

**Pelham School Board Meeting
September 9, 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: Brenda Colameta, Director of Technology
Dawn Mead, PHS Principal
Chris Mazzone, PMS Principal
Jessica VanVranken, PES Principal

Not Present: David Wilkerson

1. Call to Order:

Chair Megan Larson called the meeting to order at 6:31 pm, followed by The Pledge of Allegiance.

Public Input:

- a. None

Superintendent Opening Remarks:

Superintendent Chip McGee commented that all the school reopening plans were put into action today. Dr. McGee highlighted a few subjects. Dr. McGee remarked that he reviews the number of COVID-19 cases in Pelham. The number of cases fluctuates between four to six cases and is currently at six COVID-19 cases. At the end of the school day, Dr. McGee checked in with Public Health Officer Karen McGlynn and the school nurses. He will have weekly meetings with Ms. McGlynn to make sure the School District remains compliant. Dr. McGee commented that he felt terrible for Windham. There was an outbreak on one of the sports teams, and the Superintendent decided to place Windham High School into Remote Learning, for the time being.

Dr. McGee stated that he was grateful to see the busses arrive this morning. The busses contained 24 to 26 students per bus. He was able to speak with the Nutrition Team and mentioned that the federal government allowed a waiver to continue the District's capacity to offer free meals, as long as the funds are available. Dr. McGee said, after this morning, that he now understands the challenges with Pelham traffic. The Pelham Police Department and the PMS administration are already working on improving the drop-offs and pick-ups.

Dr. McGee said the Remote Learning classes started today. PES, PMS, and PHS have set up teams. One team is named the 'Apollo Team' and will be the satellite team. The other teams will work together as support. The teams are innovating with Google Classroom, exploring the new features, and are ready with materials if the School District has to pivot to Remote Learning. Dr. McGee and the School Board members thanked the Leadership Team for all their hard work.

Student Opening Remarks:

Joe Wholey mentioned that he thought today was a great opening day, even with all the changes. Mr. Wholey commented that Ms. Mead sent out an email, and he read a few of the key points. Ms. Mead wrote that there were no issues with face coverings, the student travel flowed well, and the lunches were delivered on-time. Mr. Wholey said that he just heard that Pelham has two National Merit Scholarship finalists. Tristan Archer and Ken Pawlowicz have been officially named as finalists for the National Merit Scholarship.

- 53 **2. Presentations:**
54 a. No Presentations
55

56 **3. Main Issues / Policy Updates:**
57

58 **Guardian Summaries in Google Classroom:**
59

60 Superintendent Chip McGee invited Director of Technology Brenda Colameta to speak about Guardian Summaries
61 in Google Classroom. Dr. McGee commented that Ms. Colameta would be providing an update about how parents
62 can be informed on the work being done in Google Classroom. Guardian Summaries is the name of the tool that
63 parents or guardians can use to receive the update.

64 Ms. Colameta mentioned that all K-12 classrooms would be using Google Classroom. Ms. Colameta described
65 Google Classroom as a digital link to learning. Google Classroom is an online classroom platform. Ms. Colameta
66 stated that as a parent or guardian, one could receive email summaries of their child's progress in Google
67 Classroom. The parent or guardian may choose how often they want to be informed of their child's progress, or
68 even opt-out of the Google Classroom.

69 Ms. Colameta explained that the summaries would provide guardians with information on missing assignments,
70 upcoming assignments, and class activities. The teachers will be sending out emails that will include a Google
71 Classroom invite to the guardians. Once the invite has gone out, the guardians will have access to all of their child's
72 classrooms. Dr. McGee stressed that the guardian would only have access to the classrooms that their child is in.
73 Once the guardian receives the email, the guardian needs to accept the invite. The guardians have 120 days to
74 accept the invite; after the 120 days, the invite expires. The teachers are using the primary email address used on
75 the student's verification form. If the parents or guardians want another email address to be used, they would
76 need to directly contact the teacher.

77 Ms. Larson mentioned that one of the tools that students use to turn in assignments is Turnitin.com. Google
78 Classroom does not immediately see that the assignment was turned in. Because of the delay, parents might
79 believe that their child did not turn in the work. Ms. Colameta pointed out the parents and guardians would not
80 see the same page that the student sees. Students can see the other students in the classroom, and guardians can
81 only see their child's work. Ms. Colameta commented that teachers used Google Classroom last year; this year, all
82 the teachers will use Google Classroom. The School Board thanked Ms. Colameta for the update of Guardian
83 Summaries in Google Classroom.
84

85 **School Budgets:**

86 Superintendent Chip McGee commented that last week the School Budgets were completed. PHS will go first, then
87 PES, and finally, PMS. Each will present their budget, similar to last week's meeting. Dr. McGee invited Principal
88 Dawn Mead and her team to deliver the PHS Budget.
89

90 **Pelham High School Budget (Fiscal Year 2022):**

91 Ms. Mead introduced Athletic Director Todd Kress, Special Education Coordinator Kaite Carmody, Assistant
92 Principal Adam Barriere, and Dean of Students Anne Fowler. Ms. Mead thanked Ms. Mahoney for all her help.
93

94 Ms. Mead mentioned that parts of the budget increased because of the increase in enrollment. She notes that the
95 Student Government has two new advisors, Ms. Bailly-Burton, and Ms. Henderson. Last year the school introduced
96 a Student Voice team. The Student Voice team that concentrates on the culture and climate of the building. The
97 General Expenses line item was created to allow the school to send these students out to trainings. The PHS Arts
98 Education highlights are proposing \$5,440 to purchase 40 chairs for Room 7 and \$8,045 for equipment
99 replacement. Ms. Ryan pointed out that line items 430 and 738 both list maintenance, replacement, and repair.

100 Ms. Mead said she would get back with an answer.

101 Ms. Larson asked Ms. Mead to also look into line item 734 under Regular Education. The line item has \$1,500
102 budgeted without a description of what would be purchased. Ms. Mead will send Ms. Mahoney the answer to the
103 question. Business Education is requesting \$13,000 to replace textbooks, \$6,100 for stage two of opening the
104 school store, \$4,080 for replacement of chairs in the Computer Lab Room 8.

105 The PHS Language Arts Education is projecting \$4,000 to purchase supplies and \$10,000 for textbook replacement.
106 Dr. Marandos mentioned that before she came to Pelham, the District had started a one-to-one Chromebook
107 initiative. Dr. Marandos is looking at more long-term licenses for curriculum across all three of the schools. Dr.
108 Marandos said that she meets with the Dean of Students to identify changes in courses and plan out if there will be
109 any increases. She mentioned that they just completed the Science purchase for PHS. Ms. Mahoney commented
110 that the actual textbook replacements schedule is part of the guidelines packet.
111 The only significant change with the PHS FACS (family and consumer science) Education is the \$6,800 requested
112 budget. Ms. Mead said that the class is in high demand. The increase in popularity has increased the need for more
113 funds. Music Education proposes \$2,000 to replace textbooks, \$8,855 for the purchase of a full heckle system
114 bassoon, and timpani and xylophone. Both the timpani and xylophone were deferred from FY21 because of the
115 frozen budget. They are also proposing \$19,395 for the purchase of equipment that needs to be replaced.
116 Ms. Mead commented on the great job that the science department has done with cleaning and removing items.
117 Science Education is requesting that \$2,800 be budgeted for Utilities Disposal. Ms. Mead said that the Clean
118 Harbor Waste Disposal is a project that allows students to collect data and make a presentation at Dartmouth
119 College. Ms. Mead noted that Special Education is requesting \$4,700 for the rental and lease of equipment. She
120 mentioned that the printer had seen better days. Ms. Mahoney said that the School District started a new program
121 named Stamps.com. The program saves the District about \$1,500 a year/per school. The cost center is under
122 Special Education.
123 Vocational Education Program is requesting \$110,000 to be budgeted for Vocational and CTE enrollment at Alvirne
124 High School. The amount budgeted for the Vocational Education Program is decreased by \$29,654.44. Alvirne has
125 allowed the Pelham students to drive to their CTE classes.
126 PHS - Athletic Activities have one significant increase. Line item 738 is the replacement of equipment. The
127 requested budget for the replacement of equipment is \$28,000. Because hockey is a co-op team, this means that
128 the School District is only responsible for half the costs. Mr. Kress commented that the current storage shed is
129 rotted and old. The District cannot store anything of importance in the shed because it might be damaged. He also
130 mentioned that the District uses the gymnasium to store items because they cannot use the shed for storage. The
131 requested budgeted amount for the shed is \$10,000. Mr. Bressette asked Mr. Kress what the line item 330 for
132 Professional Services was. Mr. Kress said he would have to follow up on the question. OT Services requested a
133 budget of \$7,500. The OT Protocols that were ordered last year will be used this year. PHS
134 The only significant increase with PHS School Administration is the printing. The requested budget for printing is
135 increased by \$1,500. Ms. Mead commented that the requested \$1,500 for additional equipment is the \$1,500
136 question under Regular Education. The school wants a cart for the office. Ms. Mahoney then mentioned that line
137 item 738, under Computer Tech, was just an error and will be corrected.
138 The significant increase with PHS Other Support Service is line item 890 for miscellaneous. The rental price for two
139 big screens, camera, and sound production is \$7,000. The School Board discussed the cost of table runners, table
140 cloths, cap and gowns, and printing of programs. Ms. Mahoney will look into why this line item increased by \$7000
141 from FY19 and FY20.
142 Transportation significantly increased to \$74,270. Pelham students are not allowed to drive to Pinkerton. Students
143 are not permitted to drive to Pinkerton because of parking capacity. The cost of transporting the PHS Athletics has
144 only changed in the last several years. Inflation and gas prices are the primary reasons for the increase.

145

146 **Pelham Elementary School Budget (FY22):**

147 Ms. VanVranken introduced Interim Assistant Principal Kelly Struth, Assistant Principal Kelly LaBonte, and Special
148 Education Teacher Nicole Covart.

149

150 Ms. VanVranken mentioned that in FY22, the enrollment numbers for the 1-5 students would be 610 students, and
151 K-5 will be at 695 students. The whole school population will be 767; this includes pre-school. Ms. VanVranken
152 stated that the budget is down about \$57,000. Line item 446 is down \$1,000 because the school is not purchasing
153 'Typing Without Tear' anymore. Classroom supplies are items that are used for instructional practice. Teacher
154 supplies are items such as pens, pencils, and post-it notes. Ms. VanVranken said the items on page two of the
155 budget were PES's wish list. Dr. McGee noted that all the principals had been asked to create a wish list. But he
156 stressed the FY22 budget is for level services only. Mr. Bressette asked when was the last time that the teacher

157 supplies line item was increased. Ms. VanVranken said they tried to increase the teacher supply line item in the
158 past, but the increase was cut.
159 PES deferred the fifth-grade chairs. Ms. VanVranken did not feel there was a need for pencil sharpeners.
160 Math Education is requesting math manipulatives for the teachers to support the math program. Ms. Mahoney
161 mentioned that physical education and health are reported together. Health is not referenced, but it does cover
162 health.
163 Ms. VanVranken commented that they requested Mystery Science software under line item 650 for software. PES
164 does not have books for science, and the software will allow the teachers to teach the curriculum. Teach Pay
165 Teachers under line item 650 is a resource used by teachers to support other teachers. If the teacher uses the
166 resource, then the teacher that provided the help receives a stipend. Reading Education has a decrease of almost
167 \$19,000. Ms. VanVranken noted that this was because of the previous purchase of the writing pilot. Dr. McGee
168 mentioned that the School Board should notice that there is an instruction materials plan. Dr. Marandos' job is to
169 keep an eye on it District-wide.
170 Ms. VanVranken commented that line item 734 is to purchase additional FM Systems for impaired students. The
171 purchase is based on need, and the request is for \$5,234. The line item would pay for two FM systems. The District
172 would purchase the systems, and the system would follow the impaired student through all the grades. She
173 commented that the school is also requesting \$2,617 for FM Systems to be used by 504 students. The funds may
174 not be spent every year; it all depends on the needs of the student.
175 Ms. Mahoney mentioned that field trips are budgeted under Self-Funded. The revenue collected for the field trips
176 is offset by the amount budgeted. The principals have a line item that will pay for a field trip if there was an
177 inability to pay for a field trip. The requested budget for line item 519 is \$8,931. Ms. VanVranken mentioned that
178 line item 330 under PES Nurse Services fluctuates year-to-year. The school needs to budget for Epi-Pens because if
179 Convenient-MD cannot provide the Epi-Pens, the school still needs to purchase them. The school nurse buys both
180 adult and child Epi-Pens. The overall PES Nurse Services line item is down \$3,148.01. The amount is down because
181 the budget for FY21 requested to purchase a cabinet for clothes and purchase two computers. Ms. Mahoney said
182 that the District would assist the nurses looking for a cabinet once the pandemic is over. The District currently has
183 a lot of furniture in storage and might have a cabinet for the nurse's office.

184
185 The Library Services have requested an increase of \$950. The librarian thought it was a good idea to purchase
186 Britannica. The overall budget is down \$175. The amount of periodicals has decreased because the librarian
187 decided only to renew the periodicals that students checked out. Ms. VanVranken mentioned that she increased
188 the PES Other Student Service line item by \$500. The reason she provided was that the schools are unable to get
189 anyone to come in for less than \$1,500. Ms. VanVranken stated that the line item for the purchase of ten iPads is
190 \$2,990. She noted that there should only be one GENYES fee of \$250 on line item 650 of Computer Technology.
191 Line item 650 under School Administration is projecting a cost of \$872 for Class Creator. The software helps
192 teachers to create classes for the next year. Ms. Larson pointed out that line item 738 under Computer Technology
193 was incorrect. Ms. Mahoney mentioned that she needed to add the comment 'deferred from Fiscal Year 21 above
194 that.' Ms. VanVranken said that she removed the lines from her budget. And the line items were placed in the
195 technology budget last year. She also mentioned that line item 610 under PES Emergency Management had an
196 error. The dollar should be removed from Preparedness, Backpack contents, and signage.

197 Ms. VanVranken mentioned that the first day of school was great. The children all wore their face masks. Some of
198 the children did not even ask for a face mask break. The District bought lanyards for the children to attach to their
199 face mask. The lanyards are breakaway if anything should happen. The teachers found that most of the children
200 did not want to take off their masks during recess. Teachers noticed that some children wore their masks, and
201 others wore the school provided masks.

202
203 **Pelham Memorial School Budget (FY22):**
204 Interim PMS Principal Chris Mazzone presented the PMS Budget by himself. Mr. Mazzone commented that Ms.
205 Maghakian did a tremendous job preparing the budget. He also thanked the administration for all their help. Mr.
206 Mazzone noted that Dr. Lessard and Dr. Marandos were instrumental in helping with the curriculum and special
207 education services. The expected enrollment at PMS in FY22 is projected to be around 398.

208

209 Mr. Mazzone mentioned that line item 890 TAW meant Teacher Appreciation Week. He commented that the
210 cafeteria tables that are under line item 737 are deferred. Mr. Bressette asked how long the cafeteria tables had
211 been put off. Mr. Mazzone mentioned that they are old, but they are safe. He said that he did not know how many
212 cafeteria tables needed to be replaced.

213 Mr. Mazzone said that PMS is looking to create a new writing program. Dr. Marandos noted that for the last two
214 years, they have done two-year product licensing. They have updated the program to Common Lit. Common Lit is
215 requesting a budget of \$2,000. The District is trying to improve writing over the next few years. Mr. Mazzone
216 mentioned that they felt that line item 610 for supplies could be reduced. The reasoning is that they found that
217 they had an abundance of supplies and could afford to reduce that line item.

218 Mr. Mazzone noted that line item 640 under Foreign Language Education was reduced to zero because the
219 textbooks are now online, and the license is for two years. Line item 640 under Math Education was reduced to
220 zero. The math books were purchased last year, and the license is for six years. Dr. Marandos said that the license
221 covers consumables, online, and ALEKS for the sixth grade. Ms. Mahoney said that she would look into line item
222 734. She was unsure whether the two jamboards were part of the tech replacement plan or something specifically
223 requested by the math program.

224 Mr. Mazzone commented that the school is looking to expand the general music curriculum. He added that
225 Spotify, Pandora, and Music Theory and Music Literacy are ways for students to create and understand music. Line
226 item 734 under PMS Music Education has a request for Ukuleles, MIDI Keyboard Controllers, and KAT Percussion
227 Malletkat 8 Pro. The requested amount for the additional equipment is \$4,400.

228 Mr. Mazzone mentioned that he spoke with Ms. Maghakian and line item 610 for supplies is correct. He
229 commented that there was an increase with line items 446 and 643 under Computer Education. The increase was
230 created by the movement to a STEM curriculum. The projected postage for Special Education has increased to
231 \$1,200. Ms. Mahoney commented on the rise in line item 737 under Special Education. The \$7,000 would help to
232 replace furniture, teacher desks, and chairs. Ms. Mahoney spoke with Dr. Lessard, and Dr. Lessard said that the
233 items need to be addressed.

234 Mr. Mazzone mentioned that PMS needs new soccer goals. The current soccer goals are nearing end-of-life. He
235 commented that Social Work Services has an increase. The reason that he mentioned for the increase was that the
236 state has a lot of mandated trainings, and the costs are then passed onto the local municipalities. He noted that
237 there were slight increases with the PMS Nurse Services. Line item 890 under PMS Improve Instruction has
238 increased by \$500. Mr. Mazzone spoke with Ms. Mackey, and the agreement was that \$700 did not provide
239 excellent quality when recognizing teachers. One of the reasons that line 550 increased is the school offers an
240 agenda book for every student.

241

242 **Policy Revision (Second Reading):**

243 Superintendent Chip McGee noted that the School Board would have their second reading of the policies
244 recommended by the Policy Sub-Committee. The School Board members did not have any questions or comments
245 about the policies. The 21 policies were:

- 246 a. GBEAB – Mandatory Code of Conduct Behavior
- 247 b. GBEB – Staff Conduct
- 248 c. JLF – Reporting Child Abuse or Neglect
- 249 d. JICK – Pupil Safety and Violence Prevention
- 250 e. BBBA – Board Member Qualification Policy
- 251 f. DA – Fiscal Management Goals
- 252 g. DB – Annual Budget
- 253 h. DBC – Budget Preparation
- 254 i. DEA – Revenues from Local Tax Sources
- 255 j. DFH – Student Activities Fund Management
- 256 k. DGA – Authorized Signatures
- 257 l. DG – Depository of Funds
- 258 m. DH – Bonded Employees
- 259 n. DID – Capital Assets Policy
- 260 o. DI – Fiscal Accounting and Reporting
- 261 p. DIH – Fraud Prevention and Fiscal Management

- 262 q. DJ – Purchasing
- 263 r. DKA – Payroll Procedures
- 264 s. DKC – Expense Reimbursement
- 265 t. DM – Cash in School Buildings
- 266 u. DO – Fund Balance

267
268 Ms. Ryan made a motion to approve the policies, as presented. Mr. Bressette seconded the motion. The motion
269 passed unanimously.

270
271 **4. Old Business:**

272 **Board Member Reports:**

- 273
274 a. No School Board member reports.

275
276 **5. Housekeeping:**

277 **Adoption of Meeting Minutes:**

- 278 a. August 19, 2020, School Board Meeting

279
280 Mr. Bressette made a motion to approve the August 19, 2020, School Board Meeting Minutes. Ms. Ryan seconded
281 the motion. The motion passed unanimously.

- 282
283 b. September 2, 2020, School Board Meeting

284
285 Mr. Bressette made a motion to approve September 2, 2020, School Board Meeting Minutes, as amended. Ms.
286 Ryan seconded the motion. The motion passed unanimously.

287
288 **Vendor and Payroll Manifests:**

- 289 a. No Vendor or Payroll Manifests

290
291 **Correspondence & Information:**

- 292 a. No Correspondence & Information

293
294 **Staffing Updates:**

295 Superintendent Chip McGee mentioned that the School District was able to fill a few more positions.

296
297 **Nominations:**

- 298 a. Gary Therrien PHS Special Education Teacher
- 299 b. Debora Harvey PMS Special Education Teacher
- 300 c. Miriam Provencher PHS English Teacher (First Semester Only)

301
302 Ms. Ryan made a motion to approve the following nominations, Gary Therrien PHS Special Education Teacher,
303 Debora Harvey PMS Special Education Teacher, and Miriam Provencher PHS English Teacher (First Semester
304 Only) .43 FTE. Mr. Bressette seconded the motion. The motion passed unanimously.

305
306 **6. Future Agenda Planning:**

- 307 a. No future agenda planning

308
309 **7. Future Meetings:**

- 310 a. 09/16/2020 – 6:30 pm School Board Meeting @ PES Library
- 311 b. 09/30/2020 – 6:30 pm School Board Meeting @ PES Library

312
313 **8. Adjournment:**

314 Mr. Bressette made a motion to adjourn the meeting at 8:42 pm. Ms. Ryan seconded the motion. The motion
315 passed unanimously.
316
317 Submitted by Matthew Sullivan