

**Pelham School Board Meeting
September 27, 2023
Pelham Elementary School
6:30 pm**

In Attendance:

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

Superintendent: Chip McGee

Assistant Superintendent: Sarah Marandos

Business Administrator: Deb Mahoney

Absent: John Russell

Also in Attendance: None

1. Call to Order:

a. Mr. Bressette called the meeting to order at 6:31 pm and requested that everyone stand for The Pledge of Allegiance.

b. Public Input @ 6:32 pm:

Public Input closed at 6:33 pm.

1. Opening Remarks:

Superintendent:

Superintendent Chip McGee handed the Opening Remarks to Assistant Superintendent Sarah Marandos because the District had a lot of Professional Development and parent events. Dr. Marandos mentioned that the District had Elizabeth Englander present on Raising Resilient Students in the Digital Age last week. She commented that the recording was sent out by Dr. McGee last Friday so that parents could watch it.

Dr. Marandos commented that the District had Lynn Lyons present to the community on Managing Anxiety for Families on Monday. The presentation was a follow-up to her staff presentation during the first few days of school. Dr. Marandos stated that as part of Suicide Prevention Month, today for early release, the District had Shannon Hebert and Brian Driscoll, two mental health counselors, present NAMI (National Alliance on Mental Illness) training to its secondary staff. Dr. Marandos commented that they did an excellent job, and on October 25 at 6:00 pm at PHS, they will be doing a parent presentation on Suicide Prevention.

Dr. Marandos stated that in early November, the Grade 9 students will participate in the Science of Suicide. She mentioned that important topics were being presented.

Mr. Bressette thanked Dr. Marandos for letting the Board know what was happening in the District. He added that Lynn Lyons was fantastic, and they appreciated the chance to see her live. Mr. Bressette asked Dr. McGee if he had a follow-up to the Opening Remarks. Dr. McGee mentioned that he can include these updates and a schedule of trainings and workshops this year. He added that as a parent, he goes to these sites and talks because it is helpful information.

2. Presentations:

a. No Presentations

3. Main Issues / Policy Updates:

a. **The Fiscal Year 2023 Budget Presentation:**

58 **i. Executive Summary:**

59 Superintendent Chip McGee mentioned that he would start by walking through the Executive Summary, getting
60 the key points, and then speaking about the changes he made from what the Board previously saw. Dr. McGee
61 commented that hundreds of thousands of decisions go into developing the budget, and it takes the entire District
62 Leadership Team and Professional Staff to put the budget together. Dr. McGee said he would present an overall
63 General Fund budget of \$40,537,729.
64

65 Dr. McGee stated that using the exact comparisons that the Board was using during the budget process compared
66 to the fiscal year adjusted budget, it is up \$755,722, which is 1.9%. Dr. McGee stressed that they were striving
67 towards zero when they began the process. They could not get there, but the budget is lean, a little over \$200,000
68 less than what each Department presented to the Board.
69

70 **ii. Enrollment Projection:**

71 Dr. McGee commented that he had an enrollment update. He prefaced by stating that he has not projected yet
72 because they do that on October 1. He said the Board would receive the official projection at the next meeting. The
73 current enrollment numbers need to be considered official.
74

75 Dr. McGee said that the District went from enrollment on October 1, 2022, of 1690 students to this year 1647
76 students. He noted that it is the same decline they anticipated last year and the same decline that NESDEC
77 provided the District. Dr. McGee said that he would go into further analysis at the October 4 meeting.
78

79 **PHS:**

80 Dr. McGee mentioned that because the enrollment continues to decline, the Administration has made some
81 difficult staffing decisions. The first staffing decision is at PHS, where the most significant impact this year is
82 reducing the Special Education Teacher position by one full-time equivalent (FTE). Dr. McGee stated that this
83 position is currently unfilled and was reassigned for IEP purposes to hire a nurse that they needed in the
84 Preschool Program. He noted that this is within the Special Education Budget, so they kept it Special Education.
85 Given the current staffing levels, Dr. McGee stressed that the Special Education and Case Management
86 responsibilities at PHS are covered.
87

88 Dr. McGee mentioned that the Board will see one less Science Teacher in this budget, but it is because they have
89 already reallocated the position. He reminded the Board that the District had higher than anticipated
90 Kindergarten enrollments and needed an additional Kindergarten Teacher. Dr. McGee said that the Teacher is on
91 staff and teaching. The position is funded through the District's commitment this year not to support the Science
92 Teacher position, and that is proposed in the budget as a move.
93

94 Dr. McGee stated that they also intend to reduce one Business Teacher at PHS next year. He noted that this means
95 they are going from four positions down to three. This will be achieved through retirement, given the District's
96 enrollment projections and what they look at regarding course request trends. Dr. McGee said they are confident
97 this will not reduce the program for any student. He acknowledged that this meant there would be one less
98 Teacher in the Business Department.
99

100 **PMS:**

101 Dr. McGee stated that PMS has gone through reductions in the last two years, but they are anticipating no change
102 up or down.
103

104 **PES:**

105 Dr. McGee mentioned that a full-time nurse is currently filled at PES, so that they will have that in the budget. The
106 Kindergarten Teacher is also in the budget, funded through the reassignment. Whichever Kindergarten class has
107 the general IA, which is a requested staffing addition for FY2025. Dr. McGee commented that these changes are
108 complicated, but the District is lucky that they can make the changes through attrition.
109

110 Mr. Wilkerson entered the meeting at 6:40 pm.

111
112 **iii. Fixed Costs:**

113 Dr. McGee stated that he sees three significant cost drivers for FY2024. The drivers are:

114
115 1. **Pelham Education Association (PEA) –**

116 The PEA Contract is currently under negotiations and will be presented to the Board, the Budget
117 Committee, and the Town as a separate warrant article. The amount is to be determined.

118
119 2. **Special Education Out of District (OOD) Costs –**

120 Special Education Programs increased significantly. This program is driven by Out-of-District (OOD)
121 tuition for day programs, Extended School Year (ESY), and related transportation costs. The amount is
122 \$924,147.

123
124 3. **Technology –**

125 The Technology Plan, the District's Future Ready Plan, includes necessary replacements of significant
126 network infrastructure. The amount is \$70,381.

127
128 Dr. McGee mentioned that this totals \$994,528, more than the \$755,722 overall budget increase. The District
129 made reductions in other areas to keep the overall increase driven only by its fixed costs.

130
131 **iv. Programmable and Operational Considerations for FY2025:**

132 a. **Math Instruction** – Dr. McGee mentioned that they are in year three and have made significant investments
133 already, but not part of this budget. The Math Coach, Math Pro, and Math Textbook Materials. He commented
134 that there are no material budget changes required at this point.

135
136 b. **Belonging/Making Pelham One of the Best Places to Work** – Dr. McGee mentioned their goal for culture
137 and belonging and making Pelham one of the best places to work. Some minor changes came up during the
138 Human Resources presentation and in mentoring. The real driver here, from a budget perspective, is the
139 contract.

140
141 **Technology, Instructional Materials, and Capital Maintenance** – Dr. McGee commented that it is essential to
142 remind the Board and the community that technology and structural materials used to be called textbooks and
143 capital maintenance.

144
145 Regarding the buildings and grounds, they have plans that they are committed to maintaining. Dr. McGee said that
146 he wanted to speak specifically to technology because there have been a couple of significant changes that he
147 wanted to make sure was clear. He stressed that they continue to be committed to their 1:1 program. The District
148 was able to trim some of the Chromebooks based on the enrollment numbers. Dr. McGee commented that while
149 they are looking to update the CAD and the Digital Art Labs, they were able to trim the number of computers for
150 the CAD Lab down to enrollment projections.

151
152 Dr. McGee added that the program is to replace the projectors at PHS with Promethean Boards. They're just large
153 touchscreen display panels. He mentioned that they reduced the number of Promethean Boards from 19 to six.

154
155 **Salary and Benefits**

156 Dr. McGee stated that they tried to be very modest regarding their requests. He commented that one of the
157 priorities is to make the Pelham School District a great place to work. Dr. McGee said that he would like to do the
158 following:

- | | | |
|-----|--|---------|
| 159 | 1. Increase the Mentor stipend from \$500 to \$700. | \$9,705 |
| 160 | 2. Add a stipend for a Dean of Counseling and Dean of Wellness at PHS. | \$5,108 |
| 161 | 3. Increase Team Leader Stipend to \$2000 each. | \$6,895 |
| 162 | 4. Increase Department Head Stipend to \$2000 each. | \$5,108 |
| 163 | 5. Increase Academic Dean Stipends to \$2000 each. | \$5,108 |

Dr. McGee walked the Board through the Health Insurance section. He noted that, typically, health insurance is a key driver. The District's anticipated bill for health insurance next year is the estimated increase from Health Trust by 15%. Yet, it is still going to be down \$19,028.

Dr. McGee said that the adjusted budget for FY2024 was almost \$5 million. The bill that the Pelham School District is paying for health insurance this year is nearly \$5 million, and with a 15% increase, that would have been an additional \$750,000.

Dr. McGee stated that they made a change for non-affiliated staff to the offerings with the larger participation in premium sharing. This means that across the Board, the premium share is now at 80%. The District also offers a plan with a deductible called Site of Service. Dr. McGee commented that the District shifted the savings to the salaries. The salary adjustments totaled \$131,842 for FY2025.

Dr. McGee commented that this is an opportunity for the District Leadership Team to implement their vision and leadership goals through the budget. Dr. McGee noted that he made one change to the Capital Improvement Plan and recognized that the Board would be interested in the impact of the solar project. Dr. McGee stated that neither of these would be addressed.

Dr. McGee said he would review the FY2025 Level 2 Superintendent Budget changes.

v. FY 2023 Budget Detail Report by Function:

Superintendent Chip McGee presented the School Board with the Level Two Superintendent Budget Reduction/Adjustment document. Dr. McGee reviewed the budget reductions and adjustments using the budget detail report.

District-Wide

Dr. McGee commented that the first Superintendent Adjustment was under Regular Education Programs. He said that they had recess duty in two places. Ms. Mahoney confirmed that was correct; she added that because they have not been able to fill the recess monitor positions, they had a new expense this past year for recess duty at PES, which was pretty significant. Ms. Mahoney mentioned that she realized they would have paid that extra cost if they had filled the recess monitor positions. They calculated the difference and took a reduction there.

PES

Dr. McGee said that the next reduction is a piece of software that will be no longer needed or under demand next year. He also reduced SEL supplies, and they have an addition. They missed one Kindergarten fee because they have seven sections, not six.

PMS

Dr. McGee commented that they had some replacement materials for the gymnasium that the project would cover, not the operating budget. Dr. McGee mentioned they had the incorrect rate for the Babysitter Certification Training taught in the FACS class. The rate was corrected.

PHS

Dr. McGee mentioned the following lines are all the Business Teachers he discussed earlier. Dr. McGee said that they were able to find a set of reductions, including Turn It In software, which has been an anti-plagiarism software. The proposed picnic tables, bookshelves, and 3D printers were removed from the budget.

Special Education

District Wide

Dr. McGee commented that the Special Education budget was up significantly, so he asked the Director of Student Services to look at places where they might be over-insuring themselves. Ms. Noyes suggested lumping visual impairment, mobility, feeding, swallowing, and vocational evaluations. And this is where the reductions came

from.

The next reduction is the part-time Reading Specialist position at PHS. This was where they knew it was already an offset for contract service, so they removed that from the budget. Ms. Mahoney commented that they had a position to fill this contracted service, which is still in the budget. Dr. McGee said that the other reductions were in supplies. Ms. Mahoney stated that the \$25,000 reduction was for Tutor services.

Athletics

PES

Dr. McGee mentioned the item removed from the budget was the tiger mascot for \$1,200. Mr. Bressette stated that this sounded like an excellent opportunity for the PTA, PTSA, or Booster Club to get involved.

PHS

Dr. McGee said they looked at the past practices and were confident they could do \$36,000 instead of the \$40,000. He noted that the reduction of \$4,000 was from Supplies.

Speech Services

Dr. McGee stated that they were able to reduce the supplies budget. He noted that they should have included the services from Parker Academy (OOD) in the original budget.

Facilities

Dr. McGee commented that the security cameras would be excellent, but as the Superintendent and Chair of the Emergency Planning Committee, not having the security cameras is not a risk.

Computer Technology

District Wide

Dr. McGee stated that the \$45,045 is a reduction in the Promethium Board purchase. Because the Promethium Boards are not being purchased, the Board added Projector Maintenance to the budget. \$5,000 was reduced from the CAD Lab, and \$3,200 was added for the PMS Grand Opening Event.

Ms. Mahoney said that they put out a bid and signed a contract for a one-year supply contract. They signed that with Constellation. As a result, they reduced the electrical rates for the fiscal year 2025 because a portion of that year is now fixed, and they know what those numbers are as opposed to being estimated. Mr. Bressette commented that the current competitive supply contract was up in a couple of months. Ms. Mahoney preempted that and got a new one running a year out from November 1. Mr. Bressette asked if there was solar consideration. Ms. Mahoney confirmed that there was no solar consideration, but they had a subcommittee discussion, and there is no solar in the Superintendent's budget.

Emergency Management

Transportation

Dr. McGee said that the Board would see a reduction of \$5,000 for money that was earmarked for homeless transportation. Given the history, Dr. McGee added that he was confident they did not need it. Dr. McGee noted that, unfortunately, the Board would see a \$100,000 increase because of the Out-of-District (OOD) Placement.

Dr. McGee also added one field trip per Grades 1 through 5 transportation and one field trip per Grades 6 through 8. The funds are proposed to help augment field trip activity.

Dr. McGee said that Facilities presented a capital plan for paving the access road between PES and PHS. The cost was \$47,000, and he removed it from the budget. The total reduction overall was \$229,228.73 from the proposed budget.

Ms. Mahoney commented Dr. McGee had talked about the insurance and how they budgeted a 15% estimated number for them to get the budget out by last Friday. She mentioned that they received a call on Friday and have

some projected numbers that Health Trust still needs to vote on. The Finance Committee is recommending this to be voted on by their Board, and the District is looking at an 8.6% GMR and a 4.7% increase to the dental. She noted that they projected 15% for health and 5% for dental.

Ms. Mahoney said she would have this ready for the Board next week.

Ms. Mahoney stated that they are in year two of the New Hampshire Retirement and that the rate they provide to the District is good for two years. The District also has a two-year contract on our ancillary life insurance. The District's maximum contribution assurance program rate increase of 9% regarding Worker's Compensation.

Questions

Ms. Greenwood asked about the field trip buses and whether this was new. Dr. McGee said that he was advocating for funds to help offset the cost of the bus to make field trips easier to have. Ms. Greenwood acknowledged that field trips are important to the community but was concerned about including them in the budget.

Mr. Bressette pointed out the difference between the cost of transportation and access fees to get into certain places. Sometimes, the cost of a field trip can be prohibitive for individual families. Ms. Mahoney mentioned that the transportation cost per student is \$15 in grades 1 through 5 and 6 through 8.

Ms. Greenwood asked about the two new Deans at the PHS. She asked if Dr. McGee felt he could not reduce it to one Dean. Dr. McGee said that the request that did not make it onto the table was to add to the scheduling for all Deans at the PHS and provide more time for support and instructional leadership.

Dr. McGee said that one Dean is for Counseling, and the other is for Wellness. He noted that Physical Education, Health Department, and FACS would be under one umbrella. This leaves Technology and the Business Department under another umbrella.

Mr. Bressette asked if the Wellness Dean's responsibilities include serving on the Wellness Committee. Dr. McGee said that it could be, but in terms of the structure of the school and District, he said "No."

Ms. Greenwood asked if the Dean of Guidance would be responsible for budgeting, purchasing, and representing them on the council. Dr. McGee agreed and added that the Dean would also be responsible for sharing information. Dr. Marandos said the Dean of Counseling currently works with the other Counselors. They do many parent nights within counseling, sharing information and all of the assessment testing that the District does.

Ms. Greenwood requested assurance that one less Business Teacher would not affect programming. Dr. Marandos said that given their current enrollment and projected decreasing enrollment. The District could continue to provide all its College credit experiences and other course requirements with three teachers.

Mr. Wilkerson mentioned that when the Board looks at the increases in Special Education, most of those expenses are statutory; is that correct? Dr. McGee said, "Yes." Mr. Wilkerson commented that he wanted to make that point for the benefit of somebody looking at the budget and believing that the Board could trim something from Special Education.

Mr. Bressette asked whether these numbers are known or projected regarding the Out-of-District (OOD) placements. Dr. McGee said everything under residential, which is very expensive, is known. He added that all but one of the day programs are known. Mr. Bressette noted that the District has a Capital Reserve Fund available for Special Education purposes should the need arise.

Mr. Gellar mentioned that the District also has a policy that says if the District ever has surpluses in the Special Education budget, the Board must approve before the funds are moved to another area.

Mr. Gellar asked if the District was asking for these funds to offset the costs that the students' families would bear. Dr. McGee said, "Yes." Mr. Gellar commented that he was concerned because this would not be a one-time thing. It is a significant change in how they would do something.

Ms. Mahoney commented that if the District did have a student who had a hardship and could not afford to go on the trip, some student activities funds are available at the Principal's discretion.

Mr. Bressette mentioned that he was on page one of the detailed Budget report by function. He noted that they have allocated daily substitute salaries for the current fiscal year and long-term substitute salaries of \$235,000 combined. He commented that there is a note in here that says the budgeting for the fiscal year 2025 is based on the fiscal year 2023 actuals. Ms. Mahoney commented that the fiscal year 2023 actuals were \$156,000; in 2022, it was 151,835. The long-term substitutes in fiscal year 2023 were \$83,459.54, fiscal year 2022 was \$57,882.30, and fiscal year 2021 was \$262,727. The three-year average is \$116,000.

Ms. Mahoney said she would get Mr. Bressette the expenses he could not find.

Mr. Bressette moved to page 13, 1100, Regular Education Programs. He asked for more information regarding line 640 - Textbook Replacement. Mr. Bressette noted that they have funds allocated on a grade-by-grade basis and individually. Dr. McGee said he could only speak in general terms across those four grades. The District invested in a significant reading program two years ago, and one of the things this allows is to buy text related to the program's themes that they may not have previously.

Mr. Bressette asked how many vacant IA positions the District had. Ms. Mahoney said they hired three IAs in the last week and a half. Two will fill vacancies at PES, and one will fill a vacancy at PMS.

Mr. Bressette asked if it was possible to slim that count even further. Dr. McGee said he could not talk about that live, but it was excellent feedback.

Mr. Bressette mentioned that Page 74, Line 232, says responsibility pool, TGIF, School Improvement, and HRS. He asked what it was and why it was there. Ms. Mahoney said that if the Board looked at the 110 salaries line, there is a responsibility pool salaries required by the CBA.

Ms. Mahoney said that TGIF is Teachers' Grants and Incentive Funds, which is in the current CBA, and School Improvement salaries is also in the CBA. She stated that they totaled those and then calculated the New Hampshire Retirement Benefit for those salaries.

Mr. Bressette went to page 76, 2212 Instructional and Curriculum Development, line 110 – Salaries. He asked if the District is basing its fiscal year 2025 request on 2023 actuals. Should they be asking for \$14,700 rather than \$25,200? Dr. McGee said that if they were basing it on fiscal year 2023, the answer would be yes. Last year, the fiscal year 2024 budget was proposed because of the necessary investment in curriculum development by Teachers, Curriculum Revision, Assessment Revision, and Structural Practices Revision outside of the school year.

Dr. Marandos stated that with this increased funding this upcoming year, they are holding a four-day institute at the end of the school year. Last year, they did it and used some grant funding to pay for it.

Mr. Bressette said he was on page 83 and looking at 2225 Computer Technology. Mr. Bressette mentioned that he knew that they modified the replacement plan to account for a smaller number of Promethean Boards. He asked about any further phasing in or spreading out of the Technology Replacement Plan, such as laptops.

Mr. Bressette mentioned that they were doing 80 for all Teacher laptop replacements. He asked if there was an opportunity to phase the laptops over a few years.

Dr. McGee said they had a long internal discussion about the Teacher replacements and an \$800 device that they currently have on a minimum of four years replacement. The issue has been on the challenge of the laptops holding a charge for mobility and their ability to handle necessary upgrades.

Mr. Gellar commented that he was concerned about how much of an increase the IT is. He pointed out that the more the Board pushes items out, the worse it gets later. The question is whether the items are needed. He added that if the District continued to push purchasing items down the road, they would suddenly have a \$400,000 increase because they last purchased things three years ago.

Mr. Bressette asked what Dr. McGee's thoughts were regarding phasing that adjustment over two years instead of one year. Dr. McGee stated that he was always open to that option but would note that this part of the budget is annual, and the District would be faced with the question of their commitment every year.

Mr. Bressette moved to page 109, District-Wide Ground Services, line 738. He commented that there was a request for a replacement of the District truck, and the quote was \$58,000. He asked if the quote was for a new or used truck. Ms. Mahoney said that she believed it was for a new truck, which included a plow kit. They received the quote in July 2023; they will only purchase it in July 2025 if the budget is passed. The quote was for budgetary reasons only.

Mr. Bressette commented that he has driven into the PES parking lot thousands of times and never thought there were issues with the lot. He pointed out that any issues with the parking lot can be corrected with some spot-by-spot repairs. He asked Dr. McGee to talk about how detrimental the parking lot is. Dr. McGee mentioned that repaving the PES parking lot is part of the CIP Plan.

Dr. McGee commented that this is part of the scheduled CIP Plan; they can provide additional details, but he did not have them in front of him. He acknowledged that he did not feel comfortable changing the Capital Improvement Plan. Dr. McGee said he would get the Board information on the CIP Plan regarding the parking lots. Ms. Mahoney said the cost to repave the parking lot is \$250,320.

Mr. Bressette asked the Board to review page one of the grant funds. He stated that there is a person who appears twice with different descriptions. He was curious why that was. Ms. Mahoney said that the project is based on what is in the actual system, and they have two positions:

- a. PMA - a tutor that goes to the Presentation of Mary
- b. A tutor who works at PES.

Ms. Mahoney said that this person services both of those positions, and they have different coding in the District's software with the grants.

Mr. Wilkerson commented that the Superintendent's Budget has been aggressive this year. Mr. Bressette agreed that the budget has a limited amount to chip away at. He added that a lot of hard work has gone into this, and it was evident throughout the process, from individual building-level presentations. Mr. Bressette mentioned that the Department Heads did a fantastic job presenting their budgets and answering the Board's random questions.

The Board discussed how they would prepare for next week's budget.

Ms. Mahoney said that each Board member should send her the information, and she will make a list and put it in order of page number, similar to last year. She added that there are often identical topics, so that she will put the members initials in the first column. Ms. Mahoney said the final information should be sent to her by Tuesday, October 3. On Wednesday, the Board would vote on the School Board's budget.

The Board discussed whether Ms. Greenwood would find the stipend information regarding Department Heads.

4. **Pelham Memorial School Update**

Dr. McGee mentioned that the students and staff are using the new facility while the contractors are making enormous strides on the second floor. They are close to hanging the drywall on the new walls, and the mechanicals are far along.

Dr. McGee said that BP&S had switched the temporary switchgear out and put the permanent one in. BP&S has found a new place for the temporary switchgear. Dr. McGee stated that a great deal of work is happening to finish the project. He noted that the grounds, the softball field, and all the landscaping were complete. The District needs the new grass to grow and settle. He added that getting the grass well-established would take all this fall and the next growing season.

Dr. McGee said the Science towers are close but still need to finish the exterior panels that give that finished look. The roof lines have yet to be finished; they are coming in the next couple of weeks so that they will have a complete look.

Dr. McGee mentioned that the District has spent over 75% of the funds for the project and is still managing the budget. He noted that they anticipate a switchover of the floors, probably during the Christmas holidays. This means that the first-floor classes will move to the second-floor as soon as it's available. Once the second floor is occupied, they can begin renovating the first floor.

Ms. Greenwood asked about the lettering in front of the school. She noted that the lettering looked dingy compared to all the new things in the building. She wanted to know if there was a plan to remove the lettering, clean them up, and put them back up. Dr. McGee said, "Yes." He added that the whole facade will look immaculate at the end.

Mr. Gellar asked about the temporary switchgear. Dr. McGee commented that the District rented it until the permanent switchgear arrived. BP&S bought the parts for the switchgear and will resell it themselves. Ms. Mahoney said the change order is coming for how much the temporary switchgear cost to lease.

Mr. Gellar mentioned that the project's budget is about 75% spent, and they have \$7 million left. He asked if they were still in good shape with the budget and that there were no surprises. Dr. McGee said that they are doing okay on that. He added that they have fought hard to keep the contingencies in place in case of surprises. He acknowledged that the District's contingency has been hit hard. Dr. McGee reminded the Board that the Construction Manager's side has a contingency fund as well.

Ms. Mahoney stated that they have a budget meeting next month to review everything. They will start looking at the budget in detail, ensuring everything is as they expect. She noted that the October report will be pretty clean.

5. **Deputy Treasurer Board Approval:**

Mr. Bressette stated they have a letter from the District's Treasurer, Arlanna Garcia, who recommends appointing a Deputy Treasurer. Ms. Mahoney mentioned that the District has had a practice of having a Deputy Treasurer in place for the District should the Treasurer be unavailable. This practice reduces the chance of interruption in operations. She commented they were very happy to have Desiree Morel interested in filling that Deputy Treasurer role. She and Ms. Garcia have connected, so they would like the Board to approve the recommendation from the District Treasurer.

Ms. Greenwood asked if it was a paid position. Ms. Mahoney said that it was not.

Mr. Gellar made a motion to approve the recommended appointment of Desiree Morel as the Deputy Treasurer. Mr. Wilkerson seconded the motion. The motion passed. (4-0-0)

The Board thanked Ms. Morel.

480 **6. Board Member Reports:**
481 i. David Wilkerson –
482 Mr. Wilkerson commented that he was at the Budget Committee last week, and one of the topics brought up was
483 whether to record the vote of the Budget Committee. The question at the Budget Committee meeting was whether
484 they should say “Approved by the Budget Committee” with no vote tally or include a vote tally. Mr. Wilkerson
485 believed that the momentum is trending towards including the vote tallies.
486
487 Mr. Wilkerson mentioned that he was curious to know if there was an alternate for his position on the Budget
488 Committee. He cannot attend the meeting on Thursday, September 28. None of the Board members present could
489 attend the Budget Committee meeting. Mr. Bressette said they would double-check the organizational chart and
490 see if there was an alternate.
491
492 Ms. Mahoney said the School Board did not include the tally last year. Dr. McGee said that there is no alternate for
493 the Budget Committee.
494
495 **7. Housekeeping:**
496 a. Adoption of Minutes
497 i. September 13, 2023 – Draft Public Minutes
498 ii. September 13, 2023 – Draft Non-Public Minutes
499
500 Mr. Gellar made a motion to adopt the September 13, 2023, Public School Board Minutes.; Mr. Wilkerson seconded the
501 motion. The motion passed (4-0-0)
502
503 Mr. Gellar made a motion to adopt the September 13, 2023, Non-Public School Board Minutes, as amended; Mr.
504 Wilkerson seconded the motion. The motion passed (4-0-0)
505
506 b. Vendor and Payroll Manifests
507 i. AP092723 \$882,834.25
508 ii. BFPMS49 \$ 67,618.11
509 iii. BFPMS50 \$1,188,092.04
510 iv. PAY457P \$291,162.01
511 v. 457 \$632,083.19
512
513 Mr. Wilkerson made a motion to accept the Vendor and Payroll Manifests as presented. Mr. Gellar seconded the
514 motion. The motion passed (4-0-0)
515
516 c. Correspondence & Information
517 i. Capital Reserve Fund and Expendable Trust Funds
518
519 Ms. Mahoney, the information is included in your packet. A list of the Capital Reserve Funds and Expendable Trust
520 Funds.
521 1. Special Education –Capital Reserve - \$221,514
522 2. Building and Grounds Reno & Improvement - \$ 81,038
523 3. ADA Modification Fund - \$ 8,222
524 4. Robinson Tennis Courts - \$ 5,084
525 5. School Building Maintenance - \$336,735
526
527 Ms. Mahoney said that the Trustees send the Board a report, and the auditors go through and use the investment
528 status rates to them.
529
530 Mr. Gellar asked a question regarding the Robinson tennis courts. Ms. Mahoney said the tennis courts were
531 established in the 70s for the previous tennis court. They were established to maintain the tennis courts, and then
532 the District replaced them and continued to use the funds to sustain the new tennis courts.

Mr. Gellar commented that these funds have been there for a number of years, and he wanted to know if they were being augmented at certain times. Ms. Mahoney said that the only way that the fund increases is through interest earned. Ms. Mahoney added that she had not seen any deposits towards this fund.

Mr. Gellar mentioned that they applied for this fund when they were doing cameras and surveillance. Ms. Mahoney commented that when there are expenditures that this fund could offset, she would bring that proposal, and the Board would approve it. At that point, the District would ask the Trustees to reimburse the District for an expense that applies to this fund.

d. Enrollment Report

i. None

e. Staffing Updates

i. Leaves:

a. None

ii. Resignations:

a. None

iii. Nominations:

a. None

8. Future Agenda Planning:

a. None

9. Future Meetings:

- a. 10/04/2023 – 6:30 pm School Board Meeting @ PES Library
- b. 10/18/2023 – 6:30 pm School Board Meeting @ PES Library

Mr. Bressette thanked everybody for participating, including the PT crew.

10. Adjournment:

Mr. Gellar made a motion to adjourn the School Board Meeting at 8:10 pm; Mr. Wilkerson seconded the motion. The motion passed (4-0-0).

Respectfully Submitted,
Matthew Sullivan
School Board Recording Secretary