

**Pelham School Board Meeting**  
**October 7, 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:** Kimberly Lessard, Director of Student Services

**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. Ms. Larson requested that the public follow the School Board’s BEDH Policy.

**Public Input:**

Elizabeth McCabe – 32 Ballard Road

Ms. McCabe mentioned that she has a child who is in second grade at PES. Ms. McCabe commented that second-grade teacher, Mrs. Benoit, was out on a leave of absence, and the class has already gone through two short-term substitute teachers. Ms. McCabe said that she and other parents wanted to voice their concerns to the Board and make sure that their voices were heard. Ms. McCabe pointed out that students need consistency, and the students deserve a consistent teacher.

Ms. Larson mentioned that the School Board was aware of the issue with Mrs. Benoit’s leave of absence. Ms. Larson added that the difficulty has been finding a long-term substitute to fill Mrs. Benoit’s position. The School Board has asked Dr. McGee to keep the Board up to date with the situation.

**Student Opening Remarks:**

Mr. Wholey said that PHS had their Student Government elections for Class Officers and School Board Representative. The students reelected Mr. Wholey as School Board Representative. Mr. Wholey commented that Ms. Mead would like to start rolling out the student clubs. PHS had their first fire drill of the year, and Ms. Mead commented that the fire drill was the fastest in a while. The PHS football has a 2 – 0 record. The team has won 42 - 0 against Sanborn Regional, and 40 – 0 against Campbell. The PHS band played at the last football game during the first quarter, second quarter, and half-time. Mr. Wholey added that Friday, October 9<sup>th</sup> is a half-day, and there is no school on Monday.

**Superintendent Opening Remarks:**

Dr. McGee mentioned that he had an opportunity to see the PMS students playing interscholastic soccer. Dr. McGee said that the School District allows PMS students to play sports on a scaled-down version of PHS athletics. Dr. McGee provided examples of the District being stretched thin with the busses and the teachers. Dr. McGee then commented that the eighth-grade science teachers are making some soil comparisons around the region. The eighth-grade science teachers have requested other teachers to collect soil from their home.

52 **2. Presentations:**  
53 **Co-Teaching Model**

54  
55 Dr. McGee introduced Director of Curriculum Sarah Marandos and Director of Student Services Kimberly Lessard.  
56 Dr. McGee thanked Dr. Lessard for her years of high-quality work advocating for students who have unique needs.  
57

58 Dr. Marandos and Dr. Lessard provided a brief presentation on the Co-Teaching Model and its implementation at  
59 Pelham High School this year. Dr. Lessard mentioned that the Co-Teaching Model's rationale is that the primary  
60 mode of service delivery at PHS for the last five years has been in a Resource Room Model, also known as  
61 Academic Skills. In the Academic Skills setting, the District could have up to 20 students and multiple teachers in a  
62 room. For some students, this is not the least restrictive environment, and feedback from parents, staff, and most  
63 importantly, students have suggested the need to adapt.  
64

65 Co-Teaching is a service delivery model. Two or more professionals with equivalent licensure are the participants  
66 in co-teaching. Co-Teachers share the instructional responsibility and accountability for a single group of students  
67 for whom they both have ownership. Co-Teaching occurs primarily in a shared classroom or workspace. Instead of  
68 having one Special Education teacher and one regular teacher, the students will have two teachers. The Co-  
69 Teacher's specific level of participation may vary based on students' instructional needs, the amount of time  
70 available for co-teaching, and the presence of additional professionals in the classroom.  
71

72 **The Approaches to Co-Teaching are:**

- 73 1. One Teach, One Observe – One teacher teaches while the other teacher gathers information on students.
- 74 2. Station Teaching – Students would be broken up into small groups.
- 75 3. Parallel Teaching – Two instructional groups are occurring at the same time.
- 76 4. Alternative Teaching – One student group would be learning one aspect of the lesson, and another group  
77 would learn something different.
- 78 5. Teaming – The teachers would share the instruction.
- 79 6. One Teach, One Assist – One teacher teaches, and another teacher walks around the room, providing support.  
80

81 **The Benefits of Co-Teaching Students are:**

- 82 1. Increased access to the general education curriculum.
- 83 2. Increased student engagement and increased strategy usage by students.
- 84 3. Delivery of services and accommodations to students without disabilities but are experiencing academic  
85 difficulties or who may be at risk without requiring that they be identified as having an educational disability.
- 86 4. Makes specially designed instruction more meaningful for students as it is embedded in the general education  
87 curriculum.
- 88 5. It allows for more individual attention and more interaction with teachers.
- 89 6. It allows for greater collaboration with general education teachers, leading to better outcomes for students.  
90

91 **Voices from the Classroom:**

92 Dr. Marandos and Dr. Lessard presented a video of Jessica Parent and Darlene Demetron, who co-teach a  
93 Freshman English Class, describing co-teaching benefits.  
94

95 **Current Rollouts and Next Steps:**

96  
97 Dr. Lessard present the rollout dates and the next steps of the co-teaching model. Dr. Lessard mentioned that the  
98 teachers would alternate based on what would best serve the students' needs on that day. Dr. Lessard commented  
99 that specific students might need a specialized program that co-teaching cannot offer. The District offers one  
100 section of Freshman English and one section of Freshman Math. The math tutor will be used as the second co-  
101 teacher. Dr. Lessard stressed that the Special Education teachers have a set schedule, and they are not to be pulled  
102 away for another project while providing instruction. The plan is not to eliminate the Resource Room Model, but to  
103 add the Co-Teaching Model as another resource.  
104

105 Dr. Marandos mentioned that the general education students were randomly picked to be in a co-teach classroom.  
106 Dr. Lessard stated that the primary issue they have run into is scheduling, and the staffing changes caused by  
107 COVID has not made scheduling easier. Dr. Marandos noted that she does not see a reason to hire additional staff.  
108 Dr. Lessard admitted that down the road, the District might have to employ additional Special Education teachers  
109 because the Special Education numbers are growing, not because of the Co-Teach Model. Dr. Lessard  
110 acknowledged that the Co-Teach Model is hard to do well, but Pelham is not the only School District using the  
111 model.

112  
113 Ms. Ryan asked if the District was in line to have the financial supports that are needed. Dr. Lessard said that the  
114 District can use IDEA (Individuals with Disabilities Education Act) and Title II grant funds. Dr. Lessard added that the  
115 kindergarten class is trying to run a similar version of the Co-Teach Model, and the PMS would love to be involved  
116 in the model.

### 117 **3. Main Issues / Policy Updates:**

#### 118 **Renovation and Upgrades to Pelham Memorial School:**

119  
120 Dr. McGee reconvened the Pelham Memorial School Renovation and Upgrades Committee (RUC), and he met with  
121 the committee on October 5 to discuss the possibility of a new warrant article for March 2021. The RUC made  
122 significant progress but did not complete revising possible adjustments to the proposal from March 2020. The RUC  
123 would like to have one additional meeting to complete its work.  
124

#### 125 **Cost Increases**

126 Bonnette, Page, and Stone revised the cost estimates for FY22. Bonnette, Page, and Stone looked at the hard costs;  
127 the proposal excluded furniture, fixtures, equipment, and contingency funds and professional services. The  
128 proposal was generally the same proposal that was brought forward in August 2019. The FY22 proposal cost is  
129 4.7% higher than the FY21 proposal. Trident Group, a project management company, reported that the increase  
130 was within reasonable market rate increases for construction in the last year.  
131

#### 132 **Possible Adjustments**

133 The RUC discussed possible adjustments to the plan. One plan that was not pursued as it is not necessary based on  
134 the enrollment projections and building capacities was moving the fifth-grade class to the Memorial School. Last  
135 year's plan eventually had air conditioning, and this year's plan will include air conditioning. Dr. McGee requested  
136 permission from the Board to meet with the RUC one more time.  
137

#### 138 **Five possible reductions in cost.**

- 139 1. Reduce Canopy Allowance
- 140 2. Substitute Less Expensive Under Slab Insulation
- 141 3. Utilize Metal Siding instead of ACM
- 142 4. Reduce Membrane Roofing by \$1 per square foot
- 143 5. Reduce Stage Curtain and Base Equipment
- 144
- 145

#### 146 **There are four areas that RUC still needs to consider**

- 147 1. Move Building Sign Allowance to soft Cost Budget
- 148 2. Reduce Storefront at Gymnasium
- 149 3. Reduce Interior Architectural Woodwork Allowance
- 150 4. Eliminate Half of the CW-1 Curtain Walls
- 151

152 Mr. Bressette pointed out that quality would not be compromised by using less expensive materials. Upon  
153 completion of this work, the RUC will provide a fuller presentation of their vision for Pelham Memorial School. Dr.  
154 McGee agreed that RUC would present their priorities, but the Board would have the final say. Dr. McGee then  
155 reviewed the designs of the Memorial School with the School Board. The final numbers need to be back by the  
156 October 21 School Board meeting. The next two steps are to agree with the plan, then present the plan to the  
157 Budget Committee.

158 **Finalizing the School Board Budget**

159 Business Administrator Deb Mahoney mentioned that she provided a Level Two Requested Budget – Before School  
160 Board Budget Cuts. The total for all funds is \$35,937,021.26 and General Funds is \$33,865,841.42.

161  
162 Ms. Mahoney reviewed the Detention and Lunch Duties Salaries. The salaries are \$7.50 per 30-minute period, and  
163 the salaries are part of the Collective Bargaining Agreement. The consensus not to make a reduction.

164  
165 Ms. Mahoney explained the Daily Substitute Salaries' reasoning, and the consensus was to keep the budget as  
166 proposed.

167  
168 Ms. Mahoney explained the reason for the Instructional Assistant's Salaries. Ms. Mahoney mentioned that the IA's  
169 salaries are increasing because the employees are part of PESPA. The salaries are not charged to this line item, but  
170 to where the employee works. In FY18, the District expensed \$4,872, and the consensus was to reduce the line  
171 item by \$1,000.

172  
173 Ms. Mahoney stated that the second set of Freshman and Sophomore Vocabulary Workbooks was a typographical  
174 error. The second set of Freshman and Sophomore Vocabulary Workbooks should be for Junior and Senior English  
175 books. The consensus was not to reduce the line item.

176  
177 Ms. Mahoney commented that the proposed Travel and Mileage budget was requested because Special Education  
178 is required to take students to towns further away. The consensus was to reduce the line item by \$1,000.

179  
180 Ms. Mahoney stated that she was told that they are not sure what the supply needs are from year to year. Ms.  
181 Mahoney noted that PES has a third Councilor. The consensus was not to reduce the line item, but to review the  
182 use of supplies.

183  
184 Ms. Mahoney mentioned that there was a proposal to reduce the School Board Supply line item by \$500. The  
185 consensus was to reduce the line item by \$500.

186  
187 Ms. Mahoney spoke with Ms. Doucette and was informed that the expenses were for ink, paper, and folders. Ms.  
188 Doucette believed she should be okay with the \$750 reduction. The consensus was to reduce the line item by  
189 \$750.

190 Ms. Mahoney stated that there was a proposal to level fund the Non-Special Education Legal Fees by \$5,314.50.  
191 Dr. McGee mentioned that this is an area where he does not know how much he would need to use the legal fees.  
192 The consensus was not to reduce the line item.

193  
194 Ms. Mahoney noted a proposal to reduce the Replacement Chairs for the PMS Office line item by \$900.  
195 The replacement of the office chairs was done in Fiscal Year 2021, and the interim Principal was okay with the  
196 reduction. The consensus was to reduce the line item by \$900.

197  
198 Ms. Mahoney said that there was a proposal to reduce the Travel and Mileage for conferences by \$800.  
199 The consensus was to reduce the line item by \$800.

200  
201 Ms. Mahoney said that there was a proposal to reduce the Calendar Board by \$1,500. Ms. Mead informed Ms.  
202 Mahoney that she did not have the time to find an alternative option. Ms. Mead was okay with the \$1,500 line  
203 item being reduced. The consensus was to reduce the line item by \$1,000.

204  
205 Ms. Mahoney said that there was a proposal to reduce the Gasoline/Diesel for District Fuel by \$1,000. Ms.  
206 Mahoney mentioned that gas prices are lower than they were two years ago, and was unsure how much the trucks  
207 would be needed during the winter. The consensus was to reduce the line item by \$1,000.

208

209 Ms. Mahoney commented that there was a proposal to reduce the snowblower line item by \$1,800. The District  
210 has two snowblowers at PHS, three at PES, and one at PMS. The consensus was not to reduce the line item by  
211 \$1,800.

212 Mr. Bressette mentioned that he spoke with Dr. McGee and understands that if the District goes through with seal  
213 coating the parking lot in FY22, the paving project would be pushed back two to three years. Ms. Mahoney said  
214 the line item would remain to allow for the seal coating and allow more time for the paving project.

215  
216 Ms. Mahoney said that there was a proposal to reduce the Fuel Surcharge Estimate line item by \$10,000. The  
217 explanation was that STA could add a surcharge should the fuel costs exceed a certain amount. For the last four  
218 years, the District did not receive a surcharge. The consensus was to reduce the line item by \$10,000.

219  
220 Ms. Mahoney noted that there was a proposal to reduce the CTE Transportation by \$74,270. Dr. McGee  
221 mentioned that instead of having two CTE locations (Alvirne and Pinkerton Academy), Pelham would start to use  
222 Salem High School. The consensus was to reduce the line item by \$50,000. The reduction will allow for three  
223 busses to be used. The point was made that legally the District is not required to provide transportation for PHS  
224 students. At the same time, the culture of Pelham has always been to provide transportation.

225  
226 Ms. Mahoney commented that there was a question about how many teacher laptops would be replaced at PMS.  
227 52 laptops would be replaced at PMS.

228  
229 Ms. Mahoney said she would provide the Energy Efficiency Contract to anyone who needs a copy.

230  
231 Ms. Mahoney said the \$10,120 includes the maintenance of the fire and burglar alarm at PHS, monitoring and  
232 inspection, wet and dry sprinklers, fire extinguishers, the generator, and pest management application for the  
233 kitchen. There is a second contract with a pest management company that regularly comes to do treatments. The  
234 breakdown of the three schools are:

- 235 1. PES – \$11,921
- 236 2. PMS – \$10,500
- 237 3. PHS – \$10,120

238  
239 Ms. Mahoney stated there was a proposal to reduce the Daily Substitute Salaries for a District-Wide Nurse Services  
240 line item by \$2,034. Ms. Mahoney said that after some calculations, she believed the Board could reduce the line  
241 item. The consensus was to reduce the line item by \$2,034.

242 Ms. Mahoney mentioned a proposal to reduce the line item for the graduation expenses by \$3,875. The Board  
243 discussed the impact of lowering the graduation budget by \$3,875. The consensus was to reduce the line item by  
244 \$3,875.

245  
246 Ms. Mahoney stated there was a proposal to reduce the Medical Enrollment Changes line item by \$15,000. Ms.  
247 Mahoney said that this budget is a pool of money used for medical enrollment changes. The budget is level-funded  
248 at \$50,000. Ms. Mahoney noted that the \$50,000 line item assists in paying the Calendar Year 2016 and 2017 fines  
249 the District received because of ACA. The District has not received the penalties for the 2018 or 2019 Calendar  
250 Years. The consensus was to reduce the line item by \$15,000.

251  
252 Dr. McGee said that he proposed to increase the Market Adjustment Proposal line item by \$36,679. One of the  
253 goals of the School Board is the retention of employees. The Board discussed how the three-year approach would  
254 work, and which employees would be affected. Mr. Bressette asked if the Board could vote on this, in term of  
255 budget purposes, without obligating the District to the specific allocation. Dr. McGee agreed with Mr. Bressette's  
256 request. The consensus was to increase the line item by \$36,679.

257  
258 Dr. McGee said that he proposed to increase the Market Adjustment Proposal line item by \$10,500. The  
259 explanation provided was that the increase in salaries would cause the cost of benefits to increase. The consensus  
260 was to increase the line item by \$10,500.

261

262 Ms. Mahoney noted a proposal to reduce the Online Technology Curriculum line item by \$250. Ms. Mahoney  
263 mentioned a duplicate entry, and removing the identical line item would reduce the budget by \$250. The  
264 consensus was to reduce the line item by \$250.  
265

266 Ms. Mahoney said that there was a proposal to reduce the Contracted Repair and Maintenance line item by  
267 \$2,178. Ms. Mahoney explained that line item 433 had an amount of \$3,678. The contract allows for the reduction  
268 of \$2,178 to bring the amount down to contracted cost. The consensus was to reduce the line item by \$2,178.  
269

270 Ms. Mahoney said that there was a proposal to reduce the Contracted Services line item by \$123,438. Ms.  
271 Mahoney commented that one position is partially District funded and partially Federally funded. The other job is  
272 fully District funded. The consensus was to reduce the line item by \$123,438.  
273

274 Ms. Mahoney said a proposal to reduce the Guaranteed Maximum Rate (GMR) line item by \$137,947 (\$134,977  
275 and \$2,970). The consensus was to reduce the line item by \$137,947.  
276

277 Ms. Mahoney said that there was a proposal to reduce the Dental line item by \$7,231 (\$7,066 and \$165). The  
278 consensus was to reduce the line item by \$7,231.  
279

280 Ms. Mahoney said that the amount reduced from the budget was \$321,588. The reduced amount equates to a  
281 General Fund increase of 3.93%. The total amount of the General Fund is \$33,544,253.26.  
282

283 1. General Fund:

284 Ms. Ryan made a motion to approve the proposed General Fund in the amount of \$33,544,253.26. Mr. Bressette  
285 seconded the motion. The motion passed unanimously.  
286

287 2. Nutrition Services Fund:

288 Ms. Ryan made a motion to approve the proposed Nutrition Services Fund in the amount of \$1,134,298. Mr.  
289 Bressette seconded the motion. The motion passed unanimously.  
290

291 3. Grants Fund:

292 Ms. Ryan motioned to approve the proposed level funded Grants Fund in the amount of \$705,865. Mr. Bressette  
293 seconded the motion. The motion passed unanimously.  
294

295 4. Special Revenue Fund:

296 Ms. Ryan made a motion to approve the proposed level funded Special Revenues Fund in the amount of \$52,000.  
297 Mr. Bressette seconded the motion. The motion passed unanimously.  
298

299 The total of all the funds is \$35,436,416.26 and is a 3.84% increase.  
300

301 **Policy Revision:**

302 1. Policy IMBD – High School Credit for 7<sup>th</sup> and 8<sup>th</sup> Grade Coursework (First Reading)

303 Students in 7<sup>th</sup> or 8<sup>th</sup> grade may take advanced courses and apply the credit of those courses toward high  
304 school graduation, provided the course demonstrates content requirements consistent with related high  
305 school courses, and the student achieves satisfactory performance standards that are the same as those of the  
306 high school. School Board policies relative to assessment, mastery, and competency shall apply. The high  
307 school principal shall approve such course work and credit before enrolling in the class for such credit to be  
308 applied toward high school graduation.  
309

310 2. Policy IHBI – Alternative Learning Plans (First Reading)

311 To reduce the number of students who do not complete the requirements to graduate from high school and  
312 earn a diploma, the Board establishes a program for students' alternative learning plans to obtain a high  
313 school diploma or its equivalent. The District, through an Alternative Learning Plan team composed of  
314 teachers, administrators, and guidance counselors, are directed to identify students who may be at risk for

315 dropping out of high school, for developing alternative learning plans consistent with this policy, and for  
316 assisting students who are participating in alternative learning plans.  
317

318 3. Policy IMG A – Service Animals (Second Reading)

319 The use of a service animal by a person with a disability will be allowed in or upon District property when the  
320 animal is required to perform work or tasks directly related to the individual's disability. Qualified individuals  
321 with disabilities and service animal trainers are eligible to use service animals in the School.  
322

323 4. Policy ACA – Anti-Harassment (Second Reading)

324 The Pelham School Board expects all employees and members of the school community to conduct  
325 themselves appropriately and professionally, with concern, dignity, and respect for their fellow employees and  
326 the students. Harassment is a form of employment discrimination that violates Title VII of the Civil Rights Act  
327 of 1964, the Age Discrimination in Employment Act of 1967 (ADEA), the Americans with Disabilities Act of  
328 1990, and RSA 354-A.  
329

330 Mr. Bressette made a motion to approve Policy IMG A – Service Animals in Schools. Ms. Greenwood seconded the  
331 motion. The motion passed unanimously.  
332

333 Mr. Bressette made a motion to rescind Policy ACA – Anti Harassment. Ms. Greenwood seconded the motion. The  
334 motion passed unanimously.  
335

336 **Annual Review of Sealed Non-Public Meeting Minutes**

337  
338 Dr. McGee explained that there is an expectation of the School Board's to periodically review Non-Public Meeting  
339 Minutes that were sealed. Dr. McGee commented that four of six Non-Public Meeting Minutes were not sealed,  
340 and he wanted to get those minutes published and printed so that the minutes would look similar to the Public  
341 Meeting Minutes. Dr. McGee stated that the Board would review the sealed minutes periodically.  
342

343 1. February 19, 2020 – Non-Public Meeting Minutes (Not Sealed)

344 Ms. Ryan made a motion to approve the Non-Public Meeting Minutes of February 19, 2020a, and February 19,  
345 2020b. Ms. Greenwood seconded the motion. The motion passed 3-0-1 (Ms. Greenwood Abstained).  
346  
347

348 2. April 7, June 17, August 5, and September 16, 2020 – Non-Public Meeting Minutes

349 Ms. Ryan made a motion to approve April 7, 2020, June 17, 2020, August 5, 2020, September 16, 2020, as written.  
350 Ms. Greenwood seconded the motion. The motion passed unanimously.  
351

352 **4. Old Business:**

353 **Board Member Reports:**

354  
355 1. Mr. Bressette – Mr. Bressette stated that everyone has been doing a great job of recognizing and  
356 implementing the safety standards. Mr. Bressette mentioned that he believes fatigue and complacency might  
357 have set in and that the School District could use a refresher. Mr. Bressette suggested that Dr. McGee place a  
358 reminder about PPE and safety in his weekly correspondence. Ms. Larson agreed with Mr. Bressette and  
359 mentioned that cases have been rising in New Hampshire and Massachusetts.  
360

361 2. Ms. Greenwood – Ms. Greenwood commented that she met with the Pelham Compensation Model  
362 Committee (PCM). The PCM Committee virtually met and discussed having the new clubs meet virtually.  
363  
364  
365  
366

367 **5. Housekeeping:**  
368 **Adoption of Meeting Minutes:**  
369  
370 1. September 16, 2020 - Public Meeting Minutes  
371 Mr. Bressette made a motion to approve the Public School Board Meeting Minutes of September 16. Ms. Ryan  
372 seconded the motion. The motion passed unanimously.  
373  
374 2. September 30, 2020 - Public Meeting Minutes  
375 Mr. Bressette made a motion to approve the Public School Board Meeting Minutes of September 30. Ms. Ryan  
376 seconded the motion. The motion passed unanimously.  
377  
378 **Vendor and Payroll Manifests:**  
379 1. AP100720 \$415,850.36  
380  
381 Ms. Ryan made a motion to approve the Vendor and Payroll Manifests, as written. Mr. Bressette seconded the  
382 motion. The motion passed unanimously.  
383  
384 Mr. Bressette volunteered to be an electronic signer of the meeting documents.  
385  
386 **Correspondence & Information:**  
387 1. Monthly Enrollments – As of October 1, 2020:  
388 a. PES enrollment was reduced by two students.  
389 b. PMS enrollment was reduced by one student.  
390 c. PHS enrollment was increased by two students.  
391 d. The PSD enrollment was reduced by one student.  
392  
393 **Staffing Updates:**  
394 **Nominations:**  
395 1. No Staffing Updates  
396  
397  
398 **Future Agenda Planning:**  
399 1. No future agenda planning  
400  
401 **Future Meetings:**  
402 1. 10/21/2020 – 6:30 pm School Board Meeting @ PES Library  
403 2. 11/04/2020 – 6:30 pm School Board Meeting @ PES Library  
404  
405 **Enter Non-Public:**  
406 1. No Non-Public Session  
407  
408 **Adjourn Meeting:**  
409 Mr. Bressette made a motion to adjourn the public session at 9:02 pm. Ms. Greenwood seconded the  
410 motion. The motion passed unanimously.  
411  
412 Submitted by Matthew Sullivan