by the Principal

202 5. 3 Parents (1 per school) selected by Principal

203 6. 2 High School Students selected by High School Principal

204 7. 6 Professional Educators – representative of schools and roles – are chosen by the Pelham  
205 Education Association (PEA)

206 8. 3 Educational Support Professionals – representative of schools and roles – selected by the  
207 Pelham Education Support Personnel Association (PESPA)

208

209

210

211 There will be four Subcommittees:

- 212 1. Health and Safety
- 213 2. Operations
- 214 3. Teaching and Learning
- 215 4. Social-Emotional Impacts

216

217 Troy Bressette asked Superintendent-Elect Chip McGee if it might be better for the School Board to have  
218 the final say in the committee composition. Superintendent-Elect Chip McGee believed since he has not  
219 been able to speak to all the parents, that each Principal should select one parent from their school  
220 instead of three parents from one school.

221 Vice-Chair Debbie Ryan asked if special-education would be part of the five SAU Administration  
222 members. Superintendent-Elect Chip McGee believes that the Special-Education perspective is going to  
223 be vital for the task force. He can see that Special-Education will contribute with the SAU Administration  
224 and the professional educators. Darlene Greenwood asked Superintendent-Elect Chip McGee if he was  
225 going to add a nurse as one of the six Professional Educators to the task force. The Superintendent-Elect  
226 agreed and he expected that the PEA would select at least one nurse. Vice-Chair Debbie Ryan then  
227 asked the Superintendent-Elect if he had considered the custodial staff when he thought about creating  
228 the task force. She mentioned that the custodial staff has knowledge that the Administration and  
229 professional educators do not have. The Superintendent-Elect said that he had thought about adding  
230 the custodians to the task force, but he also wanted to keep the task force as a feedback mechanism.  
231 Vice-Chair Debbie Ryan and Darlene Greenwood will serve as the two School Board members on the  
232 task force. If Darlene Greenwood is unable to attend the meetings, Chair Megan Larson will back her up.

233

234 **Old Business:**

235 A. Board Member Reports:

- 236 1. Darlene Greenwood – She commented that the Senior Parade was excellent. Chair  
237 Megan Larson added that Jim Greenwood had put the Senior Parade video on YouTube.

238

239 **Housekeeping:**

240 **Consent Agenda:**

241 A. Adoption of Meeting Minutes:

242 June 3, 2020 – Joe Wholey commented that the minutes had two spelling mistakes. NHIA should be  
243 NHIAA, and Principal Dawn Meads should be Principal Dawn Mead

244 **Vice-Chair Debbie Ryan made a motion to approve June 3, 2020, Meeting Minutes, as amended. Troy  
245 Bressette seconded the motion. The motion passed unanimously.**

246

247 B. Vendor and Payroll Manifests:

- 248 1. 027 \$1,414,530.29
- 249 2. PAY027P \$27,319.66
- 250 3. AP061720 \$408,915.02
- 251 4. PAY028P \$5,090.87
- 252 5. PPPFY21 \$19,856,193

253

254 Chair Megan Larson said that Darlene Greenwood’s name was misspelled on the PAY027P cover sheet.

255

256 **Vice-Chair Debbie Ryan made a motion to approve the Vendor and Payroll Manifests as written with**  
257 **the amended name. Troy Bressette seconded the motion. The motion passed unanimously.**

258 C. Correspondence & Information:

259 1. None

260

261 D. Staffing Updates:

262

263 **Nominations** –

264 1. Karen Steinbeck PES Special Education Coordinator – Part-Time

265

266 Superintendent Bill Furbush nominated Karen Steinbeck for employment.

267

268 **Vice-Chair Debbie Ryan made a motion to accept Karen Steinbeck as the Part-Time Special Education**  
269 **Coordinator for the Pelham Elementary School. Troy Bressette seconded the motion. The motion**  
270 **passed unanimously.**

271

272 **Resignations** –

273 1. Renee Harmon PHS Chemistry/Life Science Teacher

274

275 Superintendent Bill Furbush requested a vote from the School Board to accept the resignation.

276

277 **Troy Bressette made a motion to accept the resignation of Renee Harmon. Vice-Chair Debbie Ryan**  
278 **seconded the motion. The motion passed unanimously.**

279

280 Chair Megan Larson thanked Superintendent Bill Furbush for his two-years of service to the Pelham  
281 School District. Vice-Chair Debbie Ryan thanked Superintendent Bill Furbush for his time, dedication,  
282 and wished him well.

283 **Future Meetings:**

284 1. 07/01/2020 – 6:30 pm School Board Meeting at Pelham Elementary School

285 2. 07/15/2020 – 6:30 pm School Board Meeting at Pelham Elementary School

286

287 **Enter Non-Public Session:**

288

289 **Vice-Chair Debbie Ryan made a motion to convene to non-public session per RSA 91-A:3, II(a) at 7:48**  
290 **pm. Troy Bressette seconded the motion.**

291

292 **Roll Call:**

293 Chair Megan Larson – Yes

294 Vice-Chair Debbie Ryan – Yes

295 Troy Bressette – Yes

296 Darlene Greenwood – Yes

297

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301



302 **Adjourn Public Session:**

303

304 **Troy Bressette made a motion to adjourn the meeting at 8:48 pm. Darlene Greenwood seconded the**  
305 **motion.**

306

307 **Roll Call:**

308 Chair Megan Larson – Yes

309 Vice-Chair Debbie Ryan – Yes

310 Troy Bressette – Yes

311 Darlene Greenwood – Yes

312

313

314 Submitted by Matthew Sullivan