

**Pelham School Board Meeting  
September 16, 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 (virtual due to COVID)

**Superintendent:** Chip McGee

**Business Administrator:** Deb Mahoney

**Director of Curriculum, Instruction & Assessments:** Sarah Marandos

**Student Representative:** Joe Wholey

**Also in Attendance:**

Jamie Bryant, Social Studies Teacher  
Karena Carten, Teacher  
Jen Nugent, Teacher  
Kelly Rambeau, Director of School Nutrition and Wellness  
Alan Miller, Director of Maintenance  
Brenda Colameta, Director of Technology  
Kimberly Lessard, School Psychiatrist

**Not Present:** None

**1. Call to Order:**

Chair Megan Larson called the meeting to order at 6:31 pm, followed by The Pledge of Allegiance. David Wilkerson is attending the meeting via Zoom.

**Public Input:**

a. None

**Superintendent Opening Remarks:**

Superintendent Chip McGee commented that he was happy to be through day six of the schools reopening. Dr. McGee said that the Public Health Officer Karen McGlynn is required by the Department of Health and Human Services to routinely inspect the schools at the start of the school year. Dr. McGee and Ms. McGlynn had the opportunity to perform the first inspection, and she provided feedback on her inspection. Dr. McGee noted that the students are wearing their masks. He admitted the masks are not always comfortable, but the compliance regarding wearing masks is being met. The inspections will be weekly for the first month of school, and monthly for the rest of the school year. Dr. McGee commented that school athletics have started at PHS, and the District is having tryouts at PMS. The District is looking at maybe one or two interscholastic activities. The activities will likely remain intramural to keep the students active. Dr. McGee stated that he had received an extraordinary amount of phone calls during the last three days regarding busses. The parents understand the challenges that the School District faces with transporting students on the busses.

**Student Opening Remarks:**

Joe Wholey agreed with Dr. McGee regarding students wearing their masks. Mr. Wholey commented that SAT's are occurring on September 23; first-year students, sophomores, and seniors will learn remotely on that day. The textbook distribution was today, and Mr. Wholey believed the teachers well organized the textbook distribution. He noted that boy's and girl's soccer, field hockey, and volleyball start this weekend. Next Saturday is the cross-country meet and the football game home opener at Harris Field. Mr. Wholey said that the golf team has started 4-0.

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**Presentations:**

Director of Curriculum, Instruction & Assessments Sarah Marandos introduced three remote learning team members from PMS. The three members introduced were Social Studies Teacher Jamie Bryant, Math Teacher Karena Carten, and English Teacher Jen Nugent. The three teachers attended the meeting using Zoom. The first question was to describe a typical student's daily routine in the remote learning center for PMS. Ms. Bryant said that the remote teachers divided the remote students, by grade level, between the three of them. A typical sixth-grade student signs on at 8 am, and the students have three classes, forty minutes each, in a row. After the three classes, the students have a study period. After the study period, the students check back in with their teachers, and the students receive their midday announcements at this time. The students then go to service/independent time to complete classwork that the student did not complete. The students complete the day with a science block, then PE.

The second question was to name some of the positive or exciting things that they have observed with the transition back to school in the remote environment. Ms. Bryant said she was excited about being able to find new ways to present the school material. She described the feeling as similar to being a new teacher. Ms. Carten commented on the student's excitement and how the excitement is contagious. She added that when a student is having difficulty with the computer, the other students try to help. Ms. Nugent stated that she enjoys watching the students work together in a virtual setting and how the students are eager to learn.

The third question was to name some of the challenges that they have faced. Ms. Carten commented that at 8 am, the internet connection is not a problem, but the connection becomes sluggish at some point in the day. She added that this is happening to everyone. One of the issues is that if a student's computer camera does not work, they cannot participate. Dr. Marandos thanked the teachers for their flexibility with all the technological issues. She noted that Google had been overwhelmed with people trying to access Google Meet. Dr. Marandos pointed out that these teachers teach the core subjects for all three grade levels, in separate classrooms.

Dr. McGee commented that some of the issues with the computers are human error. At the same time, this is not a Pelham only issue; this is a Google problem. Director of Technology Brenda Colameta is working on a troubleshooting guide for parents. All the Districts who are using this platform are putting pressure on Google to correct the problem. Dr. Marandos commented that Matt Regan and Thomas Babaian are teaching remote PE. Mr. Regan and Mr. Babaian have the students watching videos and keeping logs. Dr. Marandos thanked Mr. Regan and Mr. Babaian for stepping up to help teach remote PE. She stated that science is being taught remotely by four teachers. Judy Shanteler and Emily Renaud are teaching sixth-grade science. Heidi Beineke is teaching seventh-grade science, and Keith Lewis is teaching eighth-grade science.

Dr. McGee mentioned that the School District implemented expected behavior for students who are remotely learning. He added that the School District chose to go with Google because of their high standards regarding privacy. The teachers mentioned that they would allow the students to show their pets once and move on to learning.

6:56 pm – The School Board took a three-minute break to move David Wilkerson from Zoom to telephone at the meeting.

**2. Main Issues / Policy Updates:**

**Budget Development**

Superintendent Chip McGee mentioned that tonight is the final night for the presentation of the proposed School Budget, and he thanked the School Board for reading through all the material. Dr. McGee thanked the leadership team for putting together the School Budget while also reopening the schools. Dr. McGee asked Business Administrator Deb Mahoney to inform the School Board how the Food Service Budget works. Ms. Mahoney reminded the School Board that Fund 21 – The Food Service Fund, is a self-funded program. The funds that are

105 received pay for the expenses that are listed. If there is an increase in the costs, the District expects that the Food  
106 Service Department will cover the cost with their program.

107  
108 Director of School Nutrition and Wellness Kelly Rambeau said she would go through the budget and answer any  
109 School Board questions. Ms. Rambeau mentioned that the first change was to move knife sharpening from line  
110 item 590 to line item 430. The move caused an increase of \$1,200 on line item 430, and a decrease of \$1,200 from  
111 line item 590. The Food Service Department requested funds to repair the truck and requested \$15,000 for a  
112 replacement truck. Ms. Rambeau stated that the truck is 13-years old, 125,000 miles, and just needed significant  
113 repairs. The recent maintenance will allow the truck to pass this year's inspection, but she could not predict what  
114 other issues might arise. The hope is that if one of the line items is cut, the other line item will make the budget.  
115 The Food Service Department is looking for the same style of truck that they currently have.

116  
117 Ms. Rambeau commented that the budget for equipment and furniture at PES is reduced by \$2,550. Ms. Rambeau  
118 noted that the line item for food in FY20 is larger than the budget for FY22. The reason given was that COVID-19  
119 played a significant part in increasing the FY20 budget. She then discussed how the reimbursement rate works  
120 differently based upon a paid meal versus a reduced meal versus a free meal. The new meal program allows the  
121 Food Service Department to receive money back from the state. Ms. Rambeau said the vending machines are not  
122 fully set up at this time. The vending machines have been moved to an area that is easier to clean.

123  
124 The budget for equipment and furniture at PMS is reduced by \$1,000. The Food Service Department is looking to  
125 add a new refrigerated vending machine at both PMS and PHS. The budget for additional equipment at PHS is  
126 reduced by \$1,500. Ms. Rambeau then reviewed the five-year plan with the School Board and mentioned that  
127 because of COVID-19, they did not purchase the double-deck steamer for PMS. She is looking to buy the steamer  
128 this year. Next year, she is looking to buy a tilting skillet for PES and a delivery truck.

129  
130 Director of Maintenance Alan Miller started immediately with the budget. Mr. Miller mentioned that everything  
131 regarding PES either stayed the same or had a reduction. Ms. Mahoney spoke on the energy bid, and she said that  
132 the School District pays an energy buying group to help the District determine when they should go out to bid.  
133 There is no set schedule for when the School District uses the company to help with the bidding process. Currently,  
134 the District is putting out bids for electricity and natural gas. Ms. Mahoney then answered a question about  
135 insurance. The School District is part of a Contribution Assurance Program (CAP). This is the last year of a three-  
136 year deal. Mr. Miller mentioned that line item 430 under the PES Building Services covers everything inside the  
137 building from tiles to window shades. Ms. Mahoney explained that \$42,008 would be split in half between PES  
138 Building Services, line item 430, and PES Non-Instructional Equipment, line item 433. Mr. Miller mentioned there  
139 was a decrease of \$2,000 under PES Building Services line item 433.

140  
141 Ms. Mahoney commented that the utilities were level-funded and discussed how the electricity was calculated.  
142 She noted that the District only uses propane with the PMS portables and the PHS portable. This will be the first  
143 full-year using natural gas. The District is going to use the projected natural gas rates for another year. Mr. Miller  
144 mentioned that line item 738 for equipment replacement is for two replacement vacuums and two new vacuums  
145 at PES. There is an increase of \$1,500 for the boiler maintenance contract under line item 432 of the PMS. PMS is  
146 also looking to buy two replacement vacuums and two new vacuums for an increase of \$1,000.

147  
148 Line item 610 for Supplies is decreased by \$1,240.96. Mr. Miller said that they are using a new vendor and can save  
149 money on some of the supplies. He noted that the boiler expense at PHS is higher because the PHS has two boiler  
150 rooms instead of one boiler room. District-wide Ground Services has a significant increase of \$19,110. The plowing  
151 funds that were cut last year are being added back into this budget. Mr. Miller said that two years ago, the District  
152 put the landscaping services out to bid. Boyden provided the best bid for the landscaping services. The landscaping  
153 deal is an at-will contract. If either party has a problem, the agreement may be voided.

154  
155 Ms. Mahoney mentioned that the District was informed that the town could no longer assist with the school  
156 property's plowing two years ago. The School District quickly solicited companies to plow the school properties.  
157 Boyden was willing to perform the plowing for \$55,000 a year. If there is no snow this school year, Boyden still

158 receives \$55,000. The contract with Boyden has limited the number of days that school has been canceled. PES  
159 Ground Services has a significant increase of \$47,586 for the contracted repair and maintenance of the fields and  
160 parking lots. The seal coating of the parking lot at PES will cost \$40,420. The PHS Grounds Service decreased by  
161 \$21,700.

162  
163 Mr. Miller commented that PES needs a new scoreboard. The scoreboard is dated, and it is becoming difficult to  
164 find replacement parts. The cost of the scoreboard is \$3,200. He stated that the Pest Management expense was  
165 \$816 for PES, \$816 for PMS, and \$2,200 for PHS. PHS's cost covers the school, the SAU building, the maintenance  
166 building, and the shack that houses all the equipment. Ms. Mahoney made a note to review the Integrated Pest  
167 Management line items. Ms. Mahoney mentioned that she budgeted \$1 for a PMS site improvement placeholder.  
168 \$50,000 was budgeted for the PMS school upgrade and \$1 as a placeholder for the PMS building improvement.  
169 The lease payment of the modular building used for music is \$44,838, and the lease payment for energy efficiency  
170 is \$140,725. The school owns three out of the four portables.

171  
172 The Director of Technology, Brenda Colameta, presented the Technology Services budget to the School Board. Ms.  
173 Colameta noted that the rental/lease equipment was decreased by \$9,000. Line item 610 for supplies has an  
174 increase of \$3,800. \$7,100 was budgeted for lost and damaged to Chromebooks. Last year the amount used for  
175 lost and damaged Chromebooks was \$3,910. Ms. Colameta believes the amount would have been higher if the  
176 District did not transition to remote learning. If the student does not have insurance on the Chromebook, they are  
177 charged for any damages.

178  
179 Line item 330, \$5,000 was removed for FY22, but the \$5,000 will be returned to the budget for FY23. The District  
180 has a biannual audit due in FY23. Repairs and Maintenance had a balance from last year. The credit was rolled over  
181 into the FY22 budget and reduced the budget by \$2,633.37. The line item 531 for the telephones is increased by  
182 \$4,960. The increase has occurred because of the number of hotspots that were needed for remote learning. Last  
183 year, the Technology Department paid over \$4,000 to have a phone audit performed. The amount that was spent  
184 on the audit is expected to be the same amount that is saved. Ms. Colameta commented that SpyGlass came in  
185 and audited all of the telephone lines in use and not in use throughout the District. The District is going to save  
186 about \$4,100 a year because of the audit. Ms. Mahoney believed that the School District has about ten District-  
187 owned cellphones.

188  
189 Line item 650 for software is a decrease of \$7,794.80. Ms. Colameta mentioned that they carried over a one-time  
190 expenditure for a print management software that was going to be implemented last year. The project is going to  
191 be continued into this Fiscal Year. Knowbe4.com performs the data privacy/training for the trainees. The training  
192 has videos to watch and simulated phishing exercises. If the employee fails the test, the employee will have to take  
193 a training course.

194  
195 Ms. Colameta described what eCollect and E Express are. She mentioned that they are new products that  
196 PowerSchool put out. The software is for School Districts with less than 4,000 students, and the software gives the  
197 School District more control over the forms that they put out. She stressed that the new software is still  
198 considered PowerSchool. Custom alerts will be sent out to teachers or anyone who has access to PowerSchool  
199 about students. Line item 734 for additional equipment decreased by \$62,409.82. Ms. Colameta mentioned last  
200 year the District purchased a new firewall, a new uninterruptible power supply (UPS), and iPads for the School  
201 Board. Ms. Colameta will check line item 734 and see if the \$5,000 is divided between the three schools. Line item  
202 738 for replacement equipment decreased by \$20,746.81. The decrease was caused because the School District  
203 purchased the PHS staff laptops at the end of last year, but paid for them in this Fiscal Year.

204  
205 Ms. Colameta mentioned that whatever student picture is in PowerSchool will be used on the student's  
206 identification badge.

207  
208 Dr. Lessard presented the Special Education Budget to the School Board. Dr. Lessard mentioned that line item 275  
209 for workshops non-union was decreased by \$2,000. She said the reason for the decrease was that the trainers  
210 could rotate their pieces of training. Two of the three trainers will attend the mandatory re-training for trainers. In-

211 District Professional Development consists of bringing in the Special Education attorney to perform trainings for  
212 the staff. The funds are used to bring in professionals who will offer specialized training. The line item covers  
213 multiple trainings.

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215 Line item 321 professional educational services are used for students who are transitioning into adulthood. The  
216 line item has remained level-funded. Line item 330 professional services have been reduced by \$24,314.54. The  
217 line item was reduced because the District previously budgeted in-home support with this line item. The District  
218 has now hired a Registered Behavioral Therapist (RBT) that provides the needed service. Line item for tutor  
219 services have significantly increased by \$26,578. The funds in this line item are used for students who attend  
220 Charter Schools. Line item 335 for legal services have decreased by \$19,099. The amount has been reduced to  
221 keep the request in line with what is annually spent on legal services.

222  
223 Line item 430 repairs and maintenance have increased by \$521.01. This line item is for students who are deaf or  
224 hard of hearing. Line item 534 postage/general expenses have increased by \$600 because of remote learning.  
225 Letters are mailed certified mail to document the receipt of services per IEP. Line item 561 tuition to other LEAs  
226 has decreased by \$18,512. This line item is used to send students to other School Districts to receive specific  
227 services. Line item 564 tuition to private school has decreased by \$133,607. This line item has been reduced  
228 because the School District sees a reduction in students who need to attend a private school. Dr. Lessard  
229 mentioned that these schools tend to line up their school schedule, similar to public schools. Line item 569 tuition  
230 residential has increased by \$145,175. This line item is for one student. The school year is around 180 days, and  
231 the ESY is another 123 days. Dr. Lessard said that the School Districts' legal responsibility is to ensure free and  
232 appropriate public education. The obligation is different for every child. The IEPs have goals that are created to be  
233 appropriately ambitious. Line item 643 information access fees have a reduction of \$2,437. The amount decreased  
234 because twelve students are believed to be an appropriate amount. Line item 734 for additional equipment was  
235 reduced by \$1360.

236  
237 Line item 330 under DW Extended School Year has increased \$12,500. The line item increased because the District  
238 could not fill the position and needed to hire contracted service providers. Line item 332 for tutor services have  
239 decreased by \$700. Line item 561 tuition to other leas decreased by \$503. Line item 564 for tuition to private  
240 school increased by 945, and line item 569 tuition residential decreased by \$1,634. Line item 610 supplies  
241 decreased by \$150.

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243 Line item 276 course reimbursement under Psychological Services has increased by \$6160. The non-union contract  
244 requires that the School District reimburse for graduate-level courses. Line item 330 professional services  
245 decreased by \$32,110.28. This line item is used for parents who disagree with the School District's evaluation; the  
246 parents could request that their child be tested by an independent educational evaluation at the School District's  
247 expense. Line item 430 repairs and maintenance were decreased by \$250.

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249 Line item 321 for professional educational services under Speech Services decreased by \$700. Line item 330 for  
250 professional services increased by \$55,690.73. The line item increased significantly because of the difficulty of  
251 hiring employees. Currently, the District needs to hire contractors to complete the required services. Line item 734  
252 for additional equipment increased by \$2,000. This line item is used if an extra piece of equipment needs to be  
253 added to an FM System.

254  
255 Line item 330 for professional services under PT Services are increased by \$3,100, and the line item 610 supplies  
256 have an increase of \$200. Line item 734 for additional equipment was reduced by \$3,500. Line item 738 for  
257 replacement equipment has an increase of \$1,000. Line item 325 for testing protocols under OT Services  
258 decreased by \$250, and line item 330 for professional services increased by \$95,187.

259  
260 Line item 275 for workshops non-union under DW Spec Services Admin decreased by \$2,000. Line item 421 for  
261 utilities-disposal increased by \$350. Line item 550 for printing increased by \$350., and travel and mileage increased  
262 to \$600. Line item 660 for supplies decreased by \$200. Line item 644 for publications increased by \$500. Line item

263 for additional furniture decreased by \$1,500, and Line item 810 for dues and fees increased by \$60. Line item 519  
264 for transportation Special Ed Transportation decreased by 107.  
265 Line item 446 for rental/lease software under DW Regular Education increased by \$3,324. Dr. Marandos  
266 commented that the School District only expended about half of the FY20 Adjusted Budget. Because of COVID-19,  
267 the Bimas 2 screener was not purchased. The Bimas 2 screener is a universal screener that has 33 questions about  
268 a student's behavior. Line item 446 for rental/lease software under DW Guidance increased by \$1,500, and line  
269 item 830 interest expense under Debt Services - Interest decreased by \$53,040.  
270

271 Dr. McGee commented that at the next School Board meeting, he would present the Superintendent's Budget with  
272 his recommendation. The Superintendent's Budget will include salary and benefit information. Dr. McGee stated  
273 that the District needs to get through the first payrolls to make a reasonable projection for FY22. Also, the School  
274 Board will see a list of proposed additional positions. Dr. McGee commented that the PEA contract is in place. The  
275 other guarantees are PESPA salaries, New Hampshire retirement, the employer contribution for teachers and  
276 employees, and health insurance increases.  
277

### 278 **Opening Day Enrollment Figures:**

279 Superintendent Chip McGee presented the opening day enrollment figures. PES had a total of 737 students on  
280 August 27, 2019, and had a total of 722 students on September 11, 2020. 526 of the 722 students are learning in  
281 school. PMS had 452 students on August 27, 2019, and had 440 students on September 11, 2020. 345 of the 440  
282 students are learning in school. PHS had a total of 610 students on August 27, 2019, and PHS had a total of 615  
283 students on September 11, 2020. 530 of the 615 students are learning in school.  
284

285 Superintendent Chip McGee compared Pelham's enrollment numbers to Nashua's enrollment numbers. He noted  
286 that Nashua saw a decrease in enrollment by around 2,000 students. A big reason for the decreased enrollment is  
287 Nashua's decision to go to full remote learning. The senior numbers have increased because students have been  
288 retained because of their IEP. Ms. Larson suggested that the enrollment figures should use October 1 as the prior-  
289 year enrollment date. Dr. McGee agreed that in the future, October 1 would be used. He said that he would  
290 continue to provide monthly student enrollment figures.  
291

### 292 **District Goals:**

293 Superintendent Chip McGee presented the updated School District goals. Dr. McGee mentioned that he only had  
294 to make one substantive change to measure the Health and Safety goal. He read the changes to School Board and  
295 commented that he believed the changes captured a more holistic approach. Dr. McGee proposed that the  
296 document would be the District's goals for the year. The goals include Health and Safety, Renovate the Memorial  
297 School, and Culture and Climate. Dr. McGee noted that a vote was not needed, but a consensus would help. The  
298 School Board approved the District's goals.  
299

### 300 **Policy Revision – First Read:**

301 Dr. McGee presented Policy EHAC – electronic/digital records and signature. Dr. McGee mentioned that legal had  
302 reviewed the policy. The leadership team believed that a policy should be created given the extended use of  
303 electronic signatures during remote learning. The policy is only a recommended policy, but Dr. McGee thought that  
304 a policy is good to have. The School Board discussed how the electronic signature works. The electronic signature  
305 is based on a user's email address and IP address. The user would receive an email back confirming that the user  
306 used their electronic signature. Dr. McGee asked the School Board to review the policy and to vote on it at the next  
307 meeting.  
308

### 309 **3. Old Business:**

#### 310 **Board Member Reports:**

- 311
- 312 a. Ms. Greenwood mentioned that she spoke to a few students, and they commented on how they love the  
313 in-school learning. The students explained to Ms. Greenwood that students are given mask breaks based  
314 on their row.

- 315 b. Ms. Larson commented that she had not heard a complaint about wearing masks from the PHS students.  
316 c. Mr. Wilkerson said that he heard some students, who are remotely learning, say that they cannot hear  
317 the teachers when they turn their back.

318

319 **4. Housekeeping:**

320 Adoption of Meeting Minutes:

- 321 a. September 9, 2020, School Board Meeting

322

323 Ms. Ryan made a motion to approve September 9, 2020, School Board Meeting Minutes, as amended. Mr.  
324 Bressette seconded the motion. The motion passed 4-0-1 (David Wilkerson abstained).

325

326 **Vendor and Payroll Manifests:**

327 a. PAY106P \$12,854.91

328 b. AP091620 \$351,176.92

329 c. 107 \$274,498.37

330 d. PAY107P \$564,948.29

331

332 Ms. Ryan made a motion to approve the Vendor and Payroll Manifests, as written. Mr. Bressette seconded the  
333 motion. The motion passed unanimously.

334

335 **Correspondence & Information:**

- 336 a. No Correspondence & Information

337

338 **Staffing Updates:**

339 Nominations:

- 340 a. Philip Fazioli PHS Math Teacher

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342 Superintendent Chip McGee mentioned Philip Fazioli was a math teacher in the Methuen School District. Dr.  
343 McGee noted that he could watch Mr. Fazioli teach in Methuen and is delighted to work with Mr. Fazioli again.

344 Ms. Ryan made a motion to approve Philip Fazioli as a Math Teacher at Pelham High School. Mr. Wilkerson  
345 seconded the motion. The motion passed unanimously.

346

347 **5. Future Agenda Planning:**

- 348 a. No future agenda planning

349

350 **6. Future Meetings:**

351 a. 09/30/2020 – 6:30 pm School Board Meeting @ PES Library

352 b. 10/07/2020 – 6:30 pm School Board Meeting @ PES Library

353

354 **7. Enter Non-Public:**

355 Ms. Ryan made a motion to convene non-public session per RSA 91-A:3, II(I) at 9:02 pm. Mr. Wilkerson  
356 seconded the motion.

357

358 **Roll Call:**

359 Chair Megan Larson – Yes

360 Vice-Chair Debbie Ryan – Yes

361 Troy Bressette – Yes

362 Darlene Greenwood – Yes

363 David Wilkerson – Yes

364

365

366 **8. Adjourn Meeting:**

367 Mr. Bressette made a motion to adjourn the public session at 9:47 pm. Mr. Wilkerson seconded the  
368 motion.

369

370 **Roll Call:**

371 Chair Megan Larson – Yes

372 Vice-Chair Debbie Ryan – Yes

373 Troy Bressette – Yes

374 Darlene Greenwood – Yes

375 David Wilkerson – Yes

376

377

378 Submitted by Matthew Sullivan