

**Pelham School Board Meeting
October 21, 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-19)

Superintendent: Chip McGee

Business Administrator: Deb Mahoney

Director of Curriculum,

Instruction & Assessments: Sarah Marandos

Student Representative: Joe Wholey

Also in Attendance:

Gino J. Baroni – Principal of Trident Project Advantage Group

David Mermelstein – Sr. Project Manager of Trident Project Advantage Group

Not Present:

None

1. Call to Order:

Chair Megan Larson called the meeting to order at 6:35 pm, followed by The Pledge of Allegiance. Ms. Larson asked Mr. Wilkerson if he was by himself, and he responded, 'yes.'

Public Input:

No Public Input

Student Opening Remarks:

Mr. Wholey said that PHS had a good administration of the PSAT's on October 16. Clubs, Honor Societies, and other organizations will be starting up soon. He mentioned that the Honor Societies' applications are starting to open, and the Honor Societies is planning a virtual induction ceremony. He commented that the PHS football team appears to be heading to the playoffs and might be playing at home. The playoff game will occur on October 31. Cross-Country has a meet this Friday, October 23, and a State Meet on Saturday, October 31. Pelham is planning a virtual Fall Sports Awards Night on November 17. Senior Andrew Strout received a letter of commendation from the National Merit Scholarship Committee. Parent's Voice had their first meeting, and the meeting minutes were provided to parents who wanted a copy. Next week the schools will be having their first lockdown drill of the school year. The District will send an email informing the parents about the date of the lockdown drill. Mr. Wholey concluded by saying that in-person community service is likely not an option at this time, but there are still virtual community service options available. Students should check for an email from Ms. Koravos.

Superintendent Opening Remarks:

Superintendent Chip McGee mentioned that he had an opportunity to attend the National Junior Honor Society (NJHS) at PMS. Dr. McGee commented that it was nice to see Ms. Lamontagne coordinating the event. He added that the attendance was limited, but it was nice to see family members supporting their work. Dr. McGee mentioned that he had the pleasure of hosting the second Pelham School District Today with PMS Principal Stacy Maghakian. Dr. McGee said that Ms. Maghakian would be returning to work next week. The Pelham American Legion and VFW has invited everyone to attend the Veteran's Day Ceremonies. The first ceremony is at 9 am at Veteran's Park, and the second ceremony is at 11 am at Gibson Cemetery. Dr. McGee acknowledged that the District had its first positive COVID-19 case of a PMS staff member. The positive case had an impact on the staff and a small number of students. The people that needed to quarantine will be back tomorrow or Friday. Dr. McGee added that Dr. Sarah Marandos is acting as principal of PMS.

52 Chair Megan Larson requested a motion to move the agenda item FY2022 Recommended Budget Re-Vote before
53 the 2021 Warrant Articles.

54
55 Ms. Ryan made a motion to move the FY2022 Recommended Budget Re-Vote before the 2021 Warrant Articles.
56 Mr. Bressette seconded the motion.

- 57 1. Troy Bressette – Yes
- 58 2. Darlene Greenwood – Yes
- 59 3. David Wilkerson – Yes
- 60 4. Debbie Ryan – Yes
- 61 5. Megan Larson – Yes

62
63 **2. Presentations:**

64 No Presentations

65
66 **3. Main Issues / Policy Updates:**

67
68 **Pelham Memorial School Renovation and Upgrade Committee (RUC):**

69 Superintendent Chip McGee requested that Gino Baroni and David Mermelstein join the School Board discussion
70 about the Pelham Memorial School upgrade. Mr. Baroni and Mr. Mermelstein introduced themselves to the Board.

71
72 Dr. McGee asked the Board to consider three items:

- 73 1. to accept the work of the RUC and formally complete the current work of the RUC.
- 74 2. to determine if the Board recommends any of the suggestions from the RUC.
- 75 3. to provide guidance to Dr. McGee about the communication plan for the project.

76
77 **Updated Costs:**

78 In FY2021, the hard costs were \$26,988,000, and the Warrant Article was \$30,861,000. Unfortunately, the March
79 2020 Warrant Article did not receive the required 60% to pass. To get the same project completed in FY2022, the
80 costs have increased by 4.7%. In one-year, the Hard Costs have increased by nearly \$1,300,000, and the Warrant
81 Article will have increased to \$32,311,467.

82
83 The School Board reviewed the RUC strongly suggested reductions with Mr. Baroni and Mr. Mermelstein. Mr.
84 Mermelstein started by discussing the reduction of the canopy allowance. The reduction would be \$100,000
85 without having any impact. The second reduction was substituting the under-slab insulation. The building codes do
86 not require the under-slab insulation and would save \$96,117. The third reduction was utilizing metal siding
87 instead of ACM. The proposal would save \$264,330. The fourth reduction was reducing the membrane roofing by
88 \$1 per square foot. The savings would be \$71,614. The original contractor found that he could provide the same
89 service and still cut his cost by \$1 per square foot. The fifth reduction option is reducing the interior architectural
90 woodwork allowance and save \$100,000. The savings for the interior architectural woodwork would be seen right
91 off of the front entrance.

92
93 Ms. Greenwood inquired if the canopy material was essentially the same thing but would cost less. Mr.
94 Mermelstein confirmed that the savings were coming from an overlap. Mr. Bressette questioned if there was a
95 difference in the life expectancy of the two siding products. Mr. Mermelstein said that there is no difference in life
96 expectancy. The consensus of the School Board was that the five strongly suggested reductions were acceptable.

97
98 The RUC suggested that the School Board consider reducing the cost of a few more items. The first reduction that
99 the RUC recommended was the stage curtain & base equipment allowance from \$150,000 to \$50,000. Mr.
100 Mermelstein suggested that the District begin with a starter package. He explained that this would only cover the
101 curtain line. The audio would be covered on another line. Mr. Mermelstein said that the District could add on to
102 the starter package at a later date. The Board discussed what they had done at PHS with regards to the curtains
103 and the audio system. Mr. Baroni and Mr. Mermelstein confirmed that the project does have an audio and lighting
104 system.

105 The second suggested reduction was to move the building sign allowance to the soft cost budget. Mr. Mermelstein
106 indicated that the allowance could be transferred to the contractor's side of the ledger sheet. The accounting is
107 simply a shift of funds from one side of the ledger sheet to the other side. By moving the money to the other side
108 of the ledger sheet, the District would save \$18,000. Ms. Ryan asked why the RUC had mixed reviews with the
109 suggestion to move the building sign allowance to the soft cost budget. Dr. McGee commented that the RUC was
110 concerned with making an accounting change instead of making a construction change.

111
112 The third suggested reduction was to reduce the storefront window at the gymnasium by 50%. Mr. Mermelstein
113 mentioned that anyone who has attended a sporting event at PMS on a bright sunny day knows there is a problem
114 with the light. The proposal is to remove 50% of the storefront windows and retain them on one-side of the
115 building. Ms. Larson confirmed an issue with lighting, and the school has to place construction paper on the
116 windows. The District would save \$42,020 by making the change.

117
118 Superintendent Chip McGee noted that the eight reductions would save \$792,081 in project costs. The project's
119 starting point was \$32,311,00, and the reduction would bring the total to an estimated \$31,518,919. Dr. McGee
120 answered a question from a Board member about the 4.7% increase in costs, that did not include the hard costs.
121 Dr. McGee explained that the other expenses included furniture, fixtures, equipment, technology, professional
122 services, and the owner's contingency. The owner's contingency would be \$1,000,000. Business Administrator Deb
123 Mahoney pointed out that this is the first draft of the Warrant Article. Dr. McGee and Ms. Mahoney will bring the
124 Warrant Article back to the Board; the Board will then have all the Warrant Articles and will include all the
125 decisions made by the Board.

126
127 **Communication Recommendations:**

- 128 1. Deliver a clear message of the what, how, and why.
- 129 2. Use social media to share the PMS successes.
- 130 3. Make sure the Superintendent is organizationally at the center of the renovation plans.
- 131 4. Target other community organizations to become involved with the plan.
- 132 5. Target recent alumni to become involved with the plan.
- 133 6. Establish community events.
- 134 7. Reach out to community groups early in the process.
- 135 8. Share issues related to the pandemic that has affected PMS.

136
137 Superintendent Chip McGee mentioned that the suggestions were a good starting place and asked the Board if
138 they had any guidance regarding communication. Ms. Ryan noted that meeting with groups of people has been
139 diminished because of Covid-19. She added that mass mailings could be expensive because the first mailing might
140 be ignored by tax payers, and a second mailing would be required.

141
142 Ms. Ryan stated that she believed that Awareness for Community and Educational Support (ACES) would support
143 the plan to renovate and upgrade PMS. She mentioned that the ACES group would advertise for the renovation,
144 whereas the School District would need to remain factual when advertising. Dr. McGee added that Ms. Mahoney
145 was able to have the Budget Committee take a PMS tour, and a member of the Budget Committee was surprised
146 that the school looked the same as it did when the member was a student at PMS.

147
148 Superintendent Chip McGee commented that the RUC was supposed to end their work in March 2020. The
149 committee has continued to meet, and Dr. McGee believed it would be appropriate for the School Board to thank
150 the RUC members for their work and bring their work to a conclusion. The Board decided to authorize Dr. McGee
151 to thank the RUC members for their work. The Superintendent agreed with Ms. Ryan that the RUC members
152 should participate in the communication plan.

153
154
155
156
157

158 **Fiscal Year 2022 Recommended Budget Re-Vote:**

159 Business Administrator Deb Mahoney commented that she recognized an error in the spreadsheet formula used at
160 the meeting to provide the General Fund total and Overall Total of the Recommended Budget for FY2022. Ms.
161 Mahoney requested that the School Board vote to approve the correct General Fund total and the overall total for
162 FY2022. The total for the General Funds is \$33,720,135 and overall is \$35,612,298.

163
164 Ms. Ryan made a motion to approve the General Fund School Board Recommended Budget for FY2022 in the
165 amount of \$33,720,135. Mr. Bressette seconded the motion.

- 166 1. Troy Bressette – Yes
- 167 2. Darlene Greenwood – Yes
- 168 3. David Wilkerson – Yes
- 169 4. Debbie Ryan – Yes
- 170 5. Megan Larson – Yes

171
172 Ms. Ryan made a motion to approve the total School Board Recommended Budget for FY2022 in the amount of
173 \$35,612,298. Mr. Bressette seconded the motion.

- 174 1. Troy Bressette – Yes
- 175 2. Darlene Greenwood – Yes
- 176 3. David Wilkerson – Yes
- 177 4. Debbie Ryan – Yes
- 178 5. Megan Larson – Yes

179
180 **2021 Warrant Articles:**

181 Business Administrator Deb Mahoney reviewed the 2021 Annual Meeting and Election Calendar with the School
182 Board. The first Deliberative Session is Wednesday, February 3, 2021, at 7 pm in Sherburne Hall. She added that
183 the calendar is for the Board member’s records and will also be posted online. Ms. Ryan mentioned that the first
184 day of the filing period for candidates is Wednesday, January 20, 2021, and ends Friday, January 29, 2021. Ms.
185 Mahoney noted that the second session would be the District Voting Session. District Voting will occur on Tuesday,
186 March 9, 2021. The voting starts a 7 am and ends no later than 8 pm.

- 187
188 1. Warrant Article One – Elect School Board Members
 - 189 a. School Board Member Three-Year Term
 - 190 b. School Board Member Three-Year Term
- 191
192 2. Warrant Article Two – Major Renovation to the Pelham Memorial School
193 Shall the Pelham School District vote to raise and appropriate the sum \$32,312,000 for the design,
194 construction, furnishing and equipping of a major renovation and additions to the Pelham Memorial
195 School and its associated buildings and grounds facilities, with not more than \$32,312,000 to be raised
196 through the issuance of bonds or notes under and in compliance with the provisions of the Municipal
197 Finance Act (RSA Chapter 33); to authorize the School Board to issue, negotiate, sell and deliver such bond
198 and notes and determine the rate of interest thereon and the maturity and other terms thereof; to
199 authorize the School Board to apply for, obtain, accept and expend federal, state or other aide which may
200 be available for said project and to comply with all laws applicable to said project; to authorize the School
201 Board to take any and all action necessary in connection therewith or to pass any other vote relative
202 thereto, including but not limited to, the acquisition or conveyance of interests and real property required
203 to complete the project; and further to raise and appropriate the additional sum of \$807,800 for the first
204 year’s payment of interest on the bond? (3/5 ballot vote is required)

205
206 Ms. Mahoney said that the amount for the Warrant Article would change when she brings it back at the
207 next School Board meeting. The Board will vote on the Warrant Article at the November 4 meeting. Ms.
208 Mahoney added that she was in touch with the New Hampshire Municipal Bond Bank, and the 20-year
209 interest rate is 2.5%.

210

211 3. Warrant Article Three – Operating Budget
212 Shall the Pelham School District raise and appropriate as an Operating Budget, not including
213 appropriations by special warrant articles and other appropriations voted separately, the amounts set
214 forth on the budget posted with the warrant or as amended by vote of the first session of the annual
215 school district meeting, for the purposes set forth herein, totaling \$35,612,298? Should this article be
216 defeated, the Default Budget shall be \$_____, which is the same as last year, with certain
217 adjustments required by the previous action of the Pelham School District or by law; or the Pelham School
218 Board may hold one special meeting, in accordance with RSA 40:13 X and XVI, to take up the issue of a
219 revised operating budget only.
220

221 **Default Budget:**

222 Business Administrator Deb Mahoney reviewed the 2021-2022 Default Budget Calculation and how the Default
223 Budget is calculated. She stated that the Default Budget is a number that is based on last year's MS-22
224 Appropriations. Dr. McGee said that the Default Budget is the amount of money the School District gets if the
225 Operating Budget does not pass. At this point, the Default Budget for PSD 2022 is \$35,200,628.
226

227 **Trident Project Advisors and Development Group Contract Extension:**

228 Superintendent Chip McGee said the contract for Trident Project Advisors and Development Group is an extension.
229 The contract extension is in two parts. The first part is pre-vote, and the second part is the post-vote. If the
230 Warrant Article passes, Trident will become the Owner's Project Manager. If the Warrant Article does not pass, the
231 District would only be responsible for paying for the pre-vote work. Ms. Mahoney mentioned that the District has a
232 line-item in the budget for professional architectural services to pay for the pre-vote work. Dr. McGee confirmed
233 that he would be looking for the School Board approval to show transparency. The Board agreed to review the
234 contract and vote on the contract at the next meeting.
235

236 **Committee Assignments:**

237 Superintendent Chip McGee stated that he made some adjustments to the committee assignments. The
238 adjustments made were from Board member suggestions.
239

240 **Policy Revision:**

241 1. Policy IMBD – High School Credit for 7th and 8th Grade Coursework (Second Reading)

242 No changes were made.
243

244 2. Policy IHBI – Alternative Learning Plans (Second Reading)

245 No changes were made.
246

247 Mr. Bressette made a motion to approve Policy IMBD – High School Credit for 7th and 8th Grade Coursework. Ms.
248 Greenwood seconded the motion.

- 249 1. Troy Bressette – Yes
 - 250 2. Darlene Greenwood – Yes
 - 251 3. David Wilkerson – Yes
 - 252 4. Debbie Ryan – Yes
 - 253 5. Megan Larson – Yes
- 254

255 Mr. Bressette made a motion to approve Policy IHBI – Alternative Learning Plans. Ms. Greenwood seconded the
256 motion.

- 257 1. Troy Bressette – Yes
 - 258 2. Darlene Greenwood – Yes
 - 259 3. David Wilkerson – Yes
 - 260 4. Debbie Ryan – Yes
 - 261 5. Megan Larson – Yes
- 262

263 3. Policy IMBA – Distance Education (First Reading)

264 The District does not currently have this Policy, and the Policy would enable the District to oversee the
265 programs' quality. The Policy does not have anything to do with Remote Learning, and the Policy is required in
266 the State of New Hampshire.

267
268 Policy IHBG – Home Education Instruction (First Reading)

269 The Policy is a revision that came to the District from committee feedback. The District had legal counsel
270 review the Policy.

271
272 Ms. Ryan asked if a Policy should receive a revision date without a change to the Policy. Dr. McGee mentioned that
273 with regards to Policy IHBG, the Policy Committee made changes and presented the Policy as the last proposed
274 change. Ms. Larson commented that she should like to see the words that were either added or deleted from the
275 Policy before voting to approve the revision.

276
277
278 **4. Old Business:**

279 **Board Member Reports:**

280
281 1. Ms. Larson – Ms. Larson stated that she attended the Parent’s Voice at PHS last night. Ms. Larson
282 commented that some people were surprised that students were in school, and the teachers were remote.
283 Ms. Larson said that she explained the situation was not expected, but that to run a class, the District had to
284 have teachers teach a class remotely. She noted that Block Scheduling and kids starting school later were
285 discussed.

286
287 **5. Housekeeping:**

288 **Adoption of Meeting Minutes:**

289
290 1. October 7, 2020 - Public Meeting Minutes
291 Mr. Bressette made a motion to approve the Public School Board Meeting Minutes of September 16, as amended.
292 Ms. Ryan seconded the motion.

- 293 1. Troy Bressette – Yes
294 2. Darlene Greenwood – Yes
295 3. David Wilkerson – Abstained
296 4. Debbie Ryan – Yes
297 5. Megan Larson – Yes

298
299 **Vendor and Payroll Manifests:**

- 300 1. 108M \$3,088.87
301 2. 109 \$571,512.86
302 3. PAY109P \$12,896.37
303 4. AP102120 \$288,592.46

304
305 Ms. Ryan made a motion to approve the Vendor and Payroll Manifests, as written. Mr. Bressette seconded the
306 motion.

- 307 1. Troy Bressette – Yes
308 2. Darlene Greenwood – Yes
309 3. David Wilkerson – Yes
310 4. Debbie Ryan – Yes
311 5. Megan Larson – Yes

312
313 **Correspondence & Information:**

314 1. Elementary School Capacity Analysis:

315 Superintendent Chip McGee commented on the PES capacity analysis. The plan does not include moving the
316 fifth-grade to PMS because the capacity analysis shows that PES could fit full-day kindergarten through fifth-
317 grade if the school includes the three classrooms beside the SAU. Dr. McGee added that he thought that other
318 interested parties might be interested in the study. Dr. McGee said that he could put the study up on the PSD
319 website. Superintendent Chip McGee commented that he does not see enrollment dropping in the next two
320 years, but the fourth and fifth grades could reduce from six to five classes. He said that if the District went to
321 full-day kindergarten classes, he could see a total of six to seven kindergarten classes. Full-day kindergarten is
322 not on the ballot for the District Election.

323

324 **Staffing Updates:**

325 **Resignations:**

326 1. Anne Fowler PHS Dean of Students

327

328 Superintendent Chip McGee stated that Dean of Students Anne Fowler had given her letter of resignation. Ms.
329 Fowler has accepted a position with the State of New Hampshire Department of Education in Career and Technical
330 Education (CTE). Dr. McGee mentioned that he was pleased for Ms. Fowler, and said that he would be calling her
331 for assistance with CTE.

332

333 Mr. Bressette made a motion to accept the resignation of Dean of Students, Anne Fowler. Mr. Wilkerson
334 seconded the motion.

- 335 1. Troy Bressette – Yes
- 336 2. Darlene Greenwood – Yes
- 337 3. David Wilkerson – Yes
- 338 4. Debbie Ryan – Yes
- 339 5. Megan Larson – Yes

340

341 **Future Agenda Planning:**

342 1. No Future Agenda Planning

343

344 **Future Meetings:**

345 1. 11/04/2020 – 6:30 pm School Board Meeting @ PES Library

346 2. 11/18/2020 – 6:30 pm School Board Meeting @ PES Library

347

348 **Enter Non-Public:**

349 1. No Non-Public Session

350

351 **Adjourn Meeting:**

352 Mr. Bressette made a motion to adjourn the public session at 8:10 pm. Ms. Greenwood seconded the
353 motion.

- 354 1. Troy Bressette – Yes
- 355 2. Darlene Greenwood – Yes
- 356 3. David Wilkerson – Yes
- 357 4. Debbie Ryan – Yes
- 358 5. Megan Larson – Yes

359

360

361 Submitted by Matthew Sullivan