

**Pelham School Board Meeting
September 2, 2020
Pelham Elementary School
6:30 pm**

In Attendance:

School Board Members: Megan Larson, Chair, Debbie Ryan, Vice-Chair, Troy Bressette, and Darlene Greenwood
Superintendent: Chip McGee
Business Administrator: Deb Mahoney
Director of Curriculum, Instruction & Assessments: Sarah Marandos
Student Representative: Joe Wholey

Also in Attendance:

Dawn Mead, PHS Principal
Todd Kress, Athletic Director
Kelly Rambeau, Food Service Director
Joan Cote, Human Resources Director

Not Present:

David Wilkerson

1. Call to Order

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

Public Input:

None

Superintendent Opening Remarks:

Superintendent Chip McGee commented on the new masks that the School Board members and members of the audience were wearing. Dr. McGee said that the students and teachers would receive five masks each. Dr. McGee said that he was going to comment on three subjects. The first subject was the bus routes. The bus routes are out, but he reminded everyone that the School District is stretched very thin with busses. Dr. McGee requested that anyone who can provide transportation to do so. He thanked the eight families who gave up their seats on the school bus. The second subject that he mentioned was the notification regarding a confirmed case of COVID-19. The notification policy has changed. Dr. McGee will inform the entire community if a confirmed case of COVID-19 occurs. The third subject was the professional development project. School Districts usually have three days for professional development. The Pelham School District assigned seven days for professional development. Dr. McGee thanked the Director of Curriculum, Instruction & Assessments Sarah Marandos, for putting together the whole schedule. He also thanked Lynn Lyons, LICSW, for her presentation on managing uncertainty in uncertain times. The presentation was done through Zoom. Dr. McGee thanked IT Director Brenda Colameta for getting Thomas Murray, Director of Innovation for Future Ready Schools, to speak to the staff. Dr. McGee received a lot of positive comments on the presentation made by Mr. Murray. The teachers spent the rest of the day working with the instructional coaches. Chair Megan Larson mentioned she was told that Mr. Murray was one of the best speakers they ever heard.

Student Opening Remarks:

Joe Wholey thanked the guidance staff at the PHS for working hard to finalize the schedules for students. He also thanked everyone who has helped make reopening the schools safe.

53 **2. Presentations:**

54 No Presentations

55

56 **3. Main Issues / Policy Updates:**

57

58 **Returning to Competition – Football and Cheer:**

59

60 Athletic Director Todd Kress and Principal Dawn Mead presented the communication and safety protocols that are
61 in place for possible COVID-19 cases related to athletics. Mr. Kress pointed out that both the Varsity Football and
62 Cheer coaches were available for any questions.

63 Mr. Kress mentioned that one of the goals was to get a regional schedule for Level Two sports. The Level Two
64 sports consist of Field Hockey, Volleyball, and both Soccers. The six schools that will compete against one another
65 are Sanborn, Campbell, Hollis-Brookline, Souhegan, Milford, and Pelham. Mr. Kress informed the School Board that
66 he and the coaches had looked into face shields and did not feel comfortable with the safety of the face shields. He
67 added that different ideas had been presented. Superintendent Chip McGee mentioned that he wanted to see
68 what other Districts were doing before the Pelham School District invests in something they may not use.

69 Mr. Kress commented that anything seen on the NHIAA website would be erased. Each region will put together its
70 regional schedule. Once the schedules are completed, the schedules will be submitted to the NHIAA. The only
71 sport that does not fall into this category is football. The football schedules are not complete because the NHIAA
72 has not presented the Districts with the guidelines to schedule football games. Mr. Kress added that the NHIAA is
73 leaving the decisions up to the Districts; this means each District has to trust that the other Districts are doing
74 things correctly. He mentioned that each team would have sanitizing tables. Mr. Kress said that he expects one to
75 three administrators would attend every game, home or away. Mr. Kress and Ms. Mead answered all the questions
76 that were asked.

77

78 Ms. Ryan made a motion to approve the recommendation for interscholastic cheer and football, as discussed with
79 the communication protocols in place for the fall 2020 season. Mr. Bressette seconded the motion. The motion
80 passed unanimously.

81

82 **Reopening Update:**

83 Superintendent Chip McGee and Director of Curriculum, Instruction & Assessments Sarah Marandos mentioned
84 the key details about the changes in processes and additional updates.

85

- 86 a. High School Study Hall – Dr. Marandos commented that the Dean of Students and the Guidance
87 Counselors had moved sessions around to eliminate the need for Study Hall for Freshmen. They have also
88 been able to expand some of the programs.
- 89 b. Middle School Study Hall - Due to complex staffing for Unified Arts and an unfilled position, Middle School
90 students will have a Study Hall. Remote students will have a single Unified Arts class (UA's) instead of two.
91 As the School District looks to staff back up, some in-school students will begin with a Study Hall.
- 92 c. COVID Classroom Capacity - We are posting a COVID capacity for classrooms, break rooms, and meeting
93 rooms throughout the District. Administrators are reviewing the layout and determining room capacity
94 based on physical distancing guidelines and instructional needs. At Pelham Elementary School, some
95 classrooms can accommodate up to 24 students.
- 96 d. CTE Access - Our CTE programs at Pinkerton and Alvirne High School are planning to be operational. The
97 Pelham School District is pursuing aggressively the possibility of having the students drive themselves to
98 their CTE program. With the appropriate permissions, students will be allowed to either drive themselves,
99 or carpool to their CTE programs. Ms. Ryan asked how the students arrived at their CTE program. Ms.
100 Rambeau stated that the students took the bus at 6:45 am.
- 101 e. Reassignment at the Middle School – The School District reassigned two Instructional Coaches. The Math
102 and Technology Instructional Coaches were reassigned to classroom positions. PMS has smaller
103 classrooms to keep the class size down. Dr. McGee thanked the two Instructional Coaches for their grace
104 in accepting the switch. Dr. McGee mentioned that the School District is utilizing spaces that are not
105 typically classrooms at PHS. PHS is using the library and the cafeteria as classrooms. He also mentioned

106 that they could not get all the PMS classrooms moved to the first floor, but they could provide some
107 ventilation and air-conditioning options.

108 f. Requests to Use School Facilities

109 Dr. McGee mentioned that the School District has been receiving requests to use school facilities. He
110 noted that the School District is discouraging visitors, so the School District needs to move slowly with
111 approving school facilities. Dr. McGee said that the School District would not be authorizing the use of
112 school facilities, to outside groups, for the next month. Once they are confident that things are running
113 smoothly, then the District will be open to facility requests. Dr. McGee stated that this did not affect
114 PSACC.

115 g. The 4 x 4 Block

116 Dr. McGee mentioned that the 4 x 4 Block extends the number of sessions that the School District can
117 run. The benefits of additional sessions are decreased class size and a more comprehensive array of
118 upper-level math classes.

119
120 **Budget Review:**

121 Superintendent Chip McGee explained that he would provide a brief overview of the budget, then comment on
122 the Superintendents' portion of the budget. The School Board discussed the budget process, indicating that School
123 Board-level cuts should be proposed and discussed at the end of the budget process. The schedule for the School
124 District's Budget is:

- 125 a. September 2: SAU, School Board, Curriculum and Transportation
- 126 b. September 9: PES, PMS, and PHS
- 127 c. September 16: Nutrition Services, Facilities, Technology, Special Services, Salary Guidelines
- 128 d. September 30: All Salaries and Benefits will be included in the Superintendent Budget presentation.
- 129 e. October 7: The School Board will consider and vote on its Recommended Budget.
- 130 f. October 16: The budget committee will receive their electronic version of the budget book.

131
132 Dr. McGee guided all the Directors and Principals as they put together their budgets. The guidance that Dr. McGee
133 gave was explicitly looking for Level Services. Changes would only be in place for enrollment and maintenance of
134 the program. Business Administrator Deb Mahoney reviewed the Business/Finance Services Budget. Ms. Mahoney
135 will look into why line item 890 has an increase of \$1,000. She pointed out that the Nutrition Meals Uncollectible
136 Funds are for the negative balances from student's accounts. The District is responsible for the difference. Dr.
137 McGee mentioned that PandaDoc is an excellent way to track notification. Ms. Mahoney noted that the School
138 District keeps track of COVID expenses by setting up a District-Wide line through the Facilities Department. The
139 COVID expenses are charged to that line.

140 HR Director Joan Cote reviewed the budget for the HR Staff Services. Dr. McGee reviewed School Board Services.
141 He also reviewed Legal Services. Dr. Marandos reviewed the budget for Bilingual Programs, Improvement of
142 Instruction, Instruction and Curriculum Development, and Instruction Staff Training. Dr. Marandos mentioned that
143 Professional Services has an increase of \$7,000. One of the reasons for the increase is new regulation requiring
144 training for suicide prevention for the staff. Another reason for the increase is the addition of Out-of-District
145 Mentors. Ms. Mahoney reviewed the budget for Regular Transportation. Dr. Marandos mentioned that if the
146 Pelham School District has students protected under the McKinney-Vento Act, the School District must provide
147 transportation. This line item tends to be unpredictable.

148
149 Chair Megan Larson asked if they could adjust the agenda to allow Food Service Director Kelly Rambeau to go next.

150
151 Ms. Ryan made a motion to move item four to after item eight. Mr. Bressette seconded the motion. The motion
152 passed unanimously.

153
154 **EFAA Policy Addendum:**

155 The School Board thanked Food Service Director Kelly Rambeau for all her hard work during the pandemic and her
156 team for making all the meals. Ms. Rambeau presented the EFAA Policy Addendum. She said, effectively
157 immediately, there will no longer be alternate meals given out, as previously stated in the current charging policy.

158 The change is due to the limitations in place for our current meal program. All other languages in the policy will
159 remain as stated.

160 This year the school will be providing a grab-and-go breakfast. The lunches will be delivered to the classroom in a
161 cooler. The person who delivers the meals will knock on the door and leave. The cooler will be picked up after
162 lunch and will be sanitized. The students will use the same ordering program that was used during the last school
163 year. When the students order their lunch, they will be asked for their room number and lunchtime. The first two
164 weeks of school will be a cold lunch option only. The system will be the same in all three schools. If the meal
165 account is past due, the students would receive the standard lunch.

166 Ms. Rambeau mentioned that the ordering information is towards the end of the School Re-Opening Packet. Ms.
167 Larson asked that Dr. McGee send out a notification to parents to order their children's lunch. Students, on the
168 first day of school, will receive a packet. Inside the package is the form to fill out for free or reduced lunch. This
169 year the School District will have a remote lunch pick up. The lunch pick up will occur in the back of PES and
170 between 9:30 am and 10 am. The meals for remote pick up need to be pre-ordered.

171
172 Mr. Bressette made a motion to approve the one-year exception to Policy EFAA, as presented. Ms. Ryan seconded
173 the motion. The motion passed unanimously.

174

175 **PESPA Memorandum of Agreement:**

176 Superintendent Chip McGee reviewed the PESPA Memorandum of Agreement. Dr. McGee commended Brenda
177 Hobbs on the agreement. He pointed out to the School Board that there is no language difference besides ensuring
178 the agreement aligns with the PESPA contract. The School Board is not agreeing to anything that they had not
179 already agreed to with the PEA. The PESPA employees approved the agreement in short order.

180 Dr. McGee recommended strongly that the School Board vote to agree to the memorandum. The agreement is
181 only for the 2020-2021 school year.

182

183 Ms. Ryan made a motion to approve the Memorandum of Agreement between the Pelham School Board and the
184 Pelham Educational Support Personnel Association (PESPA), as written. Mr. Bressette seconded the motion. The
185 motion passed unanimously.

186

187 **First Draft District Goals:**

188 **Goal 1: Health and Safety**

189

190 **Rationale:** The goal is to maintain the health and safety of our staff and students. During the COVID-19 pandemic,
191 the Pelham School District has prioritized health and safety. The School District has adjusted educational
192 programming to allow for universal precautions, and these changes have affected nearly every part of the District.

193 **Measurements:** Implementation of the Reopening Safely Plan will be measured through checklist completion.

194 Given that the public health crisis extends beyond Pelham, success measures are not whether the Pelham School
195 District entirely avoid infections, but rather that we respond to any health and safety event in a safe manner and
196 that we have implemented our plan.

197 Mr. inquired about the use of a checklist to measure progress under this goal. Superintendent McGee stressed this
198 as our number one for the year. Noting that there needs to be something concrete and measurable to determine
199 progress under the goal. He is open to feedback, and will work on building out further for the next draft.

200

201 **Goal: Renovate Memorial School**

202

203 **Rationale:** Pelham Memorial School requires an upgrade to its facilities to allow for middle school students'
204 appropriate teaching spaces. The school facility needs adequate core capacity, including the gymnasium, library,
205 and cafeteria. The facility also needs to meet basic accessibility standards. The community came very close to a
206 successful vote in 2020, indicating significant support for this project. The planning process for reopening safely
207 has reinforced that Memorial School presents the most challenges in the District in its physical plant.

208 **Measurements:** Sufficient support in the community to pass a warrant article in March 2021 to renovate Pelham
209 Memorial School.

210 Dr. McGee addressed the recent legislative update on warrant articles requiring bond. The School Board discussed
211 this, confirming that Pelham is an "SB2" Town. (Senate Bill 2), which already requires a 3/5 majority to pass rather
212 than a 2/3 majority.

213
214 **Goal: Culture and Climate**

215 **Rationale:** Our goal is to continue to improve culture and climate in the Pelham School District. The intended
216 outcome is to help make the Pelham School District, a place where the staff wants to stay, learn, and grow their
217 careers.

218 **Measurement:** Quarterly surveys show a meaningful improvement in culture and climate measures across the
219 District for staff. As measured on September 1, 2021, administrative and teaching staff's annual turnover will
220 normalize at 10%.

221 The School Board recognized that we are still in a pandemic. But the Board agrees that the staff needs something
222 attainable and measurable.

223
224 **Special Education Instructional Assistants Request:**

225 Superintendent Chip McGee requested that the School Board approve six FTE Instructional Assistant positions for
226 the Fiscal Year 2021 to fulfill the requirements of individual students' IEPs. The need comes from three factors.
227 First, the School District has had students new to the District whose IEP requires an Instructional Assistant's
228 services. Second, the School District had students return from out of district placements unanticipated in
229 September of 2019, who require Instructional Assistants. Third, the School District did not have any students with
230 Instructional Assistants required in their IEPs exit the program entering this year.

231 Dr. McGee worked with Ms. Mahoney and estimated the cost at \$124,000. He informed the School Board that the
232 funds would need to be offset within the Special Education Budget. The six Instructional Assistants need to be
233 hired before the School Monitor positions. Dr. McGee said that if the School District cannot fill the health and
234 safety positions, he would need to direct the School Board that the schools cannot open. Dr. McGee reminded the
235 School Board that at the last meeting, the School Board authorized the use of Instructional Assistants, who have
236 Special Education assignments, to work in General Education when they are not busy with Special Education.
237 Dr. McGee mentioned that he did not see using volunteers as a viable option. The School District could not use
238 volunteers because they would be placed in harm's way, have access to sensitive information, and would be
239 expected to show up daily.

240
241 Ms. Ryan made a motion to approve the addition of six FTE Instructional Assistant positions for the fiscal year 2021
242 to fulfill the requirements of individual students' IEPs. Mr. Bressette seconded the motion. The motion passed
243 unanimously.

244
245 **Policy Revision (First Reading):**

246 Superintendent Chip McGee stated that the policies have gone through the Policy Sub-Committee. The policies'
247 review was placed on hold until the School District committed to a tracking notification system. The School District
248 chose to commit to PandaDoc. The Policy Committee recommends these policies be presented on the advice of
249 the NHSBA and the School Administration. The four policies are:

- 250 a. GBEAB – Mandatory Code of Conduct Behavior
251 b. GBEB – Staff Conduct
252 c. JLF – Reporting Child Abuse or Neglect
253 d. JICK – Pupil Safety and Violence Prevention

254
255 The Policy Committee recommends the Board immediately approve Policy ACAC to replace Policy GBAA and JBAA.
256 This is based on the NHSBA's strong recommendation that School Districts adopt this policy immediately. Dr.
257 McGee said one of the policy changes is that the School District must name who the Title IX Coordinator is. Human
258 Resources Director Joan Cote is the Title IX Coordinator. The School District's practice reflects federal law, but the
259 policies are split between Policy JBAA and Policy GBAA. Policy ACAC combines the two policies under one policy.

- 260 a. ACAC – Title IX Sexual Harassment and Grievance Process
261 b. JBAA – Sexual Discrimination
262 c. GBAA – Sexual Discrimination

263
264 Mr. Bressette made a motion to approve Policy ACAC – Title IX Sexual Harassment and Grievance Process. Ms.
265 Greenwood seconded the motion. The motion passed unanimously.
266 Dr. Chip McGee commented that the other policies do not need any action. He said that he would bring the
267 policies back at a future meeting for a Second Reading. The School Board would provide input to Dr. McGee, then
268 vote to adopt the policies. Dr. McGee stated that most of the policies have to do with the District’s financial
269 controls. These policies are reviewed routinely, about every five-years.
270

271 Reviewed Policies (First Reading):

- 272 a. BBBA – Board Member Qualification Policy
- 273 b. DA – Fiscal Management Goals
- 274 c. DB – Annual Budget
- 275 d. DBC – Budget Preparation
- 276 e. DEA – Revenues from Local Tax Sources
- 277 f. DFH – Student Activities Fund Management
- 278 g. DGA – Authorized Signatures
- 279 h. DG – Depository of Funds
- 280 i. DH – Bonded Employees
- 281 j. DID – Capital Assets Policy
- 282 k. DI – Fiscal Accounting and Reporting
- 283 l. DIH – Fraud Prevention and Fiscal Management
- 284 m. DJ – Purchasing
- 285 n. DKA – Payroll Procedures
- 286 o. DKC – Expense Reimbursement
- 287 p. DM – Cash in School Buildings
- 288 q. DO – Fund Balance

289
290 **4. Old Business:**

291 Board Member Reports:

- 292
- 293 a. Mr. Bressette acknowledged the Boy Scout Troop that cleaned up the outdoor classroom at PES. He
294 expressed his sincere appreciation.

295
296 **5. Housekeeping:**

297 Adoption of Meeting Minutes:

- 298 a. August 5, 2020, Retreat Meeting

299
300 Ms. Ryan made a motion to accept August 5, 2020, Retreat Meeting Minutes. Mr. Bressette seconded the motion.
301 The motion passed unanimously.

- 302
- 303 b. August 19, 2020, School Board Meeting

304
305 The School Board agreed to table the review of the August 19, 2020, minutes until the September 9 meeting.

306 **1. Vendor and Payroll Manifests:**

- 307 a. APO90220 \$566,291.10
- 308 b. 106 \$501,249.90

309 Ms. Ryan made a motion to accept the Vendor and Payroll Manifests, as written. Mr. Bressette seconded the
310 motion. The motion passed unanimously.

311
312 **Correspondence & Information:**

313 NH State Annual Findings for Special Education

314 Superintendent Chip McGee stated the report is done annually. The report shows that the Special Education
315 Department for the Pelham School District is in compliance.
316

317 **Staffing Updates:**

318 Superintendent Chip McGee noted that legal recommended that the School Board review and accept nominations
319 for candidates filling positions that requires certification NH. These include interim, long term substitute, or
320 permanent positions.
321

322 **Resignations:**

323 a. Andrea Meyer PMS Part-Time Computer Teacher
324

325 Ms. Ryan made a motion to approve the resignation of Andrea Meyer. Mr. Bressette seconded the motion. The
326 motion passed unanimously.
327

328 **Retirements:**

329 a. Stephen Scaer PHS Special Education Teacher
330

331 Ms. Ryan made a motion to accept the retirement for the 2020-2021 school year of Stephen Scaer. Mr. Bressette
332 seconded the motion. The motion passed unanimously.
333

334 **Medical Leave:**

335 a. Leigh Ann Rosse PHS Foreign Language Teacher
336

337 Ms. Ryan made a motion to approve the medical leave for the fall semester for Leigh Ann Rosse. Mr. Bressette
338 seconded the motion. The motion passed unanimously.
339

340 **Nominations:**

341 a. Kim Cloutier PMS Special Education Coordinator
342 b. Annette Zandieh PES LTS Grade 1
343 c. Nicole Covart PES Special Education Coordinator
344 d. Cheyanne DeMattia PES Grade 5 Interim Teacher
345 e. Mark McDonald PHS Special Education Teacher Case Manager
346 f. Chris Mazzone PMS Interim Principal
347 g. Angela Portalla PES Special Education Teacher
348

349 Ms. Ryan made a motion to approve the following nominations, Mark McDonald, PHS, Special Education Teacher
350 & Case Manager; Cheyanne DeMattia, PES, Grade 5 Interim Teacher; Angela Portalla, PES, Special Education
351 Teacher; Nicole Covart, PES, Special Education Coordinator; Chris Mazzone, PMS, Interim Principal; Kim Cloutier,
352 PMS, Special Education Coordinator; and Annette Zandieh. PES, LTS Grade 1. Mr. Bressette seconded the motion.
353 The motion passed unanimously.
354

355 **6. Future Agenda Planning:**

356 a. No future agenda planning
357

358 **7. Future Meetings:**

359 a. 09/09/2020 – 6:30 pm School Board Meeting @ PES Library
360 b. 09/16/2020 – 6:30 pm School Board Meeting @ PES Library
361

362 **8. Adjournment:**

363 Mr. Bressette made a motion to adjourn the meeting at 8:58 pm. Ms. Ryan seconded the motion. The motion
364 passed unanimously.
365

366 Submitted by Matthew Sullivan