

**Pelham School Board Meeting  
September 30, 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

**Student Representative:** Joe Wholey

**Also in Attendance:** None

**Not Present:** Sarah Marandos

**1. Call to Order:**

Chair Megan Larson called the meeting to order at 6:31 pm. Ms. Larson noted that David Wilkerson was remotely attending the meeting. Mr. Wilkerson confirmed he was alone. The Pledge of Allegiance followed Mr. Wilkerson's answer.

**Public Input:**

- a. None

**Student Opening Remarks:**

Joe Wholey mentioned that this week is Spirit Week at PHS. Monday was Red, White, and Blue Day, Tuesday was Beach Day, Wednesday was Western Day, Thursday is Python Pride Day, and Friday is Fancy Dress Day for school pictures. Mr. Wholey noted that Freshmen, Sophomores, and Juniors will be taking their PSAT's on Wednesday, October 14, and the Seniors will not have school that day. Instead, the Seniors will have a class meeting to discuss the rest of the school year and the Senior Dues. The school district has an early release day on Friday, October 9, and no school on Monday, October 12.

**Superintendent Opening Remarks:**

Superintendent Chip McGee commented that three Seniors made verbal commitments to play sports in college. Conor Maslanek committed to wrestling at D1 Campbell University, Madi Robito committed to play field hockey at the University of New England, and Maria Dagher committed to play volleyball at Rivier University.

Dr. McGee mentioned that he was here when PES ran its first fire drill of the school year. Dr. McGee commented that the fire drills would be different this year, and he thanked the Pelham Fire Department for their assistance with running the fire drill.

Dr. McGee mentioned that the rain, this morning, helped to make the drop-offs run smoother at PES. He added that downtown Pelham lost power earlier in the day. The loss of power caused students, who are remotely learning, to lose connectivity. Dr. McGee pointed out that, as of today, no Pelham students or staff have tested positive for COVID-19. Because of technical reasons, the two Public Service Announcement videos were not presented during the meeting. Dr. McGee said that the videos would go out in the Friday message.

**Presentations:**

No Presentations

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

54 **Budget Development**

55 Dr. McGee started with his Executive Summary. Dr. McGee said the Leadership Team had recalibrated these  
56 requests in light of the pandemic's impact on the fiscal year 2020 and fiscal year 2021 budgets. The team adhered  
57 closely to July's budget guidance to develop a 'level service' budget.  
58

59 **Enrollment Projection**

60 Dr. McGee noted that as of Friday, September 25, the Pelham School District had 1,774 students enrolled for the  
61 2020-2021 School Year. Dr. McGee projected that the Pelham School District would have 1,726 students enrolled  
62 for the 2021-2022 School Year. This is a projected decrease of 48 students. PES will likely increase by 22 students,  
63 PMS will likely decrease by 35 students, and PHS will likely decreased by 35 students.  
64

65 **Fixed Costs**

66 Dr. McGee said that he sees four significant cost drivers. The four key drivers are:

- 67 1. PEA Contract – fiscal year 2022 is year three of a five-year agreement with an estimated increase of 3.5%
- 68 2. PESPA Contract – fiscal year 2022 is year two of a three-year agreement with an estimated increase of  
69 3.2%
- 70 3. NH Retirement System – The employer contribution will increase for teachers by 18% (from 17.80% to  
71 21.02%). For other covered employees is will increase by 26% (from 11.17% to 14.06%)
- 72 4. Health Insurance Premiums – Health Trust has provided guidance that we should budget for an increase  
73 of 15% in premiums. The Guaranteed Maximum Rate (GMR) Increase will not be available until October 6.  
74

75 **Programmable and Operational Considerations**

- 76 1. Pelham Memorial School: Dr. McGee said that later in the meeting he would request the School Board to  
77 reinstate the Renovation and Upgrade Committee (PMS RUC). The recommendation is to consider  
78 including a revised Warrant Article to renovate Pelham Memorial School on the March 2021 ballot.
- 79 2. Full-Day Kindergarten: Along with the PMS renovation, full-day kindergarten remains a goal for the  
80 District.
- 81 3. Technology: To continue providing access to technology for students and staff at the School District's  
82 current levels, budgets for renewing leases on Chromebooks and replacing servers and other  
83 infrastructure have been maintained following the Future Ready Technology Plan.
- 84 4. Instructional Materials: To continue maintaining up to date instructional materials across all grades,  
85 budgets for instructional materials have been maintained following our Instructional Materials Schedule.
- 86 5. Superintendent's Budget Reductions: The reduction choices were made in coordination with the entire  
87 District Leadership Team. The School District has removed any budget items that would be considered  
88 new for fiscal year 2022.  
89

90 **Fiscal Year 2022 Budget – Location Summary**

91 **General Fund Areas of Increases**

92		
93	1. PEA Contract (neg.)	\$ 487,300
94	2. PESPA Contract (neg.)	\$62,500
95	3. Medical Increase (15%)	\$373,187
96	4. Dental Increase (5%)	\$13,055
97	5. Life/ADD/LTD (10%)	\$4,068
98	6. NHRS (25.8 to 18%)	\$480,102
99	7. Workers Comp (10%)	\$11,701
100	8. STA (bus) Contract	\$34,300
101	Total:	<u>\$1,466,213.00</u> – The amount will be included in the Default Budget.
102		

103 Equates to Increase % 4.5%

104 Net Increase % 0.93%

105

106 Dr. McGee and the School Board members discussed how the healthcare premiums increased by 15%, and the  
107 laws that require an employer to contribute a certain amount to maintain the NH Retirement System's fiscal  
108 stability.

109  
110 Enrollment Projections

111 Dr. McGee has taken the enrollment numbers from the last four school years and used the figures to project the  
112 enrollment numbers for the next two school years. Dr. McGee stated that these numbers are helpful to the School  
113 District with estimating staffing needs. The projected staff size for the next school year remains the same.

114  
115 Salaries and Benefits

116  
117 The Salaries and Benefits budget for the fiscal year 2022 has been included within the Superintendent's budget this  
118 year. The salaries and benefits are generated through the financial software by projecting current employees with  
119 current benefits adjusted to reflect next year's rates. Salaries for union employees are adjusted to reflect contract  
120 rates for fiscal year 2022. A calculated salary pool of 3% is included in this requested budget for all non-bargaining  
121 employees.

122  
123 The administrative team reviewed all District positions and identified a few positions that have remained vacant  
124 for more than two years. These positions are recommended to be eliminated. The positions are:

- |     |                                   |     |  |
|-----|-----------------------------------|-----|--|
| 125 | 1. English Tutor                  | PHS | (1033110000-113)   |
| 126 | 2. Hall Monitor                   | PHS | (1033110000-114)   |
| 127 | 3. PT Speech Language Pathologist |     | 20% FTE (1000215000-110) has been filled by a contracted<br>128 service. |

129  
130 The administrative team is requesting expanded or new positions. The positions are:

- |     |                                  |     |  |
|-----|----------------------------------|-----|--|
| 131 | 1. Special Education Coordinator | PES | Expand 0.5 FTE to a 1.0 FTE Administration position. |
| 132 | 2. School Nurse                  | PES | Expand 0.5 FTE to a 1.0 FTE Teacher position         |
| 133 | 3. Special Education Coordinator | DW  | 1.0 SPLA (replaces Speech Aide position)             |
| 134 | 4. School Nurses                 | DW  | 0.5 Certified Occupational Therapy Assistant (COTA)  |

135  
136 For benefits for fiscal year 2022, the district-paid portion is indicated by object code below:

- |     |    |   |
|-----|----|---|
| 137 | 1. | 211 - Health Insurance: 15% estimated to increase as guided by HealthTrust (Note that Guaranteed<br>138 Maximum Rates from HealthTrust are expected on October 6, 2020, for the fiscal year 2022. Appropriate<br>139 adjustments will be calculated for Board action) |
| 140 | 2. | 212 - Dental Insurance: 5% estimated to increase as guided by HealthTrust   |
| 141 | 3. | 213 - Life Insurance: two-year contract extension ending, used 10% increase per Broker  |
| 142 | 4. | 214 - Disability Insurance: two-year contract extension ending, used 10% increase per Broker  |
| 143 | 5. | 231 - Employee Retirement: 14.06%, up from current rate of 11.17% (25.87% increase<br>144 for district-portion)   |
| 145 | 6. | 232 - Teacher Retirement: 21.02%, up from current rate of 17.80% (18% increase for district-portion)  |
| 146 | 7. | 260 - Workers Comp is budgeted at the 10% CAP increase. Workers Comp rates will be:   |
| 147 |    | a. Class 8868 professional/clerical: 0.005338   |
| 148 |    | b. Class 9101 custodians/nutrition service: 0.0434  |

149  
150 Administrative Salary – Market Adjustment

151 Superintendent Chip McGee and Business Administrator Deb Mahoney analyzed the regional/peer salaries for the  
152 administrative team members. The analysis showed the administrative team members' position and compared the  
153 fiscal year 2021 salaries for Pelham against the median salaries of Auburn, Bedford, Candia, Derry, Hooksett,  
154 Hudson, Litchfield, Londonderry, Merrimack, Milford, Salem, and Windham School Districts.

155  
156 The Pelham School District is currently behind the median salary by a combined \$110,038. Dr. McGee suggested  
157 increasing the salaries over three-years. In the first year, the administrative team salaries would increase by a  
158 combined \$36,679. Adding in FICA, NHRS, and Worker's Comp., the total increase would be \$47,179. Dr. McGee

159 said that the control group is too small to base the salaries on their years of experience. Because the group is too  
160 small, he believes that the District should only be aiming at the median salary of the regional/peer’s salaries. Mr.  
161 Bressette mentioned that he would be interested in seeing additional detail from the report and include the salary  
162 ranges for each District and administrative positions.

163  
164 Dr. McGee noted that administrative increases are not in the Collective Bargaining Agreement (CBA). The increases  
165 are based on the budget, and if the budget is approved. At that point, increases are earned on merit. The  
166 administrative team will receive merit increases; then, the team would receive an increase in salary based on the  
167 market adjustment. The School Board discussed the difference between the salary increases teachers receive and  
168 the salary increases that the administration gets.

169  
170 Superintendent Budget Reduction/Adjustment  
171 Superintendent Chip McGee presented the School Board with the Level Two Superintendent Budget  
172 Reduction/Adjustment document. Dr. McGee mentioned that the document provides the Budget Unit,  
173 Organization Code, Organization Description, Description, the Amount reduced or adjusted, and the page number  
174 to locate the line item. Dr. McGee reviewed the significant line item savings. Some of the significant savings  
175 included eliminating the English Tutor, Monitor, and 2.0 FTE Position. The General Fund has a reduction of  
176 \$175,881.54 and \$300 from the Food Service.

177  
178 The School Board discussed the reduction of \$10,000 for a new storage shed. Ms. Larson asked what was in the  
179 temporary portable storage unit. Ms. Mahoney mentioned that the storage unit initially held the kitchen  
180 equipment from the upgrade at PHS. The kitchen equipment has since been sold. Ms. Mahoney believes the only  
181 furniture in the storage unit is the furniture needed for a full-day kindergarten. COVID-19 has forced the School  
182 District to keep the full-day kindergarten furniture inside the storage unit. The storage unit is not ‘environment  
183 proof’ and will have the same issues that the current storage shed has. Currently, Athletic Director Todd Kress is  
184 storing the athletic mats in the gymnasium.

185  
186 The School Board discussed the budget for the seal coating of the PES parking lot in fiscal year 2022. The seal  
187 coating would protect the PES parking lot for an additional year. The CIP Committee plans to then repave and  
188 stripe the PES parking lot in 2024.

189  
190 Dr. McGee mentioned that he cut some of the “Teachers Pay Teachers” requests because there are some  
191 programs where he knows that the instructional material provided are stronger. Dr. McGee added that “Teachers  
192 Pay Teachers” is a source, but the program is not the only source for teachers. Dr. McGee commented that he  
193 removed the proposal for two large projection screens from the budget. Dr. McGee reminded the School Board  
194 that the School District is only responsible for half of the hockey uniform expenses. The budget shows a reduction  
195 of \$3,000 because Pelham is only responsible for half of the hockey uniforms' cost. Dr. McGee mentioned that he  
196 was able to save \$4,000 by switching to a new website service. Ms. Mahoney noted that the Reception Position is  
197 split because it supports both Human Resources and Reception at the SAU Building. Ms. Mahoney commented that  
198 the snowplow rate was reduced by \$7,000. The \$7,000 reduction brings the snowplow cost down to the new  
199 contracted rate. The amount in the proposed budget was higher than the contracted rate for the snowplowing  
200 service. This allowed the School District to reduce the proposed snow plow line item.

201  
202 Ms. Larson requested that if the Board members have any proposed cuts, they need to send them to Ms. Mahoney  
203 by the end of business on Tuesday, October 6, 2020. The packet will then be shared on Wednesday, October 7,  
204 2020. Ms. Larson suggested that the Board members use the template that Ms. Mahoney used to show the page  
205 numbers, description, and amount.

206  
207 Pelham Memorial School Renovations and Upgrades  
208 Superintendent Chip McGee stated that he intends to develop a Warrant Article to renovate and upgrade PMS. Dr.  
209 McGee recommended that they have a single meeting with the Renovation and Upgrade Committee (RUC). Dr.  
210 McGee mentioned that he had spoken to the citizens that served and led the RUC, and the residents are willing to

211 serve on the committee. The purpose is to review the proposal from last year and make recommendations to the  
212 Board about any potential changes to the construction proposal.  
213

214 Dr. McGee requested the approval of the Board to bring the committee back together as quickly as possible. Dr.  
215 McGee mentioned that he believes the School Board and the Superintendent should lead the project. Dr. McGee  
216 added that people had shown interest and enthusiasm with the project. The School Board provided Dr. McGee  
217 with the approval to move forward with forming the RUC again. Mr. Bressette Board volunteered to serve as prior  
218 Board member Candice Repici's replacement on the committee.  
219

220 **Policy Revision:**

221 Policy IMGGA – Service Animals (First Read)

222 Dr. McGee stated that this policy is a policy that the Pelham School District does not currently have. The policy is  
223 required, but there is no urgency. The policy covers the use of a service animal by a person with a disability in or  
224 upon District property when the animal is required to perform work or tasks directly related to the individual's  
225 disability. No action is needed at this time.  
226

227 Policy EHAC – Electronic/Digital Records and Signatures (Second Read)

228 Dr. McGee presented this policy on September 16, 2020, and the School Board reviewed the policy. The School  
229 Board did not have any questions or changes to Policy EHAC.  
230

231 Mr. Bressette made a motion to approve Policy EHAC – Electronic/Digital Records and Signatures. Ms. Ryan  
232 seconded the motion.  
233

234 **Roll Call:**

235 Chair Megan Larson – Yes

236 Vice-Chair Debbie Ryan – Yes

237 Troy Bressette – Yes

238 Darlene Greenwood – Yes

239 David Wilkerson – Yes  
240

241 Policy ACA – Anti-Harassment (First Read)

242 Dr. McGee commented that Policy ACA – Anti-Harassment is a policy cleanup. Policy ACAC - Title IX Sexual  
243 Harassment and Grievance Process was approved by the School Board on September 2, 2020. Dr. McGee noted  
244 that Policy ACA is no longer applicable and needs to be removed. No action is required at this time.  
245

246 **Committee Assignments:**

247 Dr. McGee stated that the review of committee assignments was being done to confirm that the members were  
248 assigned to the correct committees. Ms. Larson suggested that Dr. McGee review the committees and decide if  
249 some of the committees should not be continued. Mr. Bressette pointed out that the list of committees had Joint  
250 Loss Management and JLMC. Dr. McGee said that it was a redundant committee. The School Board explained that  
251 PMC RUC and PMC Building Committee were also redundant committees. Dr. McGee said that Ms. Greenwood is a  
252 Full Member of the Policy Committee and not an Alternate Member.  
253

254 **3. Old Business:**

255 Board Member Reports:

256  
257 a. Ms. Greenwood mentioned that she received an email from Dr. Marandos. Dr. Marandos informed her  
258 that new committees were being formed. Dr. McGee said that these committees could meet in person or  
259 remotely.  
260  
261  
262

263 **4. Housekeeping:**  
264 Adoption of Meeting Minutes:  
265 a. September 16, 2020, School Board Meeting

266  
267 Mr. Bressette asked the Board to table voting on the minutes until the October 7, 2020 meeting.

268  
269 **Vendor and Payroll Manifests:**

270	a.	104M	\$241.86
271	b.	107M	\$3,112.86
272	c.	PAY107M	\$816.69
273	d.	108	\$594,867.54
274	e.	PAY108P	\$12,751.43
275	f.	AP093020	\$407,033.14

276  
277 Ms. Ryan made a motion to approve the Vendor and Payroll Manifests, as written. Mr. Bressette seconded the  
278 motion.

279  
280 **Roll Call:**

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

286  
287 **Correspondence & Information:**

288 a. No Correspondence & Information

289  
290 **Staffing Updates:**

291 Resignation:

292 a. Dr. Kimberly Lessard SAU Director of Student Services

293  
294 Superintendent Chip McGee stated that he was very happy for Kimberly Lessard. Dr. McGee said that Dr. Lessard  
295 and her husband have a new opportunity in front of them. At the same time, Dr. McGee mentioned that he was  
296 sad for the community, and Dr. Lessard will be a significant loss to the School District as the Director of Student  
297 Services, but more importantly, because she knew the community. Dr. McGee added that Dr. Lessard would be  
298 deeply missed.

299  
300 Ms. Ryan made a motion to accept the resignation of Director of Student Services Dr. Kimberly Lessard. Mr.  
301 Wilkerson seconded the motion.

302  
303 **Roll Call:**

304 Chair Megan Larson – Yes  
305 Vice-Chair Debbie Ryan – Yes  
306 Troy Bressette – Yes  
307 Darlene Greenwood – Yes  
308 David Wilkerson – Yes

309  
310 **5. Future Agenda Planning:**

311 a. No future agenda planning

312

- 313 **6. Future Meetings:**  
314 a. 10/07/2020 6:30 pm School Board Meeting @ PES Library  
315 b. 10/21/2020 6:30 pm School Board Meeting @ PES Library  
316

317 **7. Adjourn Meeting:**

318 Mr. Bressette made a motion to adjourn the meeting at 8:17 pm. Ms. Ryan seconded the motion.  
319

320 **Roll Call:**

- 321 Chair Megan Larson – Yes  
322 Vice-Chair Debbie Ryan – Yes  
323 Troy Bressette – Yes  
324 Darlene Greenwood – Yes  
325 David Wilkerson – Yes

326

327

328 Submitted by Matthew Sullivan