

**Pelham School Board Meeting
September 13, 2023
Pelham Elementary School
6:30 pm**

In Attendance:

School Board Members: Troy Bressette, Chair; David Wilkerson, Vice-Chair; Thomas Gellar; Darlene Greenwood; and John Russell

Superintendent: Chip McGee

Assistant Superintendent: Sarah Marandos

Business Administrator: Deb Mahoney

Absent: None

Also in Attendance: Taryn Temmallo, Director of Nutrition and Wellness; Brian Sands, Director of Maintenance; Keith Lord, Director of Technology; Kim Noyes, Director of Student Services; and Tara MacDonald, Assistant Director of Student Services

I. Public Session:

A. Call to Order:

Chair Troy Bressette called the meeting to order at 6:30 pm and requested that everyone stand for The Pledge of Allegiance.

B. Public Input @ 6:31 pm:

Public Input closed at 6:32 pm.

II. Opening Remarks:

A. Superintendent:

Superintendent Chip McGee mentioned that he would normally provide comments regarding all of great things happening in the District, but he thought it was best to focus on the emergency that the District dealt with today. Dr. McGee noted that wanted to walk through it for the Board to see if there were any questions.

Dr. McGee said that thank you to the thoughtful work by the staff and the Pelham Police Department. He commented that the calm behavior by the students, and the parents helped to keep everyone safe. He noted that no one was injured and the issue has been addressed by Police Department at this point.

Dr. McGee stated that the District had a person, who was not a student juvenile, enter PHS during the beginning of the day when the doors were unlocked. The person went straight to a bathroom, and thanks to two staff members, who realized that there was a problem, who contacted the SRO with the information.

Dr. McGee mentioned that the situation happened very quickly, and they put the School District in lockdown because they did not know where the person who just left the building had gone. Dr. McGee noted that both PES and PMS acted quickly. The preschool, next door to the SAU, pulled the blinds and was able to continue comfortably working with the kids and showed no anxiety.

Dr. McGee stated that about five minutes later, he learned from Chief Perriello that the District knew that the person was not in the buildings, so they shifted from "lockdown" to "shelter in place," making sure that no one was going in and out of buildings and that the students were moving from classroom to classroom. The police used their tools, which included mutual aid from other towns and a canine search. Dr. McGee noted that they also had a drone search trying to find the person.

Dr. McGee commented that it was the information that that School District provided the Police Department that allowed them to recognize that the person of concern had left in a car, and was no longer close to the School District. He mentioned at that point the District returned to normal school, but had indoor recess for the rest of the day.

Dr. McGee stated that there was a lot of background work that went into having this situation run well. The District has plans for this type of event, and he was very sorry for the anxiety that the situation created. He added that they have debriefed both PHS and PMS. They will talk with the staff at PES tomorrow morning.

Dr. McGee said that he and the Chief of Police have already planned their after action review to make sure they learn from how this situation went. He pointed out they are aware that someone who was not a student entered PHS. He noted that this is an issue that needs to be addressed in the immediate term. They Pelham Police would be at doors tomorrow and the next day at least. Dr. McGee was able to say that the person of concern is in custody and is not of concern to the District at this point.

Dr. McGee mentioned that there is a lot of speculation and worry that goes around and he asked families to recognize talking with kids maybe creates more anxiety than necessary. Dr. McGee added that he was very proud to be part of this District, and in this community because people have stepped up and handled it very well.

Mr. Bressette commented that as a parent this situation creates a lot of anxiety, but he gave a lot of credit to the people involved because the communication was clear, thorough and it was timely. He applauded the collaboration that occurred up and down Marsh Road, as well as the Police Department involvement.

Mr. Bressette suggested that rather than open it up to questions, they would discuss it later in Non-Public.

III. **Presentations:**

A. No Presentations

IV. **Main Issues / Policy Updates:**

A. **Revised Budget Report - Encumbrances:**

Dr. McGee mentioned that this evening is a big lift because there will be a lot of budget discussions. Dr. McGee noted they would start with Ms. Mahoney, who is going to talk about the revised budget report having to do with encumbrances.

Ms. Mahoney commented that she wanted to make sure the Board had the report, which includes all of its encumbrances for each of the different funds that were carried over into this new fiscal year. Ms. Mahoney stated the report that she generated every year to make sure that the information is shared with the Board.

Ms. Mahoney mentioned that the budget report that she provided has a column for budget adjustment. The column indicates the amount that was carried over to pay a bill. She noted that at the end of the year they would have a purchase order in place and they owe somebody something. Ms. Mahoney commented that the District needs to carry these funds over into the new year in order to pay for the services or goods.

Ms. Mahoney provided an example, she said that on the very top of the report the Board would see in the third line down under Elementary School Regular Education, is line item 733 – Furniture Additional. The District ordered Grade 4 tables and chairs and there is an amount due of \$3,213.05.

Ms. Mahoney acknowledged that this was a lot to absorb, so if the Board had any questions they could ask her. Ms. Mahoney introduced Taryn Temmallo, Director of Nutrition and Wellness. Ms. Mahoney noted that the Food Service Department is Fund 21, which is a self-funded account. She added that it is a separate fund.

B. PSD Nutrition Budget:

Ms. Temmallo thanked the Board for approving this school year's budget, which is guiding them through this fiscal year. She noted that there have been a few changes since the last time she presented. Ms. Temmallo said that the PMS kitchen is completed. She commented that they had implemented a new POS system in online payment, and they have some equipment that was approved for the school year that they will be implementing.

Ms. Temmallo stated that she was hopeful to get some more staffing, and how they had been short staffed. Ms. Temmallo noted she has been working with Ms. Mahoney to get this corrected. Ms. Temmallo reminded the Board that this is a self-funded program, but she did follow the guidelines to only ask for what is necessary and to take a good look at the budget and see what they needed.

Nutrition Five-Year Equipment Plan:

Ms. Temmallo reviewed the five-year plan.

2023-2024	- Purchase tilting skillet at PES	\$25,000 - \$30,000
	- Replace first double deck oven at PES	
2024-2025	- Replace steamer at PES	\$30,000
2025-2026	- Replace second double deck oven at PES	\$30,000
2026-2027	- District Wide Nutrition Truck	\$25,000
2027-2028	- Replace third double deck over at PES	\$30,000

Ms. Temmallo commented that the five-year plan is very similar to the one that she presented last year, except for few changes. She mentioned that this year, the current school year, they have two pieces of equipment that were already approved.

In the 2024-2025 school year, they are asking for the PES steamer to be replaced, and this equipment will cost approximately \$30,000. She noted that the current steamer was bought in 2001.

In the 2025-2026 school year, they are asking to replace the second double door oven at PES. The first replacement will occur this school year and the second would occur during 2025-2026. This was originally purchased in 2001 and has a life expectancy of 10 to 15 years.

In 2026-2027 school year, they are asking for a District Wide Nutrition Truck. They were unable to purchase a box truck during the 2022-2023 school year. Ms. Temmallo said that she does not think they need a massive box truck. She believed that a large van would suffice.

In 2027-2028 school year, they are asking for the third double deck oven at PES. Ms. Temmallo stated that they are trying to replace all of the PES ovens by 2027. She commented that the third double deck oven, although the ovens were placed, and bought similar time, the third oven gets used the least.

Mr. Russell asked if the ovens were contracted, and Ms. Temmallo acknowledged that the cost was an estimate.

Mr. Wilkerson asked if the ovens were electric compared to gas ovens, and Ms. Temmallo said that they would be electric ovens.

Mr. Gellar asked how many positions were unfilled. Ms. Temmallo stated that there are three at PHS, one at PMS, and two at PES. She mentioned that they are using subs to make up for the lack of employees.

DW – Food Service Operations

Ms. Temmallo started with the District Wide budget. She mentioned that the first deduction, which is 330 - Professional Services has a reduction of \$1500. This is for outside training for the managers. She noted that the training is 80% online. She commented that 580 - Travel and Mileage has a reduction of \$555. Ms. Temmallo said that 430 - Repairs and Maintenance has a reduction of \$750. She noted that they were unable to purchase the truck, so they no longer need repairs for a vehicle.

Ms. Temmallo mentioned that 446 - Rental Lease Software, which if for the new POS and payment system, has an increase of about \$1,280. She commented that 610 - Supplies has an anticipated decrease of \$45. Ms. Temmallo said that 630 - Food has an increase of \$320. She noted that the next reduction is 738 – Equipment Replacement gas a reduction of \$4,410.

The overall reduction to the DW Food Service Operations Budget is \$6,783.22.

PES – Food Service Operations

Ms. Temmallo mentioned line 610 - Supplies has a reduction of \$866, and 630 – Food has an increase of \$7,100. She commented that line 734 – Equipment Additional has a reduction of \$25,000. And line 738 – Equipment Replacement has a reduction of \$1,000.

The overall reduction to the PES Food Service Operations Budget is \$19,766.00.

PMS – Food Service Operations

Ms. Temmallo mentioned that line 430 - Repairs and Maintenance has a reduction of \$2000. She stated that line 610 - Supplies has a reduction of with the \$456. She commented that lone 630- Food has a reduction of \$20,000. The decrease in the food is for the whole District. She noted that based on her historical understanding of food, they decided to make a reduction similar to last year and moved closer to a more realistic budget. Ms. Temmallo said that line 738 - Equipment Replacement has a reduction of \$25,000. This decrease was done because with the new school and equipment, they do not need to replace anything.

The overall reduction to the PMS Food Service Operations Budget is \$47,456.00.

PHS – Food Service Operations

Ms. Temmallo said that line 442 - Rental Lease Equipment has a reduction of \$4,000. She noted that they decided to remove the fourth vending machine. They have three right vending machines right now (beverages / refrigerated / snacks). She stated that line 610 – Supplies has a reduction of \$858.

The overall reduction to the PHS Food Service Operations Budget is \$4,858.00.

Ms. Temmallo commented that leaves the Food Service Operations Budget with a total reduction of \$78,863.22 for FY2025.

Mr. Gellar asked if being self-funded meant that there is always a surplus, or under occasional times they are in a deficit? Ms. Temmallo stated that they have reserves right now. But, occasionally it could be in the deficit.

Mr. Gellar asked if in the last few years they had been in the surplus? Ms. Temmallo said last year they were in a deficit, but they did give about \$120,000 to the PMS project.

Mr. Bressette mentioned that it is always good, especially for our new members, to understand what comes out of taxpayer funds, what doesn't and how those revenues impact what they are looking at here.

The Board thanked Ms. Temmallo for her presentation and coming to the meeting.

209 **C. PSD Facilities Budget:**

210 Business Administrator Deb Mahoney stated that next up, was facilities. She mentioned that Brian Sands is the
211 Director of Facilities and he will talk about the Facilities Budget. Ms. Mahoney added that she and Mr. Sands worked
212 together on the budget, so she will fill in the areas that she helped with.

213
214 Mr. Sands mentioned that he is the Director of Facilities, a community member, and an PES parent. Mr. Sands said that
215 this past year, they had a very successful year at the facilities level, namely in our retention of our facilities and
216 custodial employees. He noted that they are poised to fill two vacancies, which will leave us with only one full-time
217 vacancy.

218
219 Ms. Sands commented that they have worked hard on some safety improvements in the schools, one of which is the
220 bleed cabinets located in the main hallways. He noted that this included age appropriate tourniquets. During the past
221 academic year, 180 days, they closed out 16,187 tickets that were related to requests from teachers, staff, admin of
222 things that need to get fixed. Mr. Sands stated that his goal was to start to work into having a similar five-year plan to
223 Technology and Nutrition.

224
225 Ms. Sands commented that they are looking forward towards building out a much more complex list of the District's
226 facilities, assets, boilers, pumps, rooftop equipment, and also better help us track the end-of-life for certain pieces of
227 equipment.

228
229 **District Wide Facility Operations**

230 Mr. Sands commented that he would be starting in District Facilities Operations. He mentioned that 275 – Workshops
231 Non-Union and 580 – Travel & Mileage have a reduction of \$2,895. He noted that this is for the conference that they
232 attend, and the work order management system known as Brightly.

233
234 Mr. Sands stated that 130- Building Services has a reduction in overtime. He stated that 446 - Rental Lease Software
235 has an increase of \$396. This is for the Brightly software that handles all of their work order management, event
236 requests and community use requests to use the facilities. Mr. Bressette pointed out that the budget shows School
237 Dude, but it is now referred to as Brightly.

238
239 Ms. Mahoney commented that on the top of page two was insurance, property and liability that is budgeted at the full
240 9% maximum increase. She noted that they have a contributions assurance program in place with Primex, which was
241 approved by the Board for the period of FY2023 through FY2026 and it protects the District from any increases over
242 the 9%.

243
244 Ms. Mahoney pointed out that the District had some experience in this last year with some electrical strikes and they
245 had to file claims. This resulted in the insurance rates going to the full 9% increase for this summer. She stated that
246 the District is budgeting at a 9% increase, which is \$6,339. Yes. So the damage we sustained to the building this
247 summer \$339.

248
249 Mr. Wilkerson asked if the damage that the District sustained would have resulted in a larger increase in their
250 premium then they see as a result of the contract that they signed. Ms. Mahoney said that Primex did not communicate
251 that to them. However, she expected that they would have had a larger increase than 9%.

252
253 **PES Building Services**

254 Mr. Sands stated that 130 – Overtime Salaries We are staying level funded for PES.

255
256 Ms. Mahoney commented that 411 – Utilities Water was budgeted based on actuals as much as they could with an
257 estimated increase for water. She mentioned that they did that throughout and for utilities. Ms. Mahoney noted that
258 they took the contract that they have, and the town has indicated a 3% to 5% increase. Line 411 had a reduction of
259 \$3,534. 24.

Mr. Bressette asked if it was last year that the town had renegotiated contracts and that was why they were seeing the earlier more significant jumps from 2022 to 2023. Ms. Mahoney confirmed that was the reason. She noted that this was the first year of a full year budget at the new contract rates.

Ms. Mahoney explained why the Board was seeing a reduction and not an increase on the spreadsheets. She stated that when the District encumbers, they carry money for the month of June's water, which means that the adjusted budget for 2024 would be higher because they carried money to pay that bill for June. She added that last year the approved budget for this is 26,111, they did an estimate of what we're actually paying and added an additional 4.3% increase for the water line.

Ms. Mahoney noted that the Board would see this with the water carried through for all the buildings.

Mr. Sands commented that 412 - Utilities Septic is based on actual usage and accounting for inflation. He mentioned that 421 - Utilities Disposal represents a 5% increase. The Highway Department informed them of the increase because the Highway Department handles the contract with the vendor for disposal. He said that 430 - Repairs and Maintenance covers all of the in-house repairs that they complete themselves. He noted that there is a reduction of \$7,954.80, but it is from end-of-year encumbrances with end of year spending.

Mr. Sands stated that 432 - Boilers Repair and Maintenance has an increase of \$3,638. He added that 433 - Contracted Repairs and Maintenance remained level funded.

Ms. Mahoney said that 622 - Utilities Electric and 625 - Utilities Natural Gas are for the PES building. She said that there are two parts to the utilities, and they reach out to their utilities consultant and she looks forward on the market information. The consultant also collects that and compares the information with when the supply contract ends and provides the District with an estimated rate.

Ms. Mahoney commented that line 622 decreased by \$7,442 and 625 reduced by \$10,976.

Ms. Greenwood asked if this possibly reflected the solar panels. She added that the solar panels has not been installed yet. Ms. Mahoney said that they do not reflect the solar panels, but the District has been working with the consultant to estimate a level that would be conservative for what they can see in FY2025. Ms. Mahoney mentioned that when they get to the level 2 with the Superintendent, they are going to have this figured out and will have an adjustment made. It will be conservative or expectation is that the solar will be in place for next year but not for the summer which is when a lot of the generation occurs.

Mr. Bressette asked if he heard Ms. Mahoney say that solar panels are not expected to be on the roofs in the summertime. Ms. Mahoney stated that she was not sure if the panels will be fully installed in the summer. She noted that it is up to the company to let the District know why. There is another meeting on Friday.

Mr. Bressette commented that the Board had talked about having him and Mr. Gellar get involved in the solar discussion, but that has not yet occurred.

Mr. Gellar asked if the expert that the District is talking to is historically accurate when they do their forward pricing. Ms. Mahoney stated "Yes". Ms. Mahoney added that she has been doing this for several years. She noted that the District its operations over the years, quite a lot. She hoped that once the PMS renovation is complete, the District should have know usage. She mentioned that they are in the process of doing a one year supply contract for electricity.

Ms. Mahoney commented that she did an analysis of what was approved for electricity, propane and natural gas and what they carried and what they requested. Ms. Mahoney stated that she compared what they had approved against what they are requesting right now, and it is an overall 1% decrease without solar.

The overall reduction to the PES Building Service's Budget is \$339,389, a reduction of \$24,009.04.

314 **PMS Building Services**

315 Mr. Sands mentioned that 130 – Overtime Salaries has an increase of \$3,000. 421 – Utilities Disposal has increase of
316 \$1,140, line 430 – Repairs & Maintenance has a reduction of \$31,924. Mr. Wilkerson asked Mr. Sands to talk a little
317 more about 430 - Repairs & Maintenance. Mr. Sands said that 430 is all of the in-house repairs that they do with the
318 District Facilities Technicians.

319
320 Mr. Wilkerson suggested that they note when there are incumbrances impacting line items.

321
322 Ms. Mahoney said that 622 – Utilities Electric has an increase of \$17,890. She noted that they have not had a full year
323 of operation with PMS, so they are budgeting based on the usage that the engineers said they should be budgeting
324 based on. She added that the rates are of course based on the forward market.

325
326 Ms. Sands stated that 734 - Additional Equipment has an increase of \$10,999.99. Mr. Sands requested a walk behind
327 battery powered burnisher for PMS. 738 – Equipment Replacement has a reduction of \$10,431.76.

328
329 The overall reduction to the PMS Building Service's Budget is \$357,251, a reduction of \$10,431.76.

330
331 **PHS Building Services**

332 Mr. Sands commented that 130 – Overtime Salaries remained level funded. 412 – Utilities Septic has an increase of
333 \$750, and Utilities Disposal has an increase of \$1,260. Mr. Sands stated that 430 – Repairs & Maintenance has a
334 reduction of \$32,734.50, and 432 – Boiler Repairs & Maintenance has a reduction of \$3,961.80. He mentioned that 610
335 – Supplies has an increase of \$14,586.49

336
337 The overall reduction to the PHS Building Service's Budget is \$465,783, a reduction of \$62,274.98.

338
339 **SAU Building Services**

340 Mr. Sands mentioned that 430 – Repairs & Maintenance has an increase of \$87, 622 – Utilities Electric has a reduction
341 of \$1,117.39, and 625 – Utilities Natural Gas has a reduction of \$1,415.69

342
343 Mr. Bressette asked for an explanation as to why the electric is so much higher for the SAU than it is for the other
344 buildings. Ms. Mahoney said that the District has different types of connections. They have G2 and G3 connections and
345 the connections have different rates and meter charters per month.

346
347 The overall reduction to the SAU Building Service's Budget is \$10,882, a reduction of \$2,446.08.

348
349 **DW Ground Services**

350 Mr. Sands stated that 433 – Contracted Repair & Maintenance has a reduction of \$3,000, and 738 – Equipment
351 Replacement has an increase of \$58,000.

352
353 Mr. Sands mentioned that they are level funded for the landscaping and snow removal needs. The difference that the
354 Board sees is an encumbrance for some additional equipment installation at the SAU playground.

355
356 Mr. Bressette asked when the last time the District put Ground Services out to bid. Mr. Sands said it was prior to him
357 starting in the District and this is his third academic year. Mr. Sands added that he thought the District received very
358 good value. He noted that Boyden Landscaping is the District's landscaper.

359
360 Mr. Sands said that 738 - Equipment Replacement included the Districts normal replacement of snow blowers. The
361 District is also going into its second year where they have been down one of its vehicles.

362
363 The overall increase to the DW Ground Service's Budget is \$55,000.

364
365 **PES Ground Services**

366 Mr. Sands stated that line 433 – Contracted Repair & Maintenance has a reduction of \$2,500.

The overall reduction to the PES Ground Service's Budget is \$2,500.

PMS Ground Services

Mr. Sands stated that line 433 – Contracted Repair & Maintenance has a reduction of \$224,500.

The overall reduction to the PMS Ground Service's Budget is \$224,500.

PHS Ground Services

Mr. Sands commented that line 430 – Repairs & Maintenance has a reduction of \$8,400.

The overall reduction to the PHS Ground Service's Budget is \$8,400.

SAU Ground Services

Mr. Sands commented that line 433 – Contracted Repair & Maintenance has an increase of \$559.20.

The overall increase to the SAU Ground Service's Budget is \$559.20.

DW Emergency Management

Mr. Sands mentioned that 610 – Supplies has an increase of \$750. The additional funds in all three buildings is to help supplement the "Stop the Bleed" stations. He noted that the buildings are not set up to be conducive to just one central location in each building.

The overall increase to the DW Emergency Management Budget is \$750.

PES Site Improvement

Mr. Sands stated that 433 – Contracted Repair & Maintenance has an increase of \$297,320. The increase is based on a new request. He noted that the access road, which is the dirt road that connects the rear of PES to the rear of the faculty parking lot at PHS. He noted that the high school students that park at PES travel the access road every single day.

Mr. Sands commented that the access road is also, where parents, who park at PHS to attend graduation, walk down to the field and is the main access point for first responders.

Mr. Bressette asked if he had any specific safety concerns aside from the emergency response, but just the safety of the path itself. Mr. Sands said that there are concerns with it in adverse conditions. He noted that the District has had the experience of having to take children down Marsh Road in order to bring them to PHS rather than have the students walk the access road.

Mr. Wilkerson asked if the District plows that road in the winter. Mr. Sands "Yes."

Mr. Bressette asked if this project was something that is incorporated into that CIP proposal or is it completely separate from the CIP proposal. Mr. Sands stated that this was separate from the CIP proposal. Ms. Mahoney noted that she thought they were seeing it is because the CIP is something that was planned many years in advance. She added that the rate that the Board was seeing was an estimate based on what CIP Committee had received.

Mr. Russell asked if the District has any plans to pave the Pathway on that curve coming around elementary going to that road. Mr. Sands stated that they had that when they had talked with the previous vendor. He added that they included that in the CIP proposal for the additional area.

Mr. Russell commented that he does Grade 3 drop off, so he is on the side of the building and often sees PHS students walking along that road going to that access road. Mr. Russell stressed that during wintertime he is concerned about the PHS students who are walking on the street. He asked that the District look into creating a pathway, so students are not walking on the road. Mr. Sands said that he would look into it.

PMS Building Acquisition

Ms. Mahoney stated that 441 – Rental Lease Buildings has a reduction of \$44,848. He commented that the modular building for Music, the lease is completed and so they do not need to make that lease payment in FY2025. This results in a reduction of \$44,838.

DW Building Improvements

Ms. Mahoney commented that 442 – Rental Lease Equipment Point next, no, that is exciting. I know just below that we also have our annual lease for performance for energy efficiency. This is the, this is the equipment that the District purchased for its boilers.

Ms. Mahoney said that the District is on payment 4 of 12 after they refinanced.

Mr. Gellar if the modular buildings were a lease purchase. Ms. Mahoney confirmed that they were and the District is looking at the disposition of what they will be doing with them.

Ms. Mahoney said the next section is Debt Service. She noted that it is part of the Facilities Group, which is the District's principal, payments, and its interest payments for the PHS and PMS bonds. She noted that there is a reduction there between the principal and the interest of \$128,037.50.

The Board thanked Mr. Sands for his presentation and coming to the meeting.

D. PSD Technology Budget

Mr. Lord introduced himself to the Board and started to talk about where the District stands with technology, given the approved budget for this year and many of the especially exciting technology elements that we had on there.

Mr. Lord mentioned that the District is continuing to use Chromebooks on a one to one basis in Grades 5 to 12. The District also have classroom sets for Grades Kindergarten through 4. He noted that the Chromebooks for Grades Kindergarten through 4 stay in the building versus going home with the students. The District is continuing the placement of Promethean Interactive panels throughout the district. Mr. Lord pointed out that the District saw its first set of Promethean Boards hung in the high school, during the summer.

Mr. Lord commented that the District has a total of 14 that were purchased for PHS. He noted that this was to get the ball rolling, and getting teachers to think about the way they may shift their lessons surrounding the technology. He added that they are happy to say that the District recently completed the installation of the District Wide AP refresh. Mr. Lord commented that these are the access points for the District's Wi-Fi. The District now has Wi-Fi 6 capable access points throughout the entire District.

Mr. Lord said that in preparing for the FY2025 budget, the first thing that they looked was the technology. He commented on the technology budget schedule, and he started with it. Mr. Lord stated that he included the five-year view tonight, which provides the District with a good projection of what they can expect every year.

Technology Replacement Schedule:

Mr. Lord stressed that the purpose of this plan and the five year projected plan is for the District to have an anticipated look at what is coming. He stressed that from year-to-year, the District tries to smooth out the Technology Budget as much as they can. He noted that student Chromebooks operate on a four year life expectancy and he compared that to Promethean Boards, which have a six year life expectancy. The firewall equipment has a five years life expectancy and the network switches have an eight years life expectancy.

Mr. Lord mentioned that the District will have years where they have some big ticket items, and FY2025 is one of those years.

Mr. Lord said the first thing that he wanted to point out was that that they need to refresh the teacher laptops. He noted that the Board would see an adjustment back into the budget for refreshing of an entire Districts worth of teacher laptops. He reminded the Board that that the laptops operate on a four year life expectancy, so they do one school building per year. They will be refreshing the teacher laptops in PHS for FY2025.

Mr. Lord commented that they are also looking at the specialty labs. They are requesting to upgrade the both the CAD Lab and the Digital Media Lab at PHS. He mentioned that the labs also operate on a four year life expectancy. He pointed out that the Digital Art Lab uses desktop computers, whereas the CAD Lab has high-powered laptops because of the type of equipment that's in that space.

Mr. Lord said that this will be the District's first official year of its two year implementation. He noted that they are projecting to add 19 Promethean Boards during the summers of 2024 and 2025. At that point PHS would be complete. He mentioned that the District tries to stick to a two year window per building regarding the Promethean Boards. This allows them to keep the technology consistent from classroom to classroom.

Mr. Wilkerson asked what the likelihood was that the model that is introduced in that third year is going to be substantively different from the model introduced in the first year? Mr. Lord said that these are a line of products that is evolving rapidly. He noted that the prices have gone up and that is for two primary reasons. The first, The District moved from a were going with the 65 inch to a 70 inch model. The second, the functionality is where they saw a difference. Mr. Lord added that if the model is no longer available at the end of year 3, then they will have to have to have a conversation regarding switching to PES.

Mr. Lord commented that the largest number on the tech plan is under the District's networking projection. He noted that this would account for the largest portion of the increased rates. He said that the \$200,000 is addressing the District's network switches. He pointed out that this year, the District swapped out its access points. He informed the Board that access points and switches are the two primary components of the District's network infrastructure that allow Wi-Fi throughout the building.

Mr. Lord said that they swapped out 173 access points throughout the District. The \$200,000 is for the switches. He mentioned that the District switches account for approximately 35. The switches are being swapped out at a rate at approximately \$4000 per switch. This accounts for man hours, configuration, installation, peripheral pieces, fiber, uplinks, and transceivers.

Mr. Bressette asked Mr. Lord to speak to him in terms of the switches that match the technology of the access points, and when will they stop being integrated to the degree that they need to be. Mr. Lord commented that that the District's Wi-Fi is six capable. He noted that a lot of the technology is already accepting 6. Therefore, the District is already concerned about when the technology will stop accepting the bands that are lower down.

Mr. Lord added that the District needs to ensure that some of the newer devices and user systems stay up and running and running at their peak performance. He pointed out that there is a chance that if they do not upgrade this year, then there will be technology that is not supported by the District's current switches.

Mr. Lord provided an example of deferring maintenance on one's house. Someone may have a leaky pipe but it is a small leak and they let it go. Next thing the person knows is that the small leak is spiraling out of control. It is no longer a small leak that needs to be fixed, but the surrounding infrastructure of the house. Mr. Lord stressed that the lead time is 26 weeks, he pointed out that they have equipment that was ordered back in December and the items are still on back order.

Ms. Greenwood asked if this was something that could be phased in or does it all have to be done at the same time. Mr. Lord said that a lot of the costs that they are seeing comes from the labor and the configuration. There is a savings for doing it at one time.

Mr. Wilkerson asked who the manufacturer of the switches was. Mr. Lord said that the District is using Aruba products for both the access points and switches.

Mr. Gellar ask if Mr. Lord's reasoning for this amount is because he is concerned that the equipment the District currently has may have some sort of problem. He asked if there is a real concern that if District does not do it in FY2025 then it is facing some serious, more significant problems. Mr. Lord stated that he thought the answer to this question came down to the anticipated life expectancy of the equipment. He added that it was not only in the Pelham School District, but the manufacturers.

Mr. Wilkerson asked if the so are you rebooting switches now? Mr. Lord stated that the switches are sustaining, and acting operationally. Mr. Wilkerson commented that the issue was more than the urgency to the end of life. He pointed out that it is going to be a gradual demise, and may not be catastrophic. But the District would have a loss of network services for at least a full day.

Mr. Gellar asked if this accounts for the any money received for E-rates. Mr. Lord said it does not traditionally, but the District takes it as a reimbursement after it has actually paid the cost.

Ms. Greenwood asked Mr. Lord if the discussed project was considered number one on his list of projects. Mr. Lord stated that this would be number one on his list because it is the thing that he closely controls. He added that the items that he is requesting is directly curriculum based. He pointed out that the projects are directly in the hands of our staff, and affect the teachers.

Mr. Bressette commented that this is the second meeting in a row that they have asked for prioritization. He asked Dr. McGee to get the team together with all stakeholders and rank in order of prioritization. Dr. McGee agreed.

DW Computer Instruction

The first thing that Mr. Lord wanted to draw attention to was 442 - Rental Lease Equipment and it has a reduction of \$1,972.24. He noted that there was a reduction this year because of the projection for student enrollment. Mr. Lord mentioned that this line holds all of the District's Chromebook procurement and leases. He commented that included in the packet was a flow chart that shows what years they swap out the Chromebooks. In FY2025, the District will be swapping out Grades 2, 5, and 9. Based on the projections, they were able to make reduction in budget.

Mr. Lord commented that 580 - Traveling & Mileage has a reduction of \$500. He noted that with the year of data surrounding post-COVID, they have tried to make some appropriate reductions.

DW Technology Services

Mr. Lord stated 275 – Workshops Non-Union has a reduction of \$3,500. He noted that they left \$5,000 in the budget to cover the cost of enrollment in Power School University. Power School University is geared towards the Data Management position or Data Specialist position within the IT department. He mentioned that the full-fledged version of the Power School University is held in a couple of locations and requires travel.

Mr. Lord said that 330 – Professional Services has a reduction of \$5,000. The reduction is because of their bi-annual cyber security audit coming off the budget. Mr. Lord commented that they brought in Port Lighting who was the vendor who actually installed the auditorium in high school. They brought them in for a four hour training session with the Auditorium Coordinator and a few others who were able to attend. This was an increase of \$500.

Mr. Lord stated that 430 – Repairs & Maintenance has a reduction of \$7,311.12. He noted that there was an increase of 15% to the Fortigate firewall service. One of the cables for the projector was malfunctioning in the auditorium. The cost to repair was \$1,000.

Mr. Lord commented that 610 – Supplies has an increase of \$800. The \$800 is for the purchase of stage lamps, and gaffers.

Mr. Lord said that 650 – Software has an increase of \$12,422. He acknowledged that this was a very hard line. The more that the District becomes reliant on software, the more he has to come back and request increases every year. He noted that the bulk of the software that was talking about was more infrastructure based than curriculum based.

Mr. Lord mentioned the technology budgeting forecast, he noted that backup server is actually also slated for replacement in FY2025, per its life expectancy. The Department agreed that this could be pushed back until FY2026. He commented that they needed to continue with the licensure to keep the server running. He noted that it is a based product, and they are paying for the service as the support. Mr. Bressette said that the \$12,000 sounds as if it is an insurance policy associated with extending the replacement for one additional year. Mr. Lord said “Yes.”

Mr. Lord commented that 734 – Equipment Additional has an reduction of \$25,300. He stated that this is the line that they budget the money for the PHS Promethium Boards. He pointed out that the Promethean boards for year one of deployment are captured in the PHS budget, and are offset by the decrease of \$28,000 from this budget. He added that they added a request for two power monitor speakers, which are speakers that sit on the stage for the presenters, or singers to be able to hear everything that would be going out to the audience. The purchase of the speakers would add \$1,200 to the line.

Mr. Lord stated that 738 - Equipment Replacement has an increase of \$32,081.10. He stated that they were able to make some adjustments by having less spare laptops, but they are capturing the replacement of SAU devices, replacement of some Admin laptops, as well as our allotment for UPS maintenance, which are the battery backups. He included the \$200,000 for your network switches.

The overall increase to the Technology Services Budget is \$2,649.37

Mr. Bressette said that a lot of times when he is reviewing the budget, he thinks about what cuts he would make to the budget to offset the items that are priorities. Mr. Bressette commended Mr. Lord for providing a budget that was already level funded. Mr. Bressette thanked Mr. Lord for his hard work regarding his budget.

The Board thanked Mr. Lord for coming to the meeting and presenting the Technology Budget.

E. PSD Special Services Budget:

Kim Noyes, Director of Student Services, and Tara MacDonald, Assistant Director of Student Services, introduced themselves to the Board. Ms. Noyes commented that Ms. MacDonald also serves as the OOD Coordinator, and recognized Kristen Rodrique, Admin Assistant Special Education for her amazing work and helping Ms. Noyes and Ms. MacDonald with their ability to get in and focus on the students and teams.

Ms. Noyes mentioned that she was going to present a budget that was student focused. She stated that they had the opportunity to get to know our programs, get to know our schools, get to know our staff, spend time with students, understand programming, and start forming some ideas. Ms. Noyes commented that the Board would see some increases, but they are all student and program driven.

Ms. Noyes stated that when they could make cuts, they did. They looked at historical data and got rid of things that were not used in years. She mentioned that lines like Supplies, Software, and Programming that had not been used or could not be supported through a federally funded grant was cut or reduced.

DW Special Education

Ms. Noyes mentioned that 275 - Workshops Non-Union has a reduction of \$1,650. She noted that they have a District Wide RBT (Registered Behavior Technician). The RBT works across the District and she also works with a

family to support a student who struggles to come to school. The RBT goes in the morning and supports the student's family to get the student up and moving. The RBT needs to maintain her RBT certification for these types of situations. Ms. Noyes also commented that they have a CPI, which is a crisis model for supporting students who may be in crisis. They have several trainers in the District and anticipate potentially needing to support another person to be a new trainer in 2025.

Ms. Noyes stated that they have a reduction because they were budgeting each year for two new trainers to account for any possible turnover, but they removed that from the budget. They are only accounting for one trainer. She said that 320 - In-District Professional Development is level funded. She noted that this would be their Medicaid training. Ms. Noyes mentioned that they have been partnering with an agency to get the District's processes back in shape. Ms. MacDonald has been going through the District training all the appropriate people.

Ms. Noyes said that 321 - Professional Edu Services was removed as a budget line. 330 - Professional Services has an increase of \$209,825. Ms. Noyes noted that this line item is for students who are in need of specific and specialized service.

Mr. Gellar asked if the \$150,000 is just a moving from one set of services to another. Ms. Noyes said "Yes." Ms. Noyes stated that she talked about the District's partnership with New England Center for Children (NECC). She added that the Board would see that the \$150,000 was two different lines (\$68,000 and \$82,000).

Ms. Noyes said that they are looking at models through the New England Center for Children program and will determine the best fit model so that it fits within the Special Education - District Wide Services.

Mr. Gellar asked about the \$58,000 for Orton Gillingham. Ms. Noyes mentioned that they currently have Orton Gillingham programming in PMS. She noted that it was a programming that was in PES, but transitioned PMS. Ms. Noyes commented that a student receives very specialized programming for his language based learning plan. As the student gets older, it is anticipated that service will decrease by nature of PMS and PHS models.

Ms. Noyes mentioned that the \$58,000 is not new, it was budgeted for FY023, but was removed from the budget in FY2024. The student continued to need the service and it was grant funded because it was an emergency fund for the summer.

Ms. Noyes said that 332 - Tutoring Services has a \$14,412.80. She noted that it can be a fluctuating number over time. There is a significant increase in hospitalization and for students with temporary hospitalization. She added that they have some complicated placements for students.

Ms. Noyes stated that 335 - Legal Services is close to level funded. Lines 421 - Utilities Disposal, 430 - Repairs & Maintenance, and 534 - Postage were reduced because of historical trends. She mentioned that 540 - Advertising increased by \$900. She noted that they are required by law to advertise for what is called the child's find event.

Ms. Noyes commented that 561 - Tuition to Other LEAs increased by \$2,673.51. This is tuition to send a student to another Public School District that has a specialized program for a student with a very specific need. The Pelham School District has five students who were identified as having a need for an Out of District Placement.

Ms. Noyes noted that 564 - Tuition to Private Schools has increased by \$538,087. She stated that 569 - Tuition Residential had a reduction of \$106,274, and 580 - Travel and Mileage remained level funded. 650 - Software had a reduction of \$300.

Ms. Noyes said that 734 - Equipment Additional and 738 - Equipment Replaced were reduced because of historical data. The combined reduction was \$3,500. 810 - Dues and Fees has a reduction of \$10,020.49. This line is the District's multi state billing for Medicaid reimbursement. 890 - Miscellaneous remained level funded. She anticipated at least one student would need a support person as a chaperone to help with the Washington D.C. trip.

DW Extended School Year

Ms. Noyes stated that this is for students who the District has determined that without summer services may present a regression regarding the skills that they have attained over the school year.

Ms. Noyes commented that 330 – Professional Services increased by \$9,000. 561 – Tuition to Other LEAs increased by \$1,128. 564 – Tuition to Private Schools increased by \$90,706.75, 569 – Tuition Residential has a reduction of \$6,980, 610 – Supplies was reduced by \$200 to make it an even \$1,000, and 890 – Miscellaneous remained level funded.

DW Psychological Services

Ms. Noyes mentioned that 275 - Workshops Non-Union has a reduction of \$1,200, 321 – Professional Edu Services has a reduction of \$1,500, 325 – Testing Protocols has an increase of \$1,500, 330 – Professional Services has a reduction of \$114,512.37, 644 – Publications has a reduction of \$200, 650 Software has a reduction of \$500, and 810 – Dues and Fees has an increase of \$480.

DW Speech Services

Ms. Noyes commented that 275 – Workshop Non-Union remained level funded, 330 – Professional Services increased by \$68,005.15, and 430 – Repairs & Maintenance had a reduction of \$200.

DW PT Services

Ms. Noyes said that 321 – Professional Edu Services increased by \$100, 330 – Professional Services reduced by \$17,000, and 734 – Equipment Additional has a reduction of \$1,000.

DW PT Services

Ms. Noyes stated that 275 – Workshop Non-Union had a reduction of \$239, and 734 – Equipment Additional has a reduction of \$100.

DW Special Services Admin

Ms. Noyes mentioned that 275 – Workshops Non-Union remained level funded. 320 - In District Professional Development remained level funded, 534 – Postage was reduced by \$50, 550 – Printing remained level funded, 580 – Travel and Mileage remained level funded, 610 – Supplies remained level funded, 650 – Software had an reduction of \$600, and 810 – Dues and Fees has an increase of \$240.

DW Transportation

Ms. Noyes commented that 519 – Transportation has an increase of \$178,099. She noted that there are 11 students out, and 5 to 7 students receiving individual transportation.

Mr. Bressette asked what the \$8,000 for New Transportation Reimbursement was. Ms. Noyes said that there was a specific situation with a specific student.

Mr. Gellar mentioned that in the past, one of the rationales was given that the District was trying to bring things in house because it is better for the students, but it also gives the District more flexibility with specialists. He asked if the specialists were contracted per student or were they flexible if the District had needs for other students. Ms. Noyes said that the students drive the data.

Mr. Gellar asked if there is potential for things to change between now and the end of January. Ms. Noyes said that the numbers are pretty well fixed. She added that they can never tell the Board for sure that they are not going to have an increase or decrease.

Mr. Gellar asked Ms. Mahoney about the balance in the Capital Reserve Fund for Special Education. Ms. Mahoney said that they do have a fund, but she did not have the numbers. Ms. Mahoney said that she would get the information and they could review it at the next meeting.

The Board thanked Ms. Noyes and Ms. MacDonald for their budget presentation.

F. Policy Review:

The Board reviewed the policies listed below.

i. **First Reading**

1. None

ii. **Second Reading**

1. None

V. Board Member Reports:

i. None

VI. Housekeeping:

A. **Adoption of Minutes:**

i. September 6, 2023 Draft Public Minutes

ii. September 6, 2023 Draft Non-Public Minutes

Mr. Gellar made a motion to approve the School Board Public Meeting Minutes of September 6, as presented; Mr. Wilkerson seconded the motion. The motion passed (5-0-0)

Mr. Gellar made a motion to approve the School Board Non-Public Meeting Minutes of September 6, as presented; Mr. Wilkerson seconded the motion. The motion passed (5-0-0)

B. **Vendor and Payroll Manifest:**

i. 456 \$593,323.76

ii. AP091323 \$ 540,945.11

iii. BFPMS48 \$ 11,063.00

iv. PAY456P \$ 10,258.94

Mr. Gellar made a motion to approve the Vendor and Payroll Manifests, as presented; Mr. Wilkerson seconded the motion. The motion passed (5-0-0)

C. **Staffing Updates:**

i. Leaves:

a. None

ii. Resignations

1. None

iii. Retirements

1. None

iv. Nominations

1. None

VII. Future Agenda Planning:

A. None

- 789 VIII. **Future Meetings:**
790 A. 09/27/2022 – 6:30 pm School Board Meeting @ PES Library
791 B. 10/04/2022 – 6:30 pm School Board Meeting @ PES Library
792

793 IX. **Non-Public Session:**

794 Mr. Gellar made a motion to enter Non-Public session under RSA 91-A:3, II (i) – Emergency Operation Plan review at
795 9:08 pm.; Ms. Greenwood seconded the motion. The motion passed (5-0-0)
796

797 **Roll Call:**

798 Troy Bressette – Yes
799 Thomas Gellar – Yes
800 Darlene Greenwood – Yes
801 John Russell – Yes
802 David Wilkerson – Yes
803

804 X. **Reentered Public Session:**

805 9:37 pm
806

807 XI. **Adjournment:**

808 Mr. Gellar made a motion to adjourn the School Board Meeting at 9:38 pm; Ms. Greenwood seconded the motion. The
809 motion passed (5-0-0).
810

811
812 Respectfully Submitted,
813 Matthew Sullivan
814 School Board Recording Secretary
815