



Pelham School Board Meeting Agenda

August 30, 2023

Meeting - 6:30 PM

PES Library

AGENDA

I. PUBLIC SESSION

A. Opening

1. Call to Order
1. Pledge of Allegiance
2. Public Input/Comment - The Board encourages public participation. Our approach is based on Policy BEDH which includes these guidelines:
 - a) Please stay within the allotted three minutes per person;
 - b) Please give your name, address, and the group, if any, that is represented;
 - c) We welcome comments on our school operations and programs. In public session, however, the Board will not hear personal complaints of school personnel nor complaints against any person connected with the school system;
 - d) We appreciate that speakers will conduct themselves in a civil manner.
3. Opening Remarks : Superintendent and Student Representative (when selected)

B. Presentations (if necessary)

C. Main Issues

1. Board Offices
 - a) Explanation: The Board needs to select a vice chair for the remainder of the term.
 - b) Materials: None.
2. Energy Usage Update
 - a) Explanation: Representatives from Energy Efficiency Investments (EEI) will provide an update on the performance of their program in the district and answer questions.
 - b) Materials:
 - (1) Report
3. Fiscal Year 2025 Budget Presentation
 - a) Explanation: Superintendent McGee and Business Administrator Deb Mahoney will present the first set of administrator level budgets to the

School Board. Director of Human Resources Toni Barkdoll will attend to present her portion of the budget.

b) Materials:

- (1) Budget Development Guidelines FY25
- (2) Budget Development Schedule FY25
- (3) FY25 Budget Segments:
 - (a) SAU
 - (b) School Board
 - (c) Curriculum
 - (d) Transportation

4. DOE-25 and MS-25 reports for signature

- a) Explanation: Business Administrator, Deb Mahoney, will provide the reports for School Board review of prior year financials. Board members will be asked to sign documents for submission to the state government.
 - (1) DOE-25 (to be added Monday)
 - (2) MS-25 (to be added Monday)

5. Pelham Memorial School Project Update

- a) Explanation: Superintendent McGee will update the Board regarding the Pelham Memorial School project. This is a two month update.
- b) Materials:
 - (1) July and August Update

6. Goals

- a) Explanation: Superintendent McGee will provide the Board with a revision of the draft goals for the 2023-24 school year. He is seeking Board approval.
- b) Materials
 - (1) Draft Goals for 2023-24

7. Policy Review

- a) Explanation: The Policy Committee is presenting the following policy changes for consideration.
- b) Materials:
 - (1) First Read - none
 - (2) Second Read - none

D. Board Member Reports

E. Housekeeping

1. Adoption of Minutes

- a) 2023.08.14 Draft School Board Minutes (will be added Monday)
- b) 2023.08.14 Draft Non Public Minutes (will be added Monday)

2. Vendor and Payroll Manifests

- a) 454 \$174,012.74
- b) PAY454P \$ 5,720.52

3. Correspondence and Information
4. Enrollment Report
5. Staffing Updates

- a) Leaves
- b) Resignations

(1) Samantha Wallack

Teacher-Math

PMS

- c) Retirements
- d) Nominations

F. Future Agenda Planning

G. Future Meetings

- | | | |
|-----------------------|----------------------|--------|
| 1. September 06, 2023 | School Board Meeting | 6:30PM |
| 2. September 13, 2023 | School Board Meeting | 6:30PM |

H. Non Public Session 91-A:3 (II) (i)

1. Emergency Planning

Rules for a non public session 91-A:3 (II)

II. Only the following matters shall be considered or acted upon in nonpublic session:

- (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.
- (b) The hiring of any person as a public employee.
- (c) Matters which, if discussed in public, would likely adversely affect the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.
- (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.
- (e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.
- (f) [Repealed.]
- (g) Consideration of security-related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- (h) Consideration of applications by the business finance authority under RSA 162-A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety

officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.

- (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.
- (l) Consideration of legal advice provided by legal counsel, either in writing or orally, to one or more members of the public body, even where legal counsel is not present.
- (m) Consideration of whether to disclose minutes of a nonpublic session due to a change in circumstances under paragraph III. However, any vote on whether to disclose minutes shall take place in public session.

*Updated on 01/27/2023

PELHAM SCHOOL DISTRICT
SCHOOL BOARD MEETING DATE 2023.08.30

AGENDA ITEM: EEI ANNUAL ENERGY PERFORMANCE YEAR 2 & 3

ACTION _____ **PRESENTATION** **X** **INFORMATION** _____
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BACKGROUND:

Back in 2019, the District engaged with Energy Efficiency Investments (EEI) to replace district equipment including lighting, transformers, controls and boilers at PES, and controls at PHS, in order to reduce energy consumption. We secured an energy performance lease to fund the investment, through the use of budgetary savings. The equipment installation was completed in 2019. As part of the contract with EEI, we receive an annual summary report. The 2020 report was presented to the School Board in June of 2021.

EEI is here to share Year 2 (FY21) and Year 3 (FY22) performance results and answer questions you may have. Generally, we have been running ventilation systems for additional time from March of 2020 as a part of our response to the COVID-19 pandemic. This significantly increased energy usage in a manner that was not included in the original projections with EEI. Nevertheless, we have improved our performance from Year 2 to 3. We continue to work toward improvement in our management of systems for building occupancy and use.

Attached are the executive summary sections of each of the reports. The final 100+ pages list the percentage of use for each HVAC unit for each month of the 12-month period. The full report is available for those interested.

FISCAL IMPLICATIONS: As presented

RECOMMENDATION: n/a

Presented by: Mike Davey and Dallas Menard of Energy Efficiency Investments



**Energy Performance Contract
Guarantee Reconciliation Report - Year 2
Performance Period: 2021**

SAU28 | Pelham Schools

Pelham NH



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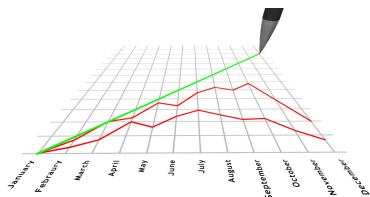
Executive Summary



Operational changes that affect energy savings



Contract Results



Historical Performance



Executive Summary

EEI is located in Merrimack, NH, and has a proven track record of designing and implementing energy improvements to mechanical systems, building controls systems, insulation, and renewable systems. EEI is also an approved energy management contractor with, Eversource, Liberty Utilities, and Unitil in New Hampshire.

EEI has developed a plan which could reduce annual energy expenditures in the district by more than **\$140,000 per year**.

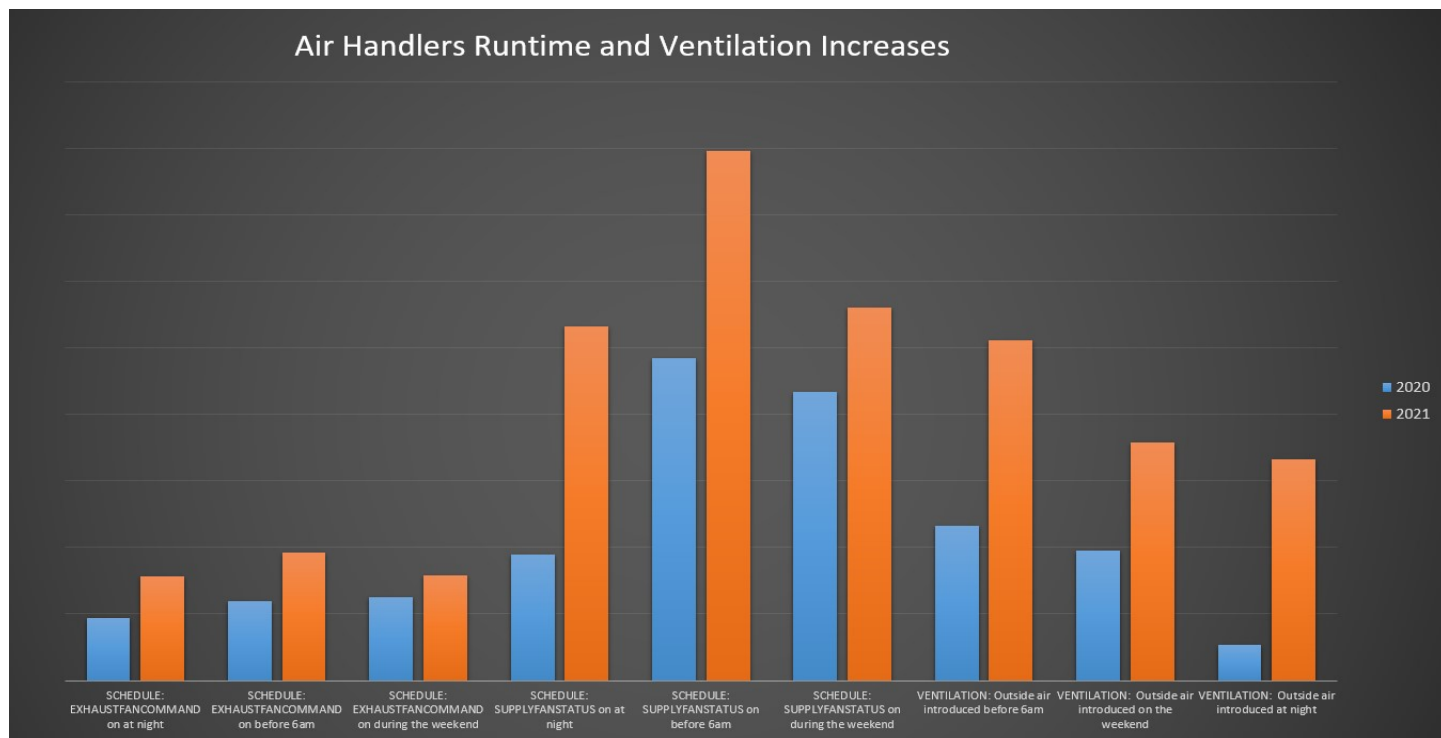
EEI in its role as Energy Service Company (ESCO) has agreed to develop an energy project targeting energy savings at the locations identified below:

Building	Location
Pelham Elementary School	61 Marsh Rd. Pelham, NH
Pelham Memorial School	59 Marsh Rd. Pelham, NH
Pelham High School	85 Marsh Rd. Pelham, NH
Pelham SAU#28 Office	59A Marsh Rd. Pelham. NH

Operational changes that affect energy savings

The COVID-19 pandemic has brought about changes in building operations and increased ventilation requirements, which has led to an increase in air handler runtime. This increase in runtime and ventilation has contributed to a savings shortfall in buildings, as it is very expensive to heat outside air that can be as low as 0 degrees. The additional air changes required to meet COVID guidelines for ventilation, combined with cold outdoor temperatures, can lead to significant increases in heating costs. As a result, building operators and managers should carefully evaluate the balance between ventilation requirements and energy costs to ensure that buildings are both safe and cost-effective to operate.

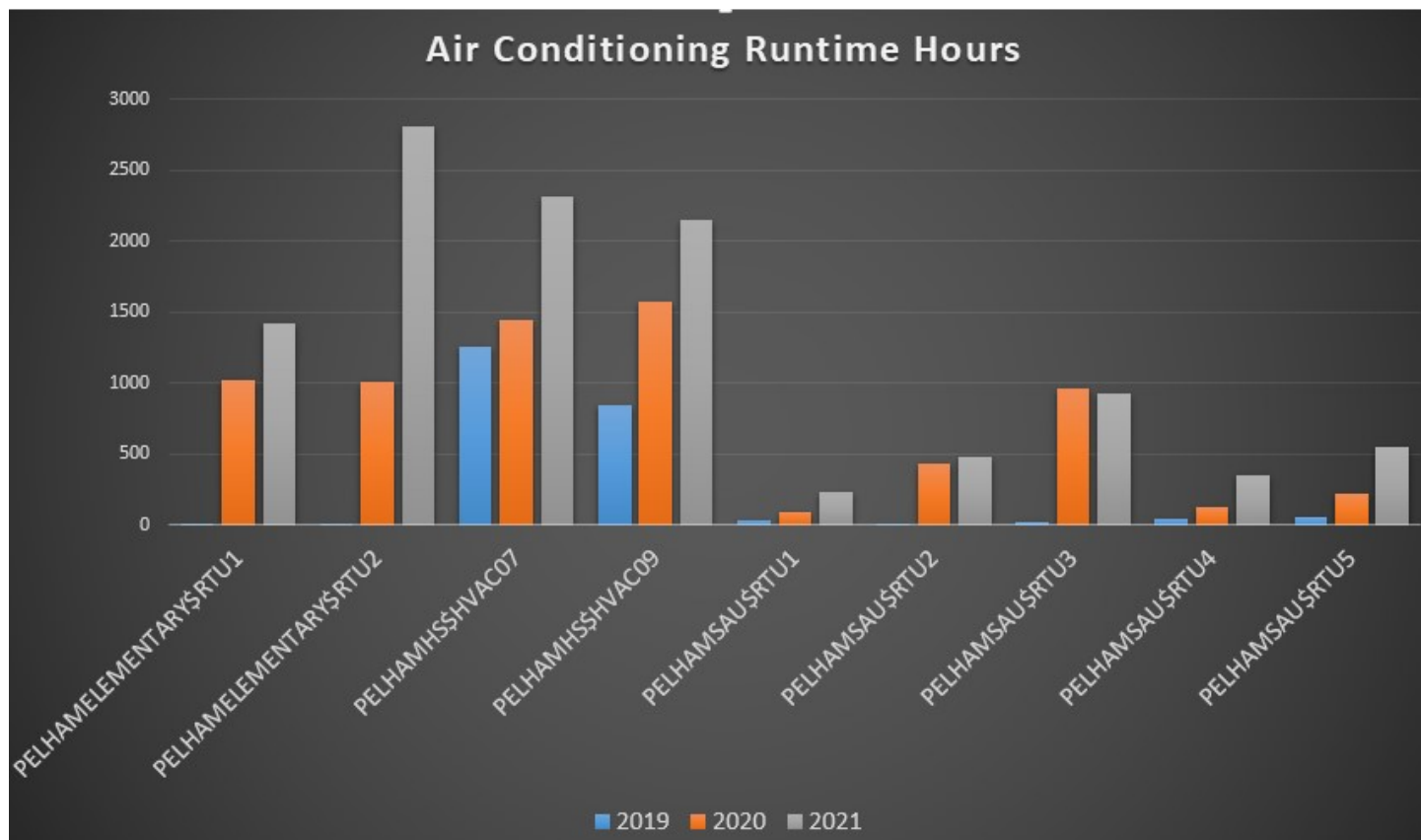
Airhandler Increase Runtime/Ventilation



Row Labels	2020	2021	%Change
SCHEDULE: EXHAUSTFANSTATUS on at night	9456	15678	66
SCHEDULE: EXHAUSTFANSTATUS on before 6am	11865	19257	62
SCHEDULE: EXHAUSTFANSTATUS on during the weekend	12496	15806	26
SCHEDULE: SUPPLYFANSTATUS on at night	18895	53141	181
SCHEDULE: SUPPLYFANSTATUS on before 6am	48373	79629	65
SCHEDULE: SUPPLYFANSTATUS on during the weekend	43396	56100	29
VENTILATION: Outside air introduced at night	23310	51152	119
VENTILATION: Outside air introduced on the weekend	19522	35804	83
VENTILATION: Outside air introduced before 6am	5366	33314	521
			2021
Average Percent Increase			128

Operational changes that affect energy savings

The increase in airconditioning runtime can help justify the increase in electrical consumption because airconditioning is a major consumer of electricity in many buildings. As the AC runs for longer periods of time, it will consume more electricity to maintain the desired temperature in the building. This increased electricity consumption can lead to higher utility bills for building owners or operators. Therefore, the graph provides clear evidence that the increase in AC runtime is directly linked to the increase in electrical consumption over time.





Energy Conservation Measures

ECM Matrix

Measure	Description	Cost	Savings	Rebate
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Pelham Elementary School

ECM 1	Condensing Boilers	\$373,600.00	\$35,871.87	\$8,000.00
ECM 2	Standardize Controls and Analytics	\$287,280.00	\$3,700.00	\$12,000.00
ECM 3	Demo Oil Tank and Lines	\$46,550.00	\$0.00	
ECM 4	Domestic Hot Water Heater	\$65,000.00	\$300.00	
ECM 5	LED Lighting	\$176,670.00	\$22,400.00	\$33,000.00
ECM 6	Electrical Transformers	\$82,010.00	\$6,215.00	
	Total PES	\$1,031,110.00	\$68,486.87	\$53,000.00

Pelham High School

ECM 1	Analytics and Re-Wiring ERVS	\$121,069.00	\$2,500.00	
ECM 2	Natural Gas Conversions	\$125,000.00	\$43,250.00	
ECM 3	Demo Oil/ Propane Tanks	\$46,550.00	\$0.00	
	Total PHS	\$292,619.00	\$45,750.00	\$0.00

Pelham Memorial School

ECM 1	Nat Gas Conversion and Demo Oil	\$140,000.00	\$25,000.00	
	Total PMS	\$140,000.00	\$25,000.00	

Pelham SAU

ECM 1	Nat Gas Conversion	\$18,365.00	\$1,000.00	
ECM 2	Controls	\$15,000.00	\$500.00	
	Total Mod Buildings	\$33,365.00	\$1,500.00	
	District Total	\$1,497,094.00	\$140,736.87	\$53,000.00
	Payment and Performance Bond	\$14,970.94		
	Contingency	\$44,912.82		
	Total Pelham Schools	\$1,556,977.76	\$140,736.87	\$53,000.00



Contract Rates and Base Data

Building Summary Information

Project Name: SAU #28- Pelham
School District

Annual Utility Data

Total Use

LP (gal/yr.)	32,393
Oil (gal/yr.)	79,120
Elec (kWh/yr.)	2,656,762

Contract Utility Rates

LP	Gallon Rate	\$1.78
Nat Gas	Therm Rate	\$1.15
Electricity	Electric Rate	\$0.1374
Oil	Gallon rate	\$2.76



Project Performance - Detail

No Base Adjustments for Covid

BaseYearHeatCostWeatherAdjusted

PES: BaseYearHeatCostWeatherAdjusted	33,124.57
PHS: BaseYearHeatCostWeatherAdjusted	154,464.85
PMS: BaseYearHeatCostWeatherAdjusted	63,336.49
SAU: BaseYearHeatCostWeatherAdjusted	4,111.56

ReportYearCostHeat

PES: ReportYearCostHeat	33,320.10
PHS: ReportYearCostHeat	76,380.70
PMS: ReportYearCostHeat	53,986.88
SAU: ReportYearCostHeat	3,896.20

ReportYearHeatSavings

PES: ReportYearHeatSavings	-195.53
PHS: ReportYearHeatSavings	78,084.15
PMS: ReportYearHeatSavings	9,349.61
SAU: ReportYearHeatSavings	215.36

BuildingSavingGuaranteeHeat

PES: BuildingSavingGuaranteeHeat	39,871.00
PHS: BuildingSavingGuaranteeHeat	43,250.00
PMS: BuildingSavingGuaranteeHeat	25,000.00
SAU: BuildingSavingGuaranteeHeat	1,500.00

ReportYearHeatGuaranteeOverUnder

PES: ReportYearHeatGuaranteeOverUnder	-40,066.53
PHS: ReportYearHeatGuaranteeOverUnder	34,834.15
PMS: ReportYearHeatGuaranteeOverUnder	-15,650.39
SAU: ReportYearHeatGuaranteeOverUnder	-1,284.64

BaseCostKWH

PES: BaseCostKWH	103,185.48
PHS: BaseCostKWH	203,126.66

PMS: BaseCostKWH	41,465.40
SAU: BaseCostKWH	17,261.56

ReportYearCostKWH

PES: ReportYearCostKWH	79,966.80
PHS: ReportYearCostKWH	212,530.32
PMS: ReportYearCostKWH	43,132.61
SAU: ReportYearCostKWH	69.39

ReportYearKwhDollarSavings

PES: ReportYearKwhDollarSavings	23,218.68
PHS: ReportYearKwhDollarSavings	-9,403.66
PMS: ReportYearKwhDollarSavings	-1,667.21
SAU: ReportYearKwhDollarSavings	17,192.18

BuildingSavingGuaranteeElectric

PES: BuildingSavingGuaranteeElectric	28,615.00
PHS: BuildingSavingGuaranteeElectric	2,500.00
SAU: BuildingSavingGuaranteeElectric	2,500.00

ReportYearKWHGuaranteeOverUnder

PES: ReportYearKWHGuaranteeOverUnder	-5,396.32
PHS: ReportYearKWHGuaranteeOverUnder	-11,903.66
PMS: ReportYearKWHGuaranteeOverUnder	-1,667.21
SAU: ReportYearKWHGuaranteeOverUnder	14,692.18



Project Performance - Summary

No Base Adjustments for Covid

UtilityCostCombinedBaseYear	\$ 620,077
UtilityCostCombinedReportYear	\$ 503,283
<hr/>	
UtilitySavingsCombinedReportYear	\$ 116,794
GuaranteeCombined	\$ 143,236
<hr/>	
GuaranteeOverUnderCombined	(\$26,442)



ECM: Controls Upgrade

No Base Adjustments for Covid

Equipment	PC Project Schedule	CalculatedRunHours	KwhSavingsAnnual	MmbtuSavedAnnual	AnnualSavings
PELHAMHS\$CUH01	3,650	2,032	824.59	2.87	\$198
PELHAMHS\$CUH02	3,650	2,283	696.67	2.42	\$167
PELHAMHS\$CUH03	3,650	2,401	636.53	2.21	\$153
PELHAMHS\$CUH04	3,650	2,894	385.28	1.34	\$92
PELHAMHS\$CUH05	3,650	2,060	810.32	2.82	\$194
PELHAMHS\$CUH06	3,650	203	1,756.70	6.11	\$422
PELHAMHS\$CUH07	3,650	1,662	1,013.15	3.52	\$243
PELHAMHS\$CUH08	3,650	6,609	-1,508.00	-5.25	\$(362)
PELHAMHS\$CUH09	3,650	45	1,837.23	6.39	\$441
PELHAMHS\$CUH09A	3,650	2,740	463.77	1.61	\$110
PELHAMHS\$EF01	3,650	6,652	-4,079.78	-5.70	\$(808)
PELHAMHS\$EF02	3,650	6,652	-4,079.78	-5.70	\$(808)
PELHAMHS\$EF03	3,650	8,760	-6,944.60	-9.71	\$(1,377)
PELHAMHS\$EF05	3,650	0	4,960.43	6.93	\$983

PELHAMHS\$EF06	3,650	8,607	-6,736.67	-9.42	\$(1,336)
PELHAMHS\$EF07	3,650	5,637	-2,700.38	-3.77	\$(535)
PELHAMHS\$EF08	3,650	3,229	572.15	0.80	\$113
PELHAMHS\$EF10	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$EF11	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$EF12	3,650	5,320	-2,269.57	-3.17	\$(449)
PELHAMHS\$EF13	3,650	8,760	-6,944.60	-9.71	\$(1,377)
PELHAMHS\$EF14	3,650	0	4,960.43	6.93	\$983
PELHAMHS\$EF15	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$EF16	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$ERV01	3,650	8,760	-52,084.49	-97.06	\$(10,827)
PELHAMHS\$ERV02	3,650	8,760	-52,084.49	-97.06	\$(10,827)
PELHAMHS\$ERV03	3,650	6,169	-25,675.31	-47.85	\$(5,336)
PELHAMHS\$HV	3,650	7,426	-1,924.37	-6.69	\$(463)
PELHAMHS\$HVAC07	3,650	6,645	-20,351.34	-37.93	\$(4,230)
PELHAMHS\$HVAC08	3,650	1,019	17,877.92	33.32	\$3,716
PELHAMHS\$HVAC09	3,650	6,704	-20,752.25	-38.67	\$(4,313)
PELHAMHS\$LEF01	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$LEF02	3,650	6,652	-4,079.78	-5.70	\$(808)
PELHAMHS\$LEF03	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$LEF04	3,650	6,651	-4,078.42	-5.70	\$(808)
PELHAMHS\$RTU04	3,650	7,347	-37,682.26	-46.82	\$(7,356)
PELHAMHS\$RTU05	3,650	7,850	-42,809.17	-53.18	\$(8,358)

PELHAMHS\$RTU06	3,650	5,917	-23,106.76	-28.71	\$(4,511)
PELHAMHS\$UH02	3,650	2,112	783.82	2.73	\$188
PELHAMSAU\$RTU1	3,650	767	19,590.29	36.51	\$4,072
PELHAMSAU\$RTU2	3,650	1,550	14,269.72	26.59	\$2,965
PELHAMSAU\$RTU3	3,650	1,648	13,603.80	25.35	\$2,827
PELHAMSAU\$RTU4	3,650	930	18,482.69	34.44	\$3,842
PELHAMSAU\$RTU5	3,650	882	18,808.85	35.05	\$3,909
PELHAMELEMENTARY\$AHU1	3,650	5,042	-9,458.79	-17.63	\$(1,965)
PELHAMELEMENTARY\$AHU2	3,650	5,169	-10,321.77	-19.24	\$(2,145)
PELHAMELEMENTARY\$CUHCO RRE1N	3,650	1,310	1,192.54	4.15	\$286
PELHAMELEMENTARY\$CUHCO RRE1S	3,650	530	1,590.05	5.53	\$382
PELHAMELEMENTARY\$CUHCO RRE2N	3,650	36	1,841.81	6.41	\$443
PELHAMELEMENTARY\$CUHCO RRE2S	3,650	2,029	826.11	2.87	\$198
PELHAMELEMENTARY\$CUHCO RRGYM	3,650	2,790	438.28	1.52	\$104
PELHAMELEMENTARY\$CUHCO RRW1N	3,650	725	1,490.68	5.19	\$358
PELHAMELEMENTARY\$CUHCO RRW1S	3,650	806	1,449.40	5.04	\$348
PELHAMELEMENTARY\$CUHCO RRW2N	3,650	349	1,682.30	5.85	\$403
PELHAMELEMENTARY\$CUHCO RRW2S	3,650	914	1,394.36	4.85	\$335
PELHAMELEMENTARY\$CUHKIT CHEN	3,650	506	1,602.29	5.57	\$385
PELHAMELEMENTARY\$CUHKIT CHSIDE	3,650	1,562	1,064.11	3.70	\$255
PELHAMELEMENTARY\$CUHSI DEVEST	3,650	3,219	219.65	0.76	\$52
PELHAMELEMENTARY\$CUHST AIRE1E	3,650	1,141	1,278.67	4.45	\$307
PELHAMELEMENTARY\$CUHST AIRE1N	3,650	1,501	1,095.20	3.81	\$263

PELHAMELEMENTARY\$CUHST AIRE1S	3,650	2,988	337.38	1.17	\$80
PELHAMELEMENTARY\$CUHST AIRW1N	3,650	2,495	588.63	2.05	\$141
PELHAMELEMENTARY\$CUHST AIRW1W	3,650	1,864	910.20	3.17	\$218
PELHAMELEMENTARY\$CUHVE STN	3,650	337	1,688.41	5.87	\$406
PELHAMELEMENTARY\$CUHVE STS	3,650	3,201	228.83	0.80	\$54
PELHAMELEMENTARY\$FCU107	3,650	6,799	-1,604.83	-5.58	\$(385)
PELHAMELEMENTARY\$FCU207	3,650	5,260	-820.51	-2.85	\$(197)
PELHAMELEMENTARY\$FCU212	3,650	5,455	-919.89	-3.20	\$(221)
PELHAMELEMENTARY\$FCU212 A	3,650	5,362	-872.49	-3.04	\$(209)
PELHAMELEMENTARY\$FCU307	3,650	5,011	-693.61	-2.41	\$(166)
PELHAMELEMENTARY\$FCU407	3,650	5,026	-701.25	-2.44	\$(168)
PELHAMELEMENTARY\$FCU412	3,650	5,067	-722.15	-2.51	\$(173)
PELHAMELEMENTARY\$FCUKIT CHOFF	3,650	6,733	-1,571.20	-5.47	\$(378)
PELHAMELEMENTARY\$RTU1	3,650	3,403	1,678.39	3.13	\$348
PELHAMELEMENTARY\$RTU2	3,650	3,122	3,587.82	6.69	\$744
PELHAMELEMENTARY\$UHDIS HWASH	3,650	2,324	675.77	2.35	\$161
PELHAMELEMENTARY\$UHGym STORAGE	3,650	4,039	-198.25	-0.69	\$(47)
PELHAMELEMENTARY\$UHKITC HSTORAGE	3,650	2,918	373.05	1.30	\$89
PELHAMELEMENTARY\$UV101	3,650	6,541	-1,473.35	-5.13	\$(354)
PELHAMELEMENTARY\$UV102	3,650	6,722	-1,565.59	-5.45	\$(376)
PELHAMELEMENTARY\$UV103	3,650	6,759	-1,584.45	-5.51	\$(381)
PELHAMELEMENTARY\$UV104	3,650	6,762	-1,585.98	-5.52	\$(381)
PELHAMELEMENTARY\$UV105	3,650	6,746	-1,577.82	-5.49	\$(379)

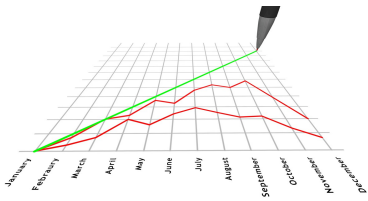
PELHAMELEMENTARY\$UV106	3,650	6,721	-1,565.08	-5.44	\$(376)
PELHAMELEMENTARY\$UV108	3,650	6,656	-1,531.96	-5.33	\$(368)
PELHAMELEMENTARY\$UV109	3,650	6,646	-1,526.86	-5.31	\$(366)
PELHAMELEMENTARY\$UV110	3,650	6,639	-1,523.29	-5.30	\$(365)
PELHAMELEMENTARY\$UV111	3,650	6,624	-1,515.65	-5.27	\$(364)
PELHAMELEMENTARY\$UV112	3,650	6,621	-1,514.12	-5.27	\$(364)
PELHAMELEMENTARY\$UV201	3,650	6,967	-1,690.45	-5.88	\$(406)
PELHAMELEMENTARY\$UV202	3,650	6,832	-1,621.65	-5.64	\$(389)
PELHAMELEMENTARY\$UV203	3,650	6,810	-1,610.44	-5.60	\$(386)
PELHAMELEMENTARY\$UV204	3,650	6,785	-1,597.70	-5.56	\$(383)
PELHAMELEMENTARY\$UV205	3,650	6,827	-1,619.10	-5.63	\$(389)
PELHAMELEMENTARY\$UV206	3,650	6,816	-1,613.50	-5.61	\$(388)
PELHAMELEMENTARY\$UV208	3,650	6,700	-1,554.38	-5.41	\$(373)
PELHAMELEMENTARY\$UV209	3,650	6,958	-1,685.87	-5.86	\$(405)
PELHAMELEMENTARY\$UV210	3,650	6,696	-1,552.34	-5.40	\$(372)
PELHAMELEMENTARY\$UV211	3,650	6,656	-1,531.96	-5.33	\$(368)
PELHAMELEMENTARY\$UV213	3,650	6,698	-1,553.36	-5.40	\$(373)
PELHAMELEMENTARY\$UV301	3,650	6,466	-1,435.13	-4.99	\$(344)
PELHAMELEMENTARY\$UV302	3,650	6,423	-1,413.21	-4.92	\$(339)
PELHAMELEMENTARY\$UV303	3,650	6,439	-1,421.37	-4.94	\$(341)
PELHAMELEMENTARY\$UV304	3,650	6,451	-1,427.48	-4.97	\$(342)
PELHAMELEMENTARY\$UV305	3,650	6,420	-1,411.68	-4.91	\$(338)
PELHAMELEMENTARY\$UV306	3,650	6,470	-1,437.16	-5.00	\$(345)

PELHAMELEMENTARY\$UV308	3,650	6,498	-1,451.43	-5.05	\$(348)
PELHAMELEMENTARY\$UV309	3,650	6,437	-1,420.35	-4.94	\$(341)
PELHAMELEMENTARY\$UV310	3,650	6,519	-1,462.14	-5.09	\$(351)
PELHAMELEMENTARY\$UV311	3,650	6,439	-1,421.37	-4.94	\$(341)
PELHAMELEMENTARY\$UV312	3,650	6,455	-1,429.52	-4.97	\$(344)
PELHAMELEMENTARY\$UV401	3,650	6,530	-1,467.74	-5.11	\$(352)
PELHAMELEMENTARY\$UV402	3,650	6,574	-1,490.17	-5.18	\$(358)
PELHAMELEMENTARY\$UV403	3,650	6,506	-1,455.51	-5.06	\$(349)
PELHAMELEMENTARY\$UV404	3,650	6,518	-1,461.63	-5.08	\$(351)
PELHAMELEMENTARY\$UV405	3,650	6,516	-1,460.61	-5.08	\$(351)
PELHAMELEMENTARY\$UV406	3,650	6,346	-1,373.97	-4.78	\$(330)
PELHAMELEMENTARY\$UV408	3,650	6,521	-1,463.16	-5.09	\$(351)
PELHAMELEMENTARY\$UV409	3,650	6,524	-1,464.69	-5.10	\$(351)
PELHAMELEMENTARY\$UV410	3,650	6,500	-1,452.45	-5.05	\$(348)
PELHAMELEMENTARY\$UV411	3,650	6,498	-1,451.43	-5.05	\$(348)
PELHAMELEMENTARY\$UV413	3,650	6,543	-1,474.37	-5.13	\$(354)
PELHAMELEMENTARY\$UV514	3,650	6,307	-1,354.09	-4.71	\$(325)
PELHAMELEMENTARY\$UV515	3,650	6,391	-1,396.90	-4.86	\$(335)
PELHAMELEMENTARY\$UV516	3,650	6,433	-1,418.31	-4.93	\$(341)
PELHAMELEMENTARY\$UV517	3,650	6,506	-1,455.51	-5.06	\$(349)
PELHAMELEMENTARY\$UV520	3,650	6,480	-1,442.26	-5.02	\$(346)
PELHAMELEMENTARY\$UV530	3,650	7,093	-1,754.67	-6.10	\$(422)
PELHAMELEMENTARY\$UV531	3,650	6,597	-1,501.89	-5.22	\$(361)

PELHAMELEMENTARY\$UV532	3,650	6,545	-1,475.39	-5.13	\$(354)
PELHAMELEMENTARY\$UV533	3,650	6,592	-1,499.34	-5.22	\$(360)
PELHAMELEMENTARY\$UVCOM ME1	3,650	6,487	-1,445.83	-5.03	\$(347)
PELHAMELEMENTARY\$UVCOM ME2	3,650	6,586	-1,496.28	-5.21	\$(359)
PELHAMELEMENTARY\$UVCOM MW1	3,650	6,972	-1,693.00	-5.89	\$(406)
PELHAMELEMENTARY\$UVCOM MW2	3,650	6,691	-1,549.79	-5.39	\$(372)
PELHAMELEMENTARY\$UVREA RDOOR	3,650	6,606	-1,506.47	-5.24	\$(362)



Historical Performance



Historical Performance

		1	2	3	4	5	6	7	8	9	10	11	12
		Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time
PELHAM ELEMENTARY \$AHU1	SCHEDULE: SUPPLYFANCOMMON D on at night	8 %	74 %	74 %	73 %	47 %	21 %	24 %	20 %	21 %	20 %	34 %	49 %
	SCHEDULE: SUPPLYFANCOMMON D on before 6am	29 %	68 %	73 %	76 %	60 %	55 %	50 %	52 %	49 %	48 %	61 %	66 %
	SCHEDULE: SUPPLYFANCOMMON D on during the weekend	35 %	72 %	73 %	75 %	53 %	22 %	18 %	21 %	20 %	22 %	33 %	44 %
	SCHEDULE: SUPPLYFANSTATUS on 24/7	0 %	100 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %	0 %
	SCHEDULE: SUPPLYFANSTATUS on at night	10 %	100 %	99 %	99 %	62 %	28 %	29 %	1 %	8 %	30 %	48 %	64 %
	SCHEDULE: SUPPLYFANSTATUS on before 6am	43 %	100 %	100 %	100 %	83 %	73 %	67 %	6 %	16 %	70 %	81 %	93 %
	SCHEDULE: SUPPLYFANSTATUS on during the weekend	50 %	100 %	99 %	99 %	71 %	29 %	25 %	3 %	7 %	31 %	45 %	62 %



**Energy Performance Contract
Guarantee Reconciliation Report - Year 3
Performance Period: 2022**

SAU28 | Pelham Schools

Pelham NH



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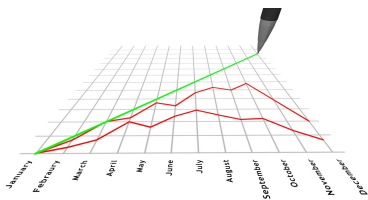
Executive Summary



Operational changes that affect energy savings



Contract Results



Historical Performance



Executive Summary

EEI is located in Merrimack, NH, and has a proven track record of designing and implementing energy improvements to mechanical systems, building controls systems, insulation, and renewable systems. EEI is also an approved energy management contractor with, Eversource, Liberty Utilities, and Unitil in New Hampshire.

EEI has developed a plan which could reduce annual energy expenditures in the district by more than **\$140,000 per year**.

EEI in its role as Energy Service Company (ESCO) has agreed to develop an energy project targeting energy savings at the locations identified below:

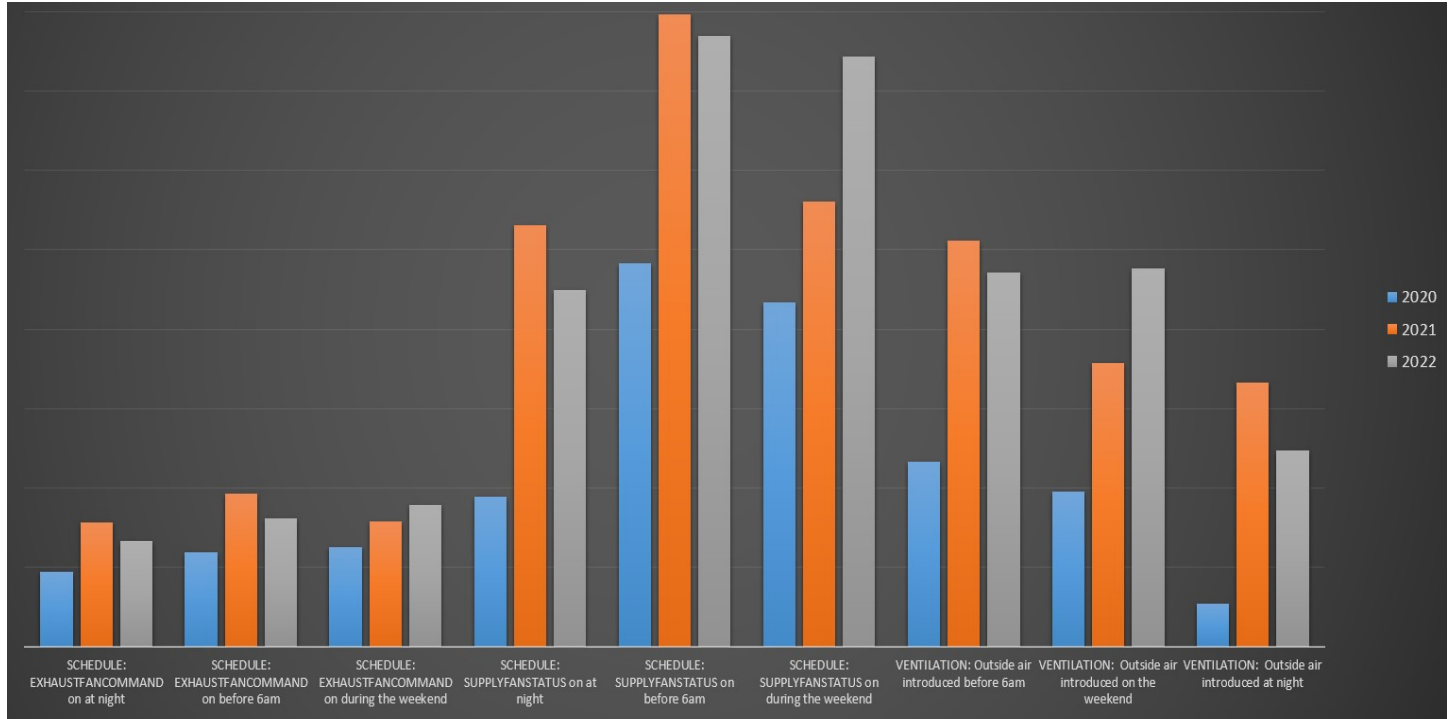
Building	Location
Pelham Elementary School	61 Marsh Rd. Pelham, NH
Pelham Memorial School	59 Marsh Rd. Pelham, NH
Pelham High School	85 Marsh Rd. Pelham, NH
Pelham SAU#28 Office	59A Marsh Rd. Pelham. NH

Operational changes that affect energy savings

The COVID-19 pandemic has brought about changes in building operations and increased ventilation requirements, which has led to an increase in air handler runtime. This increase in runtime and ventilation has contributed to a savings shortfall in buildings, as it is very expensive to heat outside air that can be as low as 0 degrees. The additional air changes required to meet COVID guidelines for ventilation, combined with cold outdoor temperatures, can lead to significant increases in heating costs. As a result, building operators and managers should carefully evaluate the balance between ventilation requirements and energy costs to ensure that buildings are both safe and cost-effective to operate.

SAU28 Pelham Schools

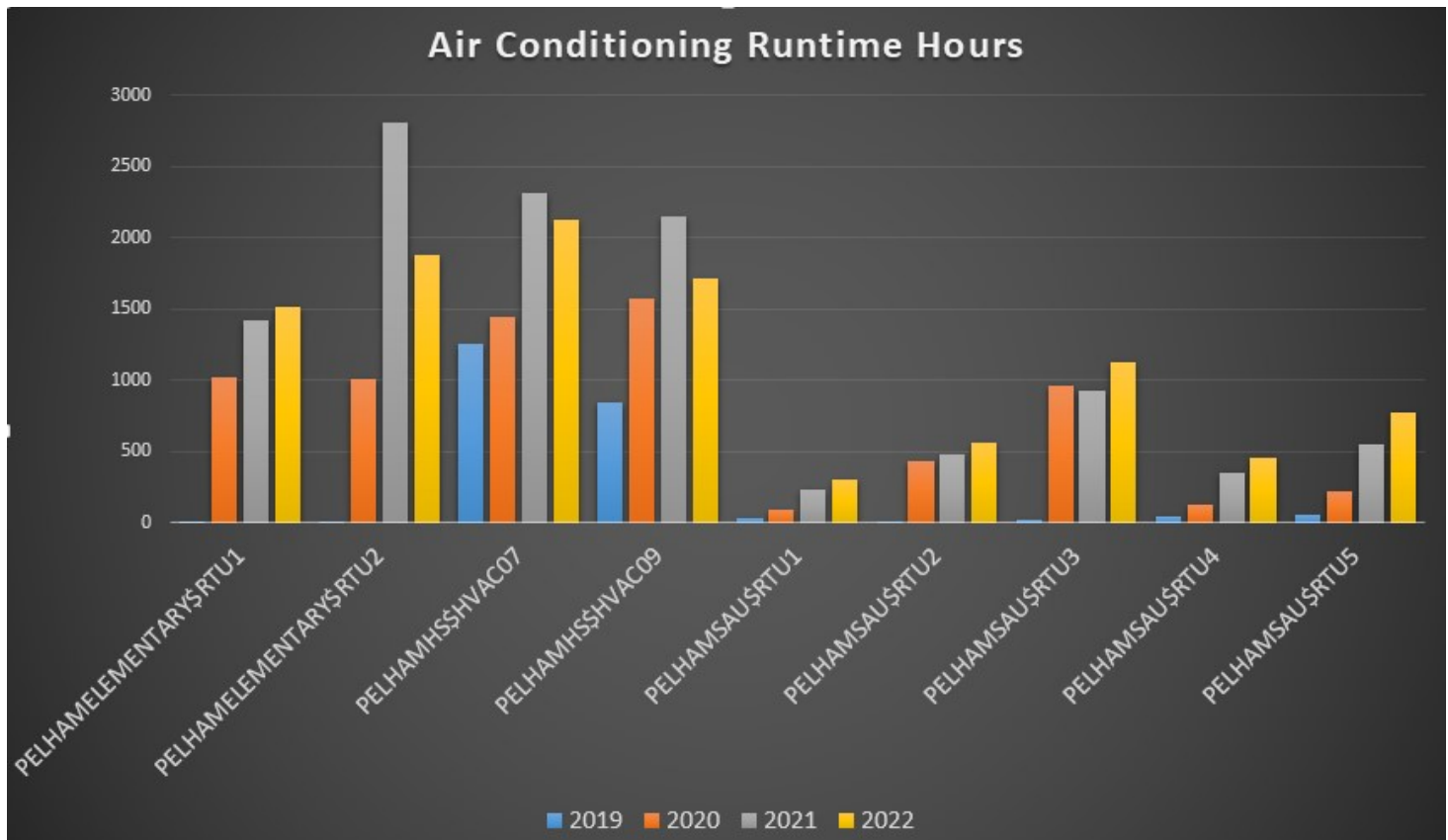
Airhandler Increase Runtime/Ventilation



Row Labels	2020	2021	%Change	2022	%Change
SCHEDULE: EXHAUSTFANSTATUS on at night	9456	15678	66	13317	41
SCHEDULE: EXHAUSTFANSTATUS on before 6am	11865	19257	62	16188	36
SCHEDULE: EXHAUSTFANSTATUS on during the weekend	12496	15806	26	17854	43
SCHEDULE: SUPPLYFANSTATUS on at night	18895	53141	181	44990	138
SCHEDULE: SUPPLYFANSTATUS on before 6am	48373	79629	65	76936	59
SCHEDULE: SUPPLYFANSTATUS on during the weekend	43396	56100	29	74391	71
VENTILATION: Outside air introduced at night	23310	51152	119	47127	102
VENTILATION: Outside air introduced on the weekend	19522	35804	83	47608	144
VENTILATION: Outside air introduced before 6am	5366	33314	521	24700	360
			2021		2022
Average Percent Increase			128		111

Operational changes that affect energy savings

The increase in airconditioning runtime can help justify the increase in electrical consumption because airconditioning is a major consumer of electricity in many buildings. As the AC runs for longer periods of time, it will consume more electricity to maintain the desired temperature in the building. This increased electricity consumption can lead to higher utility bills for building owners or operators. Therefore, the graph provides clear evidence that the increase in AC runtime is directly linked to the increase in electrical consumption over time.





Energy Conservation Measures

ECM Matrix

Measure	Description	Cost	Savings	Rebate
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Pelham Elementary School

ECM 1	Condensing Boilers	\$373,600.00	\$35,871.87	\$8,000.00
ECM 2	Standardize Controls and Analytics	\$287,280.00	\$3,700.00	\$12,000.00
ECM 3	Demo Oil Tank and Lines	\$46,550.00	\$0.00	
ECM 4	Domestic Hot Water Heater	\$65,000.00	\$300.00	
ECM 5	LED Lighting	\$176,670.00	\$22,400.00	\$33,000.00
ECM 6	Electrical Transformers	\$82,010.00	\$6,215.00	
	Total PES	\$1,031,110.00	\$68,486.87	\$53,000.00

Pelham High School

ECM 1	Analytics and Re-Wiring ERVS	\$121,069.00	\$2,500.00	
ECM 2	Natural Gas Conversions	\$125,000.00	\$43,250.00	
ECM 3	Demo Oil/ Propane Tanks	\$46,550.00	\$0.00	
	Total PHS	\$292,619.00	\$45,750.00	\$0.00

Pelham Memorial School

ECM 1	Nat Gas Conversion and Demo Oil	\$140,000.00	\$25,000.00	
	Total PMS	\$140,000.00	\$25,000.00	

Pelham SAU

ECM 1	Nat Gas Conversion	\$18,365.00	\$1,000.00	
ECM 2	Controls	\$15,000.00	\$500.00	
	Total Mod Buildings	\$33,365.00	\$1,500.00	
	District Total	\$1,497,094.00	\$140,736.87	\$53,000.00
	Payment and Performance Bond	\$14,970.94		
	Contingency	\$44,912.82		
	Total Pelham Schools	\$1,556,977.76	\$140,736.87	\$53,000.00



Contract Rates and Base Data

Building Summary Information

Project Name: SAU #28- Pelham
School District

Annual Utility Data

Total Use

LP (gal/yr.)	32,393
Oil (gal/yr.)	79,120
Elec (kWh/yr.)	2,656,762

Contract Utility Rates

LP	Gallon Rate	\$1.78
Nat Gas	Therm Rate	\$1.15
Electricity	Electric Rate	\$0.1374
Oil	Gallon rate	\$2.76



Project Performance - Detail

No Base Adjustments for Covid

BaseYearHeatCostWeatherAdjusted

PES: BaseYearHeatCostWeatherAdjusted	34,185.56
PHS: BaseYearHeatCostWeatherAdjusted	159,412.41
PMS: BaseYearHeatCostWeatherAdjusted	65,365.18
SAU: BaseYearHeatCostWeatherAdjusted	4,243.25

ReportYearCostHeat

PES: ReportYearCostHeat	35,397.00
PHS: ReportYearCostHeat	63,942.30
PMS: ReportYearCostHeat	46,372.96
SAU: ReportYearCostHeat	3,671.95

ReportYearHeatSavings

PES: ReportYearHeatSavings	-1,211.44
PHS: ReportYearHeatSavings	95,470.11
PMS: ReportYearHeatSavings	18,992.22
SAU: ReportYearHeatSavings	571.30

BuildingSavingGuaranteeHeat

PES: BuildingSavingGuaranteeHeat	39,871.00
PHS: BuildingSavingGuaranteeHeat	43,250.00
PMS: BuildingSavingGuaranteeHeat	25,000.00
SAU: BuildingSavingGuaranteeHeat	1,500.00

ReportYearHeatGuaranteeOverUnder

PES: ReportYearHeatGuaranteeOverUnder	-41,082.44
PHS: ReportYearHeatGuaranteeOverUnder	52,220.11
PMS: ReportYearHeatGuaranteeOverUnder	-6,007.78
SAU: ReportYearHeatGuaranteeOverUnder	-928.70

BaseCostKWH

PES: BaseCostKWH	103,185.48
PHS: BaseCostKWH	203,126.66

PMS: BaseCostKWH	41,465.40
SAU: BaseCostKWH	17,261.56

ReportYearCostKWH

PES: ReportYearCostKWH	92,250.36
PHS: ReportYearCostKWH	206,896.92
PMS: ReportYearCostKWH	43,423.90
SAU: ReportYearCostKWH	4,314.36

ReportYearKwhDollarSavings

PES: ReportYearKwhDollarSavings	10,935.12
PHS: ReportYearKwhDollarSavings	-3,770.26
PMS: ReportYearKwhDollarSavings	-1,958.50
SAU: ReportYearKwhDollarSavings	12,947.20

BuildingSavingGuaranteeElectric

PES: BuildingSavingGuaranteeElectric	28,615.00
PHS: BuildingSavingGuaranteeElectric	2,500.00
SAU: BuildingSavingGuaranteeElectric	2,500.00

ReportYearKWHGuaranteeOverUnder

PES: ReportYearKWHGuaranteeOverUnder	-17,679.88
PHS: ReportYearKWHGuaranteeOverUnder	-6,270.26
PMS: ReportYearKWHGuaranteeOverUnder	-1,958.50
SAU: ReportYearKWHGuaranteeOverUnder	10,447.20



Project Performance - Summary

No Base Adjustments for Covid

UtilityCostCombinedBaseYear	\$ 628,245
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UtilityCostCombinedReportYear	\$ 496,270
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UtilitySavingsCombinedReportYear	\$ 131,976
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GuaranteeCombined	\$ 143,236
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GuaranteeOverUnderCombined	(\$11,260)
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ECM: Controls Upgrade

No Base Adjustments for Covid

Equipment	PC Project Schedule	CalculatedRunHours	KwhSavingsAnnual	MmbtuSavedAnnual	AnnualSavings
PELHAMHS\$CUH01	3,650	2,301	687.49	2.39	\$164
PELHAMHS\$CUH02	3,650	3,398	128.43	0.45	\$30
PELHAMHS\$CUH03	3,650	2,337	669.15	2.33	\$160
PELHAMHS\$CUH04	3,650	2,954	354.70	1.23	\$85
PELHAMHS\$CUH05	3,650	1,980	851.09	2.96	\$204
PELHAMHS\$CUH06	3,650	370	1,671.60	5.81	\$402
PELHAMHS\$CUH07	3,650	2,462	605.44	2.11	\$144
PELHAMHS\$CUH08	3,650	7,732	-2,080.32	-7.24	\$(500)
PELHAMHS\$CUH09	3,650	105	1,806.65	6.28	\$434
PELHAMHS\$CUH09A	3,650	3,094	283.36	0.99	\$68
PELHAMHS\$EF01	3,650	6,589	-3,994.16	-5.58	\$(792)
PELHAMHS\$EF02	3,650	6,591	-3,996.88	-5.59	\$(792)
PELHAMHS\$EF03	3,650	6,945	-4,477.97	-6.26	\$(888)
PELHAMHS\$EF05	3,650	2,256	1,894.48	2.65	\$375

PELHAMHS\$EF06	3,650	8,583	-6,704.05	-9.37	\$(1,329)
PELHAMHS\$EF07	3,650	4,262	-831.72	-1.16	\$(164)
PELHAMHS\$EF08	3,650	3,202	608.84	0.85	\$120
PELHAMHS\$EF10	3,650	6,585	-3,988.73	-5.57	\$(791)
PELHAMHS\$EF11	3,650	6,589	-3,994.16	-5.58	\$(792)
PELHAMHS\$EF12	3,650	3,937	-390.04	-0.55	\$(77)
PELHAMHS\$EF13	3,650	6,074	-3,294.27	-4.60	\$(653)
PELHAMHS\$EF14	3,650	0	4,960.43	6.93	\$983
PELHAMHS\$EF15	3,650	6,589	-3,994.16	-5.58	\$(792)
PELHAMHS\$EF16	3,650	6,585	-3,988.73	-5.57	\$(791)
PELHAMHS\$ERV01	3,650	8,758	-52,064.10	-97.02	\$(10,822)
PELHAMHS\$ERV02	3,650	8,758	-52,064.10	-97.02	\$(10,822)
PELHAMHS\$ERV03	3,650	5,787	-21,781.71	-40.59	\$(4,527)
PELHAMHS\$HV	3,650	6,732	-1,570.69	-5.46	\$(378)
PELHAMHS\$HVAC07	3,650	6,584	-19,936.84	-37.15	\$(4,144)
PELHAMHS\$HVAC08	3,650	2,560	7,406.67	13.80	\$1,539
PELHAMHS\$HVAC09	3,650	6,656	-20,426.09	-38.07	\$(4,245)
PELHAMHS\$LEF01	3,650	6,591	-3,996.88	-5.59	\$(792)
PELHAMHS\$LEF02	3,650	6,589	-3,994.16	-5.58	\$(792)
PELHAMHS\$LEF03	3,650	6,589	-3,994.16	-5.58	\$(792)
PELHAMHS\$LEF04	3,650	6,591	-3,996.88	-5.59	\$(792)
PELHAMHS\$RTU04	3,650	7,613	-40,393.51	-50.18	\$(7,886)
PELHAMHS\$RTU05	3,650	8,191	-46,284.86	-57.50	\$(9,037)

PELHAMHS\$RTU06	3,650	4,665	-10,345.55	-12.85	\$(2,019)
PELHAMHS\$UH02	3,650	5,062	-719.60	-2.50	\$(172)
PELHAMSAU\$RTU1	3,650	892	18,740.90	34.92	\$3,895
PELHAMSAU\$RTU2	3,650	2,030	11,008.07	20.51	\$2,288
PELHAMSAU\$RTU3	3,650	1,970	11,415.78	21.27	\$2,372
PELHAMSAU\$RTU4	3,650	1,070	17,531.37	32.67	\$3,644
PELHAMSAU\$RTU5	3,650	1,007	17,959.46	33.47	\$3,733
PELHAMELEMENTARY\$AHU1	3,650	5,457	-12,278.76	-22.88	\$(2,552)
PELHAMELEMENTARY\$AHU2	3,650	5,607	-13,298.02	-24.78	\$(2,763)
PELHAMELEMENTARY\$CUHCO RRE1N	3,650	614	1,547.25	5.38	\$372
PELHAMELEMENTARY\$CUHCO RRE1S	3,650	263	1,726.13	6.00	\$415
PELHAMELEMENTARY\$CUHCO RRE2N	3,650	138	1,789.83	6.23	\$430
PELHAMELEMENTARY\$CUHCO RRE2S	3,650	899	1,402.00	4.88	\$337
PELHAMELEMENTARY\$CUHCO RRGYM	3,650	2,574	548.37	1.91	\$131
PELHAMELEMENTARY\$CUHCO RRW1N	3,650	704	1,501.38	5.22	\$361
PELHAMELEMENTARY\$CUHCO RRW1S	3,650	513	1,598.72	5.56	\$384
PELHAMELEMENTARY\$CUHCO RRW2N	3,650	633	1,537.56	5.35	\$369
PELHAMELEMENTARY\$CUHCO RRW2S	3,650	417	1,647.64	5.73	\$396
PELHAMELEMENTARY\$CUHKIT CHEN	3,650	807	1,448.89	5.04	\$348
PELHAMELEMENTARY\$CUHKIT CHSIDE	3,650	651	1,528.39	5.32	\$367
PELHAMELEMENTARY\$CUHSI DEVEST	3,650	2,864	400.57	1.39	\$96
PELHAMELEMENTARY\$CUHST AIRE1E	3,650	1,312	1,191.52	4.14	\$286
PELHAMELEMENTARY\$CUHST AIRE1N	3,650	1,484	1,103.86	3.84	\$265

PELHAMELEMENTARY\$CUHST AIRE1S	3,650	2,796	435.23	1.51	\$103
PELHAMELEMENTARY\$CUHST AIRW1N	3,650	4,293	-327.69	-1.14	\$(78)
PELHAMELEMENTARY\$CUHST AIRW1W	3,650	1,235	1,230.76	4.28	\$296
PELHAMELEMENTARY\$CUHVE STN	3,650	523	1,593.62	5.54	\$382
PELHAMELEMENTARY\$CUHVE STS	3,650	3,283	187.04	0.65	\$44
PELHAMELEMENTARY\$EF11	3,650	51	4,891.12	6.84	\$969
PELHAMELEMENTARY\$EF13	3,650	44	4,900.63	6.85	\$972
PELHAMELEMENTARY\$FCU107	3,650	6,980	-1,697.08	-5.90	\$(408)
PELHAMELEMENTARY\$FCU207	3,650	5,358	-870.45	-3.03	\$(208)
PELHAMELEMENTARY\$FCU212	3,650	5,493	-939.25	-3.27	\$(225)
PELHAMELEMENTARY\$FCU212 A	3,650	5,629	-1,008.56	-3.51	\$(242)
PELHAMELEMENTARY\$FCU307	3,650	5,241	-810.83	-2.82	\$(194)
PELHAMELEMENTARY\$FCU407	3,650	5,444	-914.28	-3.18	\$(219)
PELHAMELEMENTARY\$FCU412	3,650	5,329	-855.67	-2.98	\$(205)
PELHAMELEMENTARY\$FCUKIT CHOFF	3,650	7,076	-1,746.00	-6.07	\$(419)
PELHAMELEMENTARY\$RTU1	3,650	3,677	-183.47	-0.34	\$(37)
PELHAMELEMENTARY\$RTU2	3,650	3,792	-964.91	-1.80	\$(200)
PELHAMELEMENTARY\$RTU3	3,650	1,951	8,658.66	30.12	\$2,083
PELHAMELEMENTARY\$UHDIS HWASH	3,650	2,741	463.26	1.61	\$110
PELHAMELEMENTARY\$UHGym STORAGE	3,650	762	1,471.82	5.12	\$354
PELHAMELEMENTARY\$UHKITC HSTORAGE	3,650	3,871	-112.63	-0.39	\$(26)
PELHAMELEMENTARY\$UV101	3,650	6,756	-1,582.92	-5.51	\$(380)
PELHAMELEMENTARY\$UV102	3,650	6,896	-1,654.27	-5.75	\$(397)

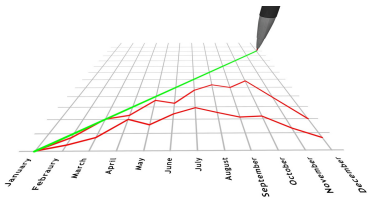
PELHAMELEMENTARY\$UV103	3,650	6,944	-1,678.73	-5.84	\$(403)
PELHAMELEMENTARY\$UV104	3,650	6,876	-1,644.08	-5.72	\$(395)
PELHAMELEMENTARY\$UV105	3,650	6,751	-1,580.37	-5.50	\$(379)
PELHAMELEMENTARY\$UV106	3,650	6,850	-1,630.83	-5.67	\$(392)
PELHAMELEMENTARY\$UV108	3,650	6,722	-1,565.59	-5.45	\$(376)
PELHAMELEMENTARY\$UV109	3,650	6,634	-1,520.74	-5.29	\$(365)
PELHAMELEMENTARY\$UV110	3,650	6,724	-1,566.61	-5.45	\$(376)
PELHAMELEMENTARY\$UV111	3,650	6,723	-1,566.10	-5.45	\$(376)
PELHAMELEMENTARY\$UV112	3,650	6,547	-1,476.41	-5.14	\$(354)
PELHAMELEMENTARY\$UV201	3,650	4,009	-182.96	-0.64	\$(43)
PELHAMELEMENTARY\$UV202	3,650	6,868	-1,640.00	-5.70	\$(393)
PELHAMELEMENTARY\$UV203	3,650	6,859	-1,635.41	-5.69	\$(393)
PELHAMELEMENTARY\$UV204	3,650	6,855	-1,633.37	-5.68	\$(392)
PELHAMELEMENTARY\$UV205	3,650	6,893	-1,652.74	-5.75	\$(396)
PELHAMELEMENTARY\$UV206	3,650	6,896	-1,654.27	-5.75	\$(397)
PELHAMELEMENTARY\$UV208	3,650	6,844	-1,627.77	-5.66	\$(391)
PELHAMELEMENTARY\$UV209	3,650	6,972	-1,693.00	-5.89	\$(406)
PELHAMELEMENTARY\$UV210	3,650	6,718	-1,563.55	-5.44	\$(375)
PELHAMELEMENTARY\$UV211	3,650	6,560	-1,483.03	-5.16	\$(356)
PELHAMELEMENTARY\$UV213	3,650	6,885	-1,648.66	-5.74	\$(396)
PELHAMELEMENTARY\$UV301	3,650	6,548	-1,476.92	-5.14	\$(355)
PELHAMELEMENTARY\$UV302	3,650	6,899	-1,655.80	-5.76	\$(398)
PELHAMELEMENTARY\$UV303	3,650	6,729	-1,569.16	-5.46	\$(376)

PELHAMELEMENTARY\$UV304	3,650	6,685	-1,546.74	-5.38	\$(371)
PELHAMELEMENTARY\$UV305	3,650	6,697	-1,552.85	-5.40	\$(372)
PELHAMELEMENTARY\$UV306	3,650	6,698	-1,553.36	-5.40	\$(373)
PELHAMELEMENTARY\$UV308	3,650	6,683	-1,545.72	-5.38	\$(371)
PELHAMELEMENTARY\$UV309	3,650	6,675	-1,541.64	-5.36	\$(371)
PELHAMELEMENTARY\$UV310	3,650	6,603	-1,504.95	-5.24	\$(361)
PELHAMELEMENTARY\$UV311	3,650	6,564	-1,485.07	-5.17	\$(357)
PELHAMELEMENTARY\$UV312	3,650	6,704	-1,556.42	-5.41	\$(374)
PELHAMELEMENTARY\$UV401	3,650	6,799	-1,604.83	-5.58	\$(385)
PELHAMELEMENTARY\$UV402	3,650	6,573	-1,489.66	-5.18	\$(358)
PELHAMELEMENTARY\$UV403	3,650	6,713	-1,561.01	-5.43	\$(375)
PELHAMELEMENTARY\$UV404	3,650	6,719	-1,564.06	-5.44	\$(375)
PELHAMELEMENTARY\$UV405	3,650	6,699	-1,553.87	-5.41	\$(373)
PELHAMELEMENTARY\$UV406	3,650	6,838	-1,624.71	-5.65	\$(390)
PELHAMELEMENTARY\$UV408	3,650	6,663	-1,535.52	-5.34	\$(369)
PELHAMELEMENTARY\$UV409	3,650	6,700	-1,554.38	-5.41	\$(373)
PELHAMELEMENTARY\$UV410	3,650	6,705	-1,556.93	-5.42	\$(374)
PELHAMELEMENTARY\$UV411	3,650	6,429	-1,416.27	-4.93	\$(340)
PELHAMELEMENTARY\$UV413	3,650	6,684	-1,546.23	-5.38	\$(371)
PELHAMELEMENTARY\$UV514	3,650	6,686	-1,547.25	-5.38	\$(372)
PELHAMELEMENTARY\$UV515	3,650	6,744	-1,576.80	-5.49	\$(379)
PELHAMELEMENTARY\$UV516	3,650	6,722	-1,565.59	-5.45	\$(376)
PELHAMELEMENTARY\$UV517	3,650	6,445	-1,424.42	-4.96	\$(342)

PELHAMELEMENTARY\$UV520	3,650	6,650	-1,528.90	-5.32	\$(367)
PELHAMELEMENTARY\$UV530	3,650	7,781	-2,105.29	-7.32	\$(505)
PELHAMELEMENTARY\$UV531	3,650	6,844	-1,627.77	-5.66	\$(391)
PELHAMELEMENTARY\$UV532	3,650	6,829	-1,620.12	-5.64	\$(389)
PELHAMELEMENTARY\$UV533	3,650	6,916	-1,664.46	-5.79	\$(399)
PELHAMELEMENTARY\$UVCOM ME1	3,650	6,742	-1,575.79	-5.48	\$(378)
PELHAMELEMENTARY\$UVCOM ME2	3,650	6,777	-1,593.62	-5.54	\$(382)
PELHAMELEMENTARY\$UVCOM MW1	3,650	6,917	-1,664.97	-5.79	\$(400)
PELHAMELEMENTARY\$UVCOM MW2	3,650	6,756	-1,582.92	-5.51	\$(380)
PELHAMELEMENTARY\$UVREA RDOOR	3,650	6,761	-1,585.47	-5.52	\$(381)



Historical Performance



Historical Performance

		1	2	3	4	5	6	7	8	9	10	11	12
		Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time	Percent of Time
PELHAM ELEMENTARY \$AHU1	SCHEDULE: SUPPLYFANCOMMON D on at night	51 %	60 %	43 %	24 %	27 %	30 %	22 %	10 %	41 %	16 %	16 %	64 %
	SCHEDULE: SUPPLYFANCOMMON D on before 6am	65 %	75 %	70 %	61 %	60 %	69 %	62 %	34 %	47 %	36 %	39 %	78 %
	SCHEDULE: SUPPLYFANCOMMON D on during the weekend	51 %	74 %	63 %	51 %	51 %	53 %	54 %	48 %	62 %	59 %	60 %	84 %
	SCHEDULE: SUPPLYFANSTATUS on at night	73 %	85 %	60 %	34 %	38 %	43 %	32 %	15 %	54 %	21 %	19 %	64 %
	SCHEDULE: SUPPLYFANSTATUS on before 6am	87 %	100 %	93 %	85 %	82 %	88 %	80 %	52 %	71 %	54 %	50 %	79 %
	SCHEDULE: SUPPLYFANSTATUS on during the weekend	72 %	100 %	85 %	70 %	70 %	74 %	70 %	70 %	84 %	76 %	72 %	86 %
	SERVICE: Control command and status do not match	21 %	25 %	23 %	20 %	21 %	21 %	19 %	20 %	22 %	17 %	11 %	1 %



Memorandum

Date: July 3, 2023

To: Pelham Leadership Team

From: Chip McGee, Superintendent
Deb Mahoney, Business Administrator

Subj: Pelham School District 2024-2025 Budget Development Guidelines

This memo provides **important** information about the guidelines, procedures, and assumptions we will use in the development of the 2024-2025 operating budget.

Guidelines:

For FY25, the Superintendent directs the leadership team to use these priorities:

- Strive towards a zero increase operating budget for your school by reducing any remaining areas of historical over budgeting and offsetting increases with reductions when possible.
- Make adjustments in supplies and equipment based on projected enrollment changes
- Follow the Future Ready Plan to guide the technology budget, the Textbook Replacement (Instructional Materials Plan) for curriculum revision budgeting, and the Capital Improvement Plan for facilities plans budgeting.
- Prioritize professional development in mathematics, social emotional development and other academic areas.
- Propose any staffing level changes in writing, using the form within these guidelines and bring those requests to the Superintendent meeting for discussion.
- Prepare an itemized and prioritized list, outside of the budget system, of any additional items. This list is to contain a cost of implementation and a brief justification.
- Once the separate budgets are submitted, we will take a district-wide approach to ensure that our limited resources are allocated in such a manner as to allow each school to successfully deliver their programs.

Procedures:

Please read this memo carefully as it explains information needed to help you enter your budget requests correctly. This memo includes detailed instructions on how to enter budget data into eFinancePLUS. Should anyone have questions, they can contact me.

As a department, you can directly enter your budget data into eFinancePLUS, or you can populate a budget import spreadsheet that I will upload for you. The import spreadsheet is an Excel spreadsheet (not

a google doc) where you can enter budget notes detail and that data can be imported into the software from this sheet. This method allows you to start entering your budget data into Excel prior to when EFP will be available for budget entry, which will be after we close the current fiscal year in early July. After the budget is uploaded, I will run your reports for review. Any changes that need to be made from then to the submission deadline are done directly into the eFinancePLUS program and reports will be re-run as needed. The instructions for using the Excel template are on page 6. A copy of the Excel template is attached to this email.

The approved School Board budget development calendar is also included in this email. Any budget units who can complete their budget entry prior to the dates in the calendar are encouraged to do so – Principals may want to enter and complete the Superintendent review and related edits prior to the start of school. In summary, there are five phases to the development of the FY25 budget. These are:

- Phase 1: Principal/Administrator submits requested budgets to the Superintendent. Each principal/administrator will meet with the Superintendent and Business Administrator to discuss their requested budget. The Superintendent will make any final additions/changes/deletions prior to finalizing his requested budget.
- Phase 2: Superintendent's requested budget to the School Board. Each principal/administrator will be expected to attend the School Board meeting when his/her budget is reviewed by the School Board.
- Phase 3: School Board's approved budget that will be recommended to the Budget Committee.
- Phase 4: Budget Committee's approved budget that is presented to the voters on the MS-27.
- Phase 5: The final School Board approved budget adjusted after the March vote and submitted to the state on the MS-22 form.

Detailed Budget Development Guidelines

As you develop your budget this year we want to carefully budget and document as follows:

1. All budget reports will show the final FY23 adjusted budget reflecting the budget transfers that were approved during the year rather than the original budget. Please use your FY23 adjusted budgets and your FY22 actual expenditures as your guideline for the FY25 departmental budgets.
2. This year PES will be budgeting using a zero-based budgeting approach. This means that all program spending must be reviewed and determined to be needed to deliver the planned educational programs. No budgetary line item should be solely justified based on the prior year budget. Detailed budget descriptions are required.
3. Each administrator will review existing expenditures and determine if they are still needed to deliver our programs and maintain our facilities and equipment. Look at your prior two years of expenditures carefully. If you have not spent the money for the past two years, the item may likely not be needed and will likely be questioned. The skewed history may be a result of Covid.
4. Please remember to document in the notes a clear description of the item(s). Vague budget request may be denied or corrections requested. If you are changing the budgetary account due to an incorrect account being used in the past, make sure your note states where the item(s) was budgeted this year, and make sure you do not include that item in both the old and the new accounts.
5. Whenever possible provide data as to how the amount was determined. This could be number of students, number of trips, vendor quotation, etc. Do not include a description of inflation rate used. Current projected student enrollments are provided on page 8. Your budgets will reflect some savings due to the projected lower student enrollments.

6. If you are budgeting items that will also be purchased by other schools and are showing a unit cost, please secure agreement with the other principals or appropriate director on what unit cost to use.
7. Refer to the Facility Maintenance Plan. We need to make sure our budget request includes all required maintenance activities to bring all of our facilities and equipment up to current required maintenance. It is our responsibility to let the board know what needs to be done.
8. Each administrator needs to keep copies of all budget backup including quotes and estimates in order to be able to answer questions from the board and budget committee many months after the detail work is done.

Principal and Director Requested Phase 1 budget requests should reflect all of your 'critical' needs to deliver the programs planned for the 2024-2025 school year. While we know that all requests will not be funded, it is important that we maintain a history of identified needs. Please do not budget 'wish list' items. Keep it to identified needs. Please keep a separate list of "non-critical" items to be produced when/if requested.

Gross Appropriations Budget

All of your budgets must be a gross appropriations budget. This means that all monies spent must be included in the operating budget and approved by the voters, even if the expenses will be offset by revenues. Therefore, any program offered that is offset by revenues or user fees must be included in the general fund operating budget.

Please provide data on all programs that might fall under the self-funded program description. I have included the guidelines for self-funded program budgeting in this memo. You are not being asked to enter self-funded budgets into eFinancePLUS. We do need you to complete a **2024 – 2025 Budget Request Form** located on the last page of these guidelines and send that to the BA. The SAU will review all of the self-funded program information received and make an appropriate recommendation to the School Board. Please make sure that all self-funded program revenues are budgeted including summer school programs, preschool, camps, any co-curricular or field trip expenses, music lessons, etc. that typically use fees to offset expenditures. Please take care to accurately document these areas as best as you are able and include all self-funded activities.

Budget Development Responsibilities

Included in this memo is a chart that lists each budget segment, the functional accounts in that segment, and the administrator(s) responsible for budgeting those functional accounts. It is the responsibility of all directors to consult with the building principals to ensure that all of their needs are included in their budget request. Most common areas of collaboration are in special education, technology and facilities.

Budget Documentation

The following documentation will be required as part of the 2025 budget development process. Each administrator will create a "budget book" to hold all of this required documentation to ensure that we are able to answer questions from both the School Board and Budget Committee.

1. A **2024-2025 Budget Request Form** must be submitted for any changes to the current staffing level including any new or expanded positions and any changes in the number of days and/or hours worked per day, as well as the need to transfer any staff funding from Federal Funds to the General Fund. If you do have a need to add staff, you must discuss this need with the Superintendent and get his agreement prior to submitting your request. All 2024-2025 Budget Request Forms relating to staffing must be submitted to Deb Mahoney, as well as a copy in your budget book. The SAU office will be responsible for entering all salary (except overtime) and benefits budget requests.

2. Any new or expanded program requests (including all self-funded programs) must have a 2024-2025 Budget Request Form submitted to Deb Mahoney as well as a copy in your budget books. The administrator is responsible for inputting all budgetary line items for these requests (other than salary and benefits). If a program request is the result of a Board approved “replacement program” (e.g. textbooks or computers), please make sure that you identify it as a Board approved replacement program request in the budget entry detail.
3. The Director of Technology must approve all technology items in all functions, including education software to make sure it will operate on the district’s equipment and network and has been reviewed for data privacy compliance. Please make sure you work together on your requested budgetary items. This will allow us to have consistency in costs across functions.
4. Your budget book detail will also include copies of all quotes and estimates received that you used to establish the budgetary number in your budget request.
5. Your budget book detail will also include the student population projections you used in preparing your budget.

You will receive a final printout of your budgets at the close of your entry period. In all cases, it is the responsibility of the principal/director to verify that all of your requests have been included in the Requested budget prior to the review meeting with the Superintendent.

At the close of the SAU entering all salaries and benefits you will receive a copy of that final printout to review. Each principal/director needs to verify that all of your requested positions and programs (e.g. summer school) have been included in the Requested budget prior to the review of Salaries and Benefits according to the schedule. Please ask questions if you do not see something that you expected to be included.

Authorized General Ledger Budgetary Accounts

Included in this memo is a listing of all general ledger accounts that you are authorized to use in your 2025 budget request. If you find that you need an account (function or object) that is not included in this list, please contact Deb M. to add the required account. Please be sure to make the requests in advance, so that no budget requests are lost in the upload process.

GENERAL INSTRUCTIONS

Please be very careful to follow these instructions on how to enter your budget requests as failure to follow them will result in either the request not being included in the budget or the need for you to re-enter the request correctly.

There are two ways to enter your budget. 1. Through an excel spreadsheet that Deb M will upload for you and 2. Enter Data directly into eFinance Plus through the “Budget Preparation” module. Instructions for both are included below.

Budget Data Entry Instructions Using Excel Spreadsheet:

You may choose to enter your budget using an Excel spreadsheet template. The Excel spreadsheet is a simple four (4) column worksheet. If you move it into Google sheets, programming can be removed.

- Column 1 is the 10 digit budget organization number (e.g. 1011110000)
- Column 2 is the 3 digit object account number (e.g. 610)

- Column 3 is the dollar amount for each item being entered for this budget organization and object code. The amount should not be formatted with \$'s or commas (e.g. 2345.99), just be a text field. This column will be left blank if you are creating an item with multiple lines in the description. The budget amount will only be entered on the last line of each item's description.
- Column 4 is the description for each item being budgeted. As you can do within eFinancePLUS, you may enter multiple items for each budget organization and object code, and each item may have multiple lines in the description. Note that there is a limit of 55 characters to each line in the column 4 note text.

The 2025 Budget Entry Template Excel spreadsheet layout is as follows:

1011110000	610		Note 1 text line 1
1011110000	610		Note 1 text line 2
1011110000	610	45	Note 1 text line 3
1012141000	810	2235.75	Note 2 text line
1033262000	430		Note 3a text line 1
1033262000	430	2345.50	Note 3a text line 2
1033262000	430	5000	Note 3b text line
1033262000	430	675	Note 3c text line
1033262000	430		Note 3d text line 1
1033262000	430	990	Note 3d text line 2

You will need to have a copy of your approved FY24 budget and your latest FY23 year-to-date expenditure budget report to use as a guideline for the accounts you need to budget. As you enter the data it is very important that you verify that all of your budget organization and object codes are correct. Otherwise your budgets will either not be able to be imported into eFinancePLUS or your budget requests will not be correct.

Once each budget spreadsheet is completed, it needs to be emailed to the principal for approval and consolidation. The building principal or designee will consolidate all Excel budget entry templates into one Excel worksheet and ensure all detail requirements were met before submission to the SAU for upload.

The approved and consolidated 2025 Budget Entry Template needs to be submitted to Deb Mahoney (dmahoney@pelhamsd.org). Once the new fiscal year is opened and we have created the FY24 budget ledger (in early July), we will be importing all of your spreadsheet data into eFinancePLUS. If there are errors in your spreadsheet we will notify you if corrections are needed before your budget data is officially in the requested budget.

Budget Data Entry Instructions Using eFinancePLUS:

All data is entered into eFinancePLUS in the REQUESTED Phase 1 budget iteration. An iteration is a specific version of the budget. As a reminder, you need to make the following entries to enter your budget data:

1. On the Application Hosting webpage click on:

- a. Applications, then
 - b. EFinancePlus 20.11, then
 - c. eFinancePLUS 20.11 (do not enter it into any other available database as there is no way to copy data entered into the wrong database into a live database)
2. On the Powerschool Login page:
 - a. Enter your user name (plhflastname)
 - b. Enter your password
3. On the next screen, Set your environment to “Pelham SD Live” and select “OK”.
4. Once you have the eFinancePLUS webpage open you need to access the budget entry page by the following menu selections from the far left screen icons:
 - a. Select Budget Preparation
 - b. Choose “Entry & Processing” in the first column
 - c. Choose “Budget Entry: in the second column, then
 - d. Select the Requested button under the Expenditure column

You will then see the expenditure budget entry screen.

5. You have a lot of flexibility in how you enter your budget. You can individually enter the budget unit organization and object account code and click on the search button and only that one line item will be shown. Or, if you want to enter an entire budget unit organization budget (e.g. 1012121000) you can enter the organization code, click on OK, and all lines for that organization will be shown, or select “Search” and it will show you all budget lines you have access to.
 - a. Once your account(s) have been displayed you will see under the ‘Search Criteria’ box a line in text that will state Active Iteration / Phase - Requested: 101 / REQ Recommend: NONE / NONE Approved: NONE / NONE. If for any reason you see something that does not identify ‘**Requested: 101**’ do not enter any data and call me.
 - b. To enter your budget request you will need to click on the line item that you want to enter to make it active. To know which line item is current the ‘Requested Base’ box will have a black background. **DO NOT ENTER YOUR REQUESTED BUDGET NUMBER ON THIS SCREEN!**
 - c. Click on the ‘Notes’ button at the top of the screen. This is shown as a paper with a pencil as an icon on the tool bar. This is the form to use for entering your budget request. Please remember:
 - i. you can have multiple line items within a single note
 - ii. the description can be entered into multiple lines if you need more space
 - iii. make sure the dollar value associated with multiple line descriptions is entered in the last line of the item description
 - iv. once you are finished entering all of the line item details for that organization/object account, click on the OK button, then
 - v. make sure you select the UPDATE REQUESTED BASE TOTAL block at the bottom of the form so that your total gets populated into the budget (prior screen), then
 - vi. verify that the UPDATE REQUESTED BASE TOTAL block is checked and click on the OK button a second time to post the dollar amount to your budget request (prior screen).
 - vii. Click on the back button to confirm that the dollars from your notes total is now shown in the budget cell.
 - viii. At any time during the process you can re-enter any organization/object account code line and add or delete lines or change dollar values. Just make sure that the UPDATE REQUESTED BASE TOTAL block is checked and you click on OK after reach entry. Otherwise your changes will not be saved and will not be posted to your budget request.

- ix. Once you are finished entering your budget for the line items on the Budget Entry screen and make sure you click OK again to save all the data. Never forget to click the OK button in this software as you will lose the entries you just made.
6. I recommend that you start out slow by entering a couple of accounts and then checking to make sure that they are saved correctly in the system. Remember that you can (at any time) get a printout of your current budget status. To do this from the eFinancePLUS webpage you need to do the following selections:
 - a. Select, Budget Preparation, then
 - b. Select Report in the second column (and you will see all the budget reports that are available)
 - c. Under Expenditure, select “Requested Worksheet,” then
 - d. Enter the organization/object accounts you want (or leave it blank to get all of your accounts) and click on the ACCEPT (enter) button, then
 - e. In the Options for Printing Notes area select the ‘Print Notes and Amounts’ button so that you can verify that your details were entered correctly. Select ACCEPT(enter) and then the OK button.
 - f. The file will drop to the bottom bar as a PDF file and you can double click to open this up.

Budget Reports:

We have Cognos budget reports that include both budget data and notes detail within the same report format. At any time you can request a copy of your budget in that format for review. I have already emailed everyone a copy of your current 2024 budget in this budget format so that you can use that report as your reference for the 2025 budget request.

Important Need to Proof Your Final Budget Request:

The 2025 budget projection does not include any of your 2024 budget line item details. Prior to finalizing your Requested Phase 1 budget, I recommend that you compare your 2025 requested budget detail with your 2024 approved budget printout of the budget detail to check to determine if an item was left out, and to check that your requested budget number versus last year’s actual spending to see if your new budget request is in line with last year, and if not, you have justification as to why. Please let me know if you have questions. By doing this work, you will prepare for the questions that you can receive through all levels of the budget review process.

Inflation Rates

Even though we are asking for conservative budgets you do need to be aware of the inflation rates as the purchasing power of the budget is actually reduced by the inflation factor. We will be using three inflation rates, depending on the items being budgeted.

- For school books and supplies please use an inflation rate of -1.3% This is based on the May 2023 U.S. Department of Labor CPI index for Educational books and supplies for all U.S. cities over the past twelve months.
- For food please use an inflation rate of 7.1%. This is based on the May 2023 U.S. Department of Labor CPI index for food for all urban consumers for Boston-Cambridge-Newton, MA-NH over the past twelve months.
- For all other budgetary items based on an inflation increase, please use an inflation rate of 4.3%. This is based on the May 2023 U.S. Department of Labor CPI index for other goods and services for all items less food and energy for all urban consumers for Boston-Cambridge-Newton, MA-NH.

As you know, we are very early in developing these budgets and the above inflation rates will likely change over the next three months. The SAU will monitor the actual BLS statistics to see if further adjustments will be needed prior to the Board approving their final recommended budget. Therefore, please be sure to make personal notes for yourself on where you used the inflation percentages.

Student Population Impact

For any budgetary item calculated based on the number of students please use the projected student population projections below as developed by the SAU.

	October 1 Enrollments with Projections										
	Actual						Projected				
Grade Level	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	Projection Method		2023-24	2024-25	
Preschool*	43	59	66	41	50	62	Capacity	72	72	72	
Kindergarten*	72	87	78	74	82	98	Full Day Estimate	120	120	120	
1	125	121	126	115	101	128	3 year weighted	117	117	120	
2	115	114	118	123	116	109	3 year average of the change in enrollment for each cohort from grade to grade weighted towards more recent years.	4	132	121	
3	143	116	118	124	122	110		(2)	107	130	
4	134	142	116	117	124	123		0	110	107	
5	153	136	144	117	120	126		2	125	112	
6	167	155	136	141	110	116		(5)	121	120	
7	164	168	153	138	134	108		(3)	113	118	
8	148	166	164	154	139	132		(1)	107	112	
9	175	140	136	147	146	140		(5)	127	102	
10	170	171	132	141	148	145		1	141	128	
11	138	168	168	139	142	153		4	149	145	
12	172	144	167	179	144	143		4	157	153	
PES Total	785	775	766	711	715	756	Average Change	PES	4	783	782
PMS Total	479	489	453	433	383	356		PMS	(9)	341	350
PHS Total	655	623	603	606	580	581		PHS	4	574	528
PSD Grand Total	1,919	1,887	1,822	1,750	1,678	1,693		PSD	(1)	1,698	1,660

OBJECT ACCOUNT INSTRUCTIONS

Salary/Benefit Requests (110-260):

All salary and benefit budget requests (object accounts 100 through 260) will be entered by the SAU staff, including stipend positions covered by the PEA and PESPA CBA's. Administrators are responsible for entering any overtime budget requirements (object code 130) for your functions.

Professional Development (275 & 320):

Principals and the Curriculum Director must budget in-district professional development expenses using the 320 Object Account (In-District Professional Development).

Each administrator must budget their non-union workshops and conferences in the 275 object account. The 275 object account is for the cost of the conference/workshop only. Any travel related expenditures must be budgeted in the travel 580 object code. If the registration includes hotel and meals, you will budget using the 275 object account. Board policies approve conferences that are specifically listed and funded in the approved School Board budget so please detail those conferences that you plan to attend.

The SAU will budget for all tuition and course reimbursement accounts for non-bargaining employees and the PEA and PESPA CBA contractual requirements.

Travel (580):

The Travel object account 580 will be used to budget all travel related costs. To better enable our management and understanding of this account, you are requested to develop this budgetary account using detail entries. Please include the following detail entries:

1. Mileage Reimbursement
2. Travel Expenses (airfare, hotels, meals, etc.).

Use the current IRS allowable mileage reimbursement of \$0.655 per mile in your budget.

Professional Services (321,330, 331, 332, 335, 338 & 339):

All contracted services from an outside source specifically related to educating students are considered an educational service and will be budgeted using the 321 object code. Examples will include any services that support the educational program and its administration including curriculum improvement, counseling, guidance, library, media and contracted instructional services.

Tutoring services will be budgeted using the 332 object code.

All other contracted or technical professional services that do not have an identified object code will be budgeted to the 330 object code. Examples would include all SPED contracted services e.g. (therapists, assistive technology, hearing and sight specialists, etc.).

Repairs & Maintenance (430, 432 & 433):

All repairs and maintenance will be budgeted to the 430 object code. The only exceptions will be boilers (432) and any repair or maintenance contracted to outside vendors (433). For the most part the facilities functions are the primary users of the 433 object code for contracted maintenance programs (e.g. grounds, fire and HVAC systems, pest control, etc.).

Transportation (519):

The contracted STA transportation rates for 2024-2025 are attached to this email. If you are budgeting transportation for school, athletic, or co-curricular trips, please make sure that you use the Contracted rates. The SAU will budget regular transportation as well as the vocational transportation account (with input from PHS).

Supplies (610):

All supplies will be budgeted to the 610 object account. General supplies are consumable items that commonly have a shorter life span than equipment or furniture, and which can be stocked for recurring use. In general, an item under \$400 (with the exception of very low cost computer equipment such as Chrome Books) will be booked as a supply. Even “furniture” purchased under this amount such as a bookcase will be expensed as a supply since the life span for such a low cost item would be shorter than expected from a typical furniture or equipment purchase.

If you budget supplies based on a cost per student, you will adjust your requested budget by inflation and the change in the projected student population.

Cost Estimates and Shipping Costs:

Please make sure that you use either a current quotation or price lists from 2023 catalogs to determine your budgetary request, or look on-line. Also, please make sure that your budget requests include the cost of shipping goods to PSD. If your quotes do not include shipping costs, use an estimate cost of shipping at 5% of the item's budgeted cost. Please add the shipping cost to the cost of the budgeted item. Do not enter shipping costs as a separate budget line item.

Software (446, 643 & 650)

Software purchased for installation on district computers/servers will be budgeted to the 650 object account.

An application that is purchased, rented or leased and run on a server outside of the district will be budgeted as a software lease using the 446 object account.

"Software" that is purchased as an information service and run on a system outside of the district will be budgeted as an information access fee using the 643 object account.

Technology Equipment Requests:

Any new or replacement requests for technology items (e.g. computers, non-educational software, networking, internet, etc.) will be entered by the Director of Technology. Please send all such requests to IT for consideration.

Curriculum Resources:

Technology: Our technology budget needs to reflect the costs associated with our one-to-one initiative for students from grades K through 12, this includes all software subscriptions (see above software reference), and web-based tools. Educational software requests are the responsibility of the schools to budget and enter into eFinancePLUS using the 2225 function account. IT and Curriculum will both review/approve educational software, subscriptions and tools to ensure that the software can be utilized on the district's network, and that it meets data privacy requirements, and supports curriculum initiatives for personalized learning.

Textbooks (640 & 641):

The textbook review cycle is attached and will be referenced for 2025 budget requests.

At this time, building administrators and educational teams will be reviewing these subjects to determine if replacements are needed and planning for subsequent years. After you have reviewed your needs, please meet with the Director of Curriculum to go over your recommendations. All textbook purchases must be reviewed and approved by the Director of Curriculum prior to your entering them into your budget request.

Textbooks need to be budgeted under two separate object accounts.

Textbook Replacement (object account 640) will be used for all textbooks that are being budgeted to replace existing textbooks within the current program of studies. This will include the purchase of additional textbooks of an existing series as a result of increased student populations, replacements for damaged or lost textbooks, as well as textbooks being budgeted to replace an existing program with a new series (e.g. adopting a new reading/language arts program that requires the purchase of new books for all students). All new series decisions must be reviewed with the Director of Curriculum. Any cost

savings associated with replacing textbooks with technology (software or information service) as a result of the one-to-one chromebook program shall be reflected in the budget.

Textbooks being budgeted for a new course, or for an expansion of an existing program (e.g. a new novel for the English department), will be budgeted in the Textbook New object account (641). Your detailed text descriptions will explain the purpose of the new purchase request. All new program and textbook decisions must be reviewed with the Director of Curriculum.

Furniture & Equipment (733, 734, 737 & 738):

In general, items budgeted as either furniture or equipment will have a unit cost of \$400 or more. Low cost computers such as ChromeBooks will still be budgeted as equipment. Cost items less than \$400 will be budgeted under supplies (610) rather than in this group of object accounts.

All additional and replacement furniture and equipment budget requests must have a written quotation or printout of the item description and purchase cost as part of your “budget book” backup material. Please make sure that the item is budgeted under the correct organization/object account numbers. Please carefully determine what is additional and what is replacement.

If an item normally classified as a supply is purchased as part of an equipment package (e.g. iPad covers or peripheral equipment purchased on the same purchase order as the iPads), the entire order may be budgeted to the equipment object account. Replacement covers or charges will be budgeted as supplies (610).

Dues, Fees and Professional Memberships (810):

The Dues and Fees object account 810 will be used to budget all dues, fees (including athletic fees), and professional memberships. To better enable our management and understanding of this account, you are requested to develop this budgetary account using detailed entries. Please list all requested professional memberships as separate detailed budget entries.

Miscellaneous Items (890):

The miscellaneous 890 object code will be used to budget amounts paid for goods or services not classified in other object accounts. Examples might include: awards, flowers, graduation expenses, celebration of learning expenses, police details, special meeting expenses, refreshments, and student and employee recognition.

Utility Accounts:

Utility and maintenance accounts covered by district-wide billings/contracts will be entered by the SAU office. These accounts include: Water (411); Office Copiers (440); Modular Lease Payment (441); Telephone (531); Data Communications (532); Electricity (622); Propane (623); Natural Gas (625); and Gasoline/Diesel (626). Please let the SAU office know of any known reasons that would impact us setting these accounts based on historical usage patterns.

In Summary:

We cannot open eFinancePLUS up for FY25 budget entry until we move the software into FY24 which won't be until early July. I will let you know when the software is ready for FY25 budget input. If you want to start developing your budget detail prior to then, you will need to use the Excel template for your budget input and send it to Deb when you are ready to have it uploaded.

If you have any questions please ask.

We are looking forward to working with each of you during the next several weeks.

Regards,

Deb

PELHAM SCHOOL DISTRICT

Procedures for the Gross Appropriations of Self-funded Programs

Based on our discussion at Leadership, this year we will be budgeting self-funded programs in eFinancePLUS.

What is a Self-Funded Program?

A self-funded program is an activity run by the district (either directly or indirectly) where fees are used to offset the expenditures. A direct activity would be one that may be associated with the program of studies (e.g. a student activity) but fully funded by fees. An example of this may be field trips as part of the district program where fees are used to offset the expenditures. An indirect activity is one where it is not a district run program but the individual or organization does not qualify as an independent program. An example of this could be summer camps run on district property by an individual or organization that is not a separate legal entity and is not required to pay rental fees or provide certificates of insurance. An activity run by a separate individual or company that provides its own tax identification number, pays rental fees to use district facilities, and provides a certificate of insurance is not a self-funded program. Activities run by and paid for by the PTA is not a self-funded program.

Self-Funded Program expenditures that may be excluded from the gross appropriation requirement

To be excluded from the gross appropriation budgetary requirement (both expenditures and revenues), a program must have:

1. Most of the dollars funding the program raised by the students, and
2. The program activity must be for the benefit of the students, and
3. The students must be the primary drivers for the activity.

School program activities where revenue is charged as a result of the students' participation, and where the revenues are used to supplement the program, can also be excluded from the gross appropriation operating budget requirement. An example is the revenue received from student productions (e.g. plays and musicals), where the revenues received is used to purchase materials that are supplemental to the school district's budget.

Exceptions to the above exclusions

There are three exceptions to programs that do meet the gross appropriation exception that will still require some of their expenses to be included in the appropriation process.

1. The self-funded program is actually part of the school program of studies.
2. Tuition programs that are not student driven such as summer school. All summer school programs must be included in the operating budget (expenses and revenues).
3. Notwithstanding the above, the following items must be submitted this year on a 2023 – 2024 Budget Request Form even if the program itself is excluded from the gross appropriations requirement:
 - All salaries and benefits that are paid to district staff through the school district payroll account
 - All salaries and benefits that are paid to non-school district employees making more than \$600.00 that requires the district to issue an IRS form 1099.
 - All expenditures for equipment that will be left to the District after the self-funded program is complete

Budget documentation

All self-funded programs must have a 2024-2025 Budget Request Form submitted to Deb Mahoney, showing the amount of money being included in the operating budget and the offsetting revenues.

Budget entry for Self-Funded Programs

We will use the 1501 function account for all self-funded programs. Please remember that any self-funded Special Education programs (summer school) still need to be budgeted in the normal SPED function accounts.

If there are any expenses in a self-funded program that will not be covered by offsetting revenues, you must budget those expenses in the appropriate function account (e.g. 1100 or 1410) and not the 1501 function account.

Self-funded programs (1501 function account) will be budgeted using only four (4) object accounts. These are:

- 118 – Use for all salaries and benefits

- 519 – Use for all transportation expenses

- 610 – Use for all other expenses (e.g. supplies, books, food, etc.)

- 734 – Use for any equipment

Deb Mahoney or Christine Lavacchia can be contacted to provide you with the total cost of benefits to assist in your budgeting.

PELHAM SCHOOL DISTRICT

BUDGETARY FUNCTIONAL ACCOUNT RESPONSIBILITIES

BUDGET SEGMENT	RESPONSIBILITY	FUNCTIONAL ACCOUNTS
SAU	CHIP	2321 SUPERINTENDENT SERVICES
BUSINESS/SCHOOL BOARD	DEB	2311 SCHOOL BOARD 2312 DISTRICT CLERK 2313 DISTRICT TREASURER 2314 ELECTIONS & DISTRICT MEETING 2317 AUDIT 2318 LEGAL 2510 BUSINESS/FINANCE SERVICES 51xx DEBT SERVICES
SPECIAL SERVICES	KIM N.	1210 SPECIAL EDUCATION PRGMS (DW) 1280 EXTENDED SCHOOL YEAR 2140 PSYCHOLOGICAL SERVICES 2150 SPEECH SERVICES 2162 PT SERVICES 2163 OT SERVICES 2332 SPECIAL SERVICES ADMINISTRATION 2722 TRANSPORTATION (SPECIAL)
CURRICULUM, INSTRUCTION & ASSESSMENT	SARAH	1260 BILINGUAL PROGRAMS 2110 SOCIAL WORK (DISTRICT-WIDE) 2120 GUIDANCE (DISTRICT-WIDE) 2210 IMPROVEMENT OF INSTRUCTION 2212 INSTRUCTION AND CURRICULUM DEVELOPMENT 2213 INSTRUCTION STAFF TRAINING
TECHNOLOGY	KEITH	2225 COMPUTER TECHNOLOGY 2840 TECHNOLOGY SERVICES
HR	TONI	2830 HR STAFF SERVICES
FACILITIES	BRIAN (UTILITIES – DEB)	2610 SUPERVISION FACILITY OPER 2620 BUILDING SERVICES 2630 GROUNDS 2640 NON-INSTRUCTIONAL EQUIPMENT 2660 EMERGENCY MANAGEMENT 4100 SITE ACQUISITION 4200 SITE IMPROVEMENTS 4300 ARCHITECT & ENG PLANS 4500 BUILDING ACQUISITION 4600 BUILDING IMPROVEMENT
TRANSPORTATION	DEB	2721 PUPIL TRANSPORTATION (REGULAR) 2723 VOC ED TRANSPORTATION (PHS)
ATHLETICS (TRANSPORTATION)	JIM K/STACY & TODD	1420 ATHLETIC ACTIVITIES 2724 TRANSPORTATION (ATHLETICS)

BUDGET SEGMENT	RESPONSIBILITY	FUNCTIONAL ACCOUNTS
PES/PMS/PHS PRINCIPAL	JESSICA, STACY & DAWN	1100 REGULAR PROGRAMS 1210 SPECIAL EDUCATION (LOC. SPECIFIC) 1301 VOCATIONAL EDUCATION (PHS) 1410 CO-CURRICULAR ACTIVITIES 1490 OTHER STUDENT ACTIVITIES 1501 SELF-FUNDED PROGRAMS 2110 SOCIAL WORK 2120 GUIDANCE 2134 NURSES 2190 OTHER PUPIL SERVICES 2210 IMPROVEMENT OF INSTRUCTION 2212 INSTRUCTION AND CURRICULUM DEVELOPMENT 2213 INSTRUCTION STAFF TRAINING 2222 LIBRARY 2410 SCHOOL ADMINISTRATION 2490 OTHER SUPPORT SERVICES 2725 TRANSPORTATION (FIELD TRIPS/CO CURRICULAR)
FOOD SERVICE	TARYN	3100 FOOD SERVICE OPERATIONS
SALARIES & BENEFITS	DEB, TONI, CHRISTINE	2900 BENEFITS & FIXED CHARGES ** ALL SALARIES AND BENEFITS EXCEPT OVERTIME

PELHAM SCHOOL DISTRICT
General Ledger Budgetary Accounts

CHART OF ACCOUNTS STRUCTURE

eFinancePLUS uses a ten (10) digit organization code that will provide consistency in accounts when we need to account for expenditures by subject. The organization code structure is as follows:

12xxxxxxx - Digits 1 and 2 represent the FUND

xx34xxxxx - Digits 3 and 4 represent the LOCATION

xxxx5678xx - Digits 5, 6, 7 and 8 represent the FUNCTION

xxxxxxx90 - Digits 9 and 10 represent the SUBJECT

FUND CODES

10 GENERAL FUND
21 FOOD SERVICE FUND
22 GRANTS FUND
25 SPECIAL OTHER FUND
30 CAPITAL FUND

LOCATION CODES

00 DISTRICT-WIDE
01 SCHOOL BOARD
11 PELHAM ELEMENTARY SCHOOL
22 PELHAM MEMORIAL SCHOOL
33 PELHAM HIGH SCHOOL
90 SAU #28

FUNCTION ACCOUNT CODES

1100 REGULAR EDUCATION PRGMS
1210 SPECIAL EDUCATION PRGMS
1260 BILINGUAL PROGRAMS
1280 EXTENDED SCHOOL YEAR
1301 VOCATIONAL EDUCATION PRGM
1410 CO-CURRICULAR ACTIVITIES
1420 ATHLETIC ACTIVITIES
1490 OTHER STUDENT ACTIVITIES
1501 SELF-FUNDED PROGRAMS
2110 SOCIAL WORK SERVICES
2120 GUIDANCE SERVICES
2134 NURSE SERVICES
2140 PSYCHOLOGICAL SERVICES
2150 SPEECH SERVICES
2162 PT SERVICES
2163 OT SERVICES
2190 OTHER PUPIL SERVICES
2210 IMPROVEMENT- INSTRUCTION

2212 INSTR/CURRIC DEVELOPMENT
 2213 INSTRUCTION STAFF TRAIN'G
 2222 LIBRARY SERVICES
 2225 COMPUTER TECHNOLOGY
 2311 SCHOOL BOARD SERVICES
 2312 DISTRICT CLERK SERVICES
 2313 DIST TREASURER SERVICES
 2314 ELECTION SERVICES
 2317 AUDIT SERVICES
 2318 LEGAL SERVICES
 2321 SUPERINTENDENT SERVICES
 2332 SPECIAL SERVICES ADMIN
 2410 SCHOOL ADMINISTRATION
 2490 OTHER SUPPORT SERVICES
 2510 BUSINESS/FINANCE SERVICES
 2610 SUPERVISION FACILITY OPER
 2620 BUILDING SERVICES
 2630 GROUNDS SERVICES
 2640 NON-INSTRUCTIONAL EQUIP
 2660 EMERGENCY MANAGEMENT
 2721 TRANSPORTATION (REGULAR)
 2722 TRANSPORTATION (SPECIAL)
 2723 TRANSPORTATION (VOC ED)
 2724 TRANSPORTATION (ATHLETIC)
 2725 TRANSPORTATION (FT/COCUR)
 2830 HR STAFF SERVICES
 2840 TECHNOLOGY SERVICES
 2900 BENEFITS & FIXED CHARGES
 3100 FOOD SERVICE OPERATIONS
 4100 SITE ACQUISITION
 4200 SITE IMPROVEMENTS
 4300 ARCHITECT & ENGR SERVICES
 4500 BUILDING ACQUISITION
 4600 BUILDING IMPROVEMENT
 5110 DEBT SERVICES - PRINCIPAL
 5120 DEBT SERVICES - INTEREST
 5220 SPEC REV FUND TRANSFERS
 5221 FOOD SERV FUND TRANSFER
 5251 CAPITAL RES FUND TRANSFER
 5252 EXPENDABLE TRUST FUND XFR
 5390 TRANSFER TO OTHR AGENCIES

SUBJECT CODES

00 NO SUBJECT
 02 ART
 03 BUSINESS
 05 LANGUAGE ARTS
 06 FOREIGN LANGUAGES

08 PHYS ED/HEALTH
09 FAMILY/CONSUMER SCIENCE
10 TECH EDUCATION
11 MATHEMATICS
12 MUSIC
13 NATURAL SCIENCE
15 SOCIAL SCIENCE
18 ENRICHMENT
19 STEAM
23 READING
25 COMPUTER EDUCATION

OBJECT ACCOUNT CODES

110 SALARIES
113 TUTOR SALARIES
114 INSTRUC. ASST. SALARIES
118 SELF-FUNDED SAL & BENEFIT
120 DAILY SUBSTITUTE SALARIES
121 LONG TERM SUB SALARIES
130 OVERTIME SALARIES
211 HEALTH INSURANCE
212 DENTAL INSURANCE
213 LIFE INSURANCE
214 DISABILITY INSURANCE
220 SOCIAL SECURITY
231 NON-TEACHER RETIREMENT
232 TEACHER RETIREMENT
250 UNEMPLOYMENT INSURANCE
260 WORKERS COMP INSURANCE
271 WORKSHOPS PESPA
272 COURSE REIMBURSE PESPA
273 WORKSHOPS PEA
274 COURSE REIMBURSEMENT PEA
275 WORKSHOPS NON-UNION
276 COURSE REIMBURS NON-UNION
280 NEW HIRE EXPENSES
291 TSA MATCH CONTRIBUTION
310 SAU ADMINIST. SERVICES
320 IN-DIST PROF DEVELOPMENT
321 PROFESSIONAL EDU SERVICES
325 TESTING PROTOCOLS
330 PROFESSIONAL SERVICES
331 AUDIT SERVICES
332 TUTOR SERVICES
335 LEGAL SERVICES
338 GAME OFFICIALS
339 ATHLETIC TRAINER SERVICES
411 UTILITIES-WATER

412 UTILITIES-SEPTIC
421 UTILITIES-DISPOSAL
430 REPAIRS & MAINTENANCE
432 BOILER REPAIR & MAINT
433 CONTRACTED REPAIR & MAINT
440 RENT/LEASE INSTRUCT EQUIP
441 RENTAL/LEASE BUILDINGS
442 RENTAL/LEASE EQUIPMENT
446 RENTAL/LEASE SOFTWARE
450 CONSTRUCTION SERVICES
519 TRANSPORTATION
521 INSURANCE PROP/LIABILITY
531 TELEPHONE
532 DATA COMMUNICATIONS
534 POSTAGE/GENERAL EXPENSES
540 ADVERTISING
550 PRINTING
561 TUITION TO OTHER LEAS
564 TUITION TO PRIVATE SCHOOL
569 TUITION RESIDENTIAL
580 TRAVEL & MILEAGE
590 PURCHASED SERVICES
610 SUPPLIES
622 UTILITIES - ELECTRIC
623 UTILITIES - PROPANE
624 UTILITIES - HEATING OIL
625 UTILITIES – NATURAL GAS
626 GASOLINE/DIESEL
630 FOOD
631 USDA COMMODITIES FOOD
640 TEXTBOOKS - REPLACEMENT
641 TEXTBOOKS - ADDITIONAL
643 INFORMATION ACCESS FEES
644 PUBLICATIONS
649 TAPES/CD/DVD/AUDIO VISUAL
650 SOFTWARE
710 LAND
720 BUILDING IMPROVEMENT
733 FURNITURE-ADDITIONAL
734 EQUIPMENT-ADDITIONAL
737 FURNITURE-REPLACEMENT
738 EQUIPMENT-REPLACEMENT
810 DUES AND FEES
830 INTEREST EXPENSE
840 CONTINGENCY
890 MISCELLANEOUS
910 PRINCIPAL REDEMPTION
930 FUND TRANSFERS

Pelham School District

**2024 – 2025 Budget Request Form (May use Google version in lieu of this)
(To be completed for any new, expanded or self-funded position or program)**

Budget Request (Check One):

Staff: New Staff: _____ Expanded Staff Hours/Days: _____
Program: New Program: _____ Expanded Program: _____ Self-Funded Program: _____

Requested By: _____ **Date:** _____

Appropriation Account(s): _____

Please circle whether this is a **One-Time** or **Continuing** expenditure request.

Budget Proposal/Request (Include Account Number): _____

Background/Justification: _____

Advantages/Disadvantages: _____

Impact If Not Approved: _____

Fiscal Impact (HR to complete for all staff positions): _____

Action:

Included in Operating Budget: Yes _____ No _____
Included in Warrant Article: Yes _____ No _____

PELHAM SCHOOL DISTRICT
BID SPECIFICATIONS
COST STATEMENT A -Diesel

All vehicles, including, but not limited to, bus chassis, motor, and bus body, shall be no older than nine (9) years old in accordance with Section III (3), with an average age not to exceed 5 ½ years in accordance with Section III (4). The final contract will include the RFP document and all contents.

DIESEL EQUIPMENT	Year 1	Year 2	Year 3	Option 1	Option 2
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
REGULAR ROUTE BUSES (15)					
DAILY RATE PER BUS	\$410.62	\$420.89	\$431.41	\$442.19	\$453.25
ANNUAL TOTAL FOR (180) DAYS	\$1,108,674.00	\$1,136,390.85	\$1,164,800.62	\$1,193,920.64	\$1,223,768.65
CTE BUSES (2)					
DAILY RATE PER BUS	\$375.97	\$385.37	\$395.00	\$404.88	\$415.00
ANNUAL TOTAL FOR (180) DAYS	\$135,349.20	\$138,732.93	\$142,201.25	\$145,756.28	\$149,400.19
AID/MONITOR					
HOURLY RATE	\$23.50	\$24.08	\$24.69	\$25.30	\$25.95
ATHLETIC AND FIELD TRIPS					
COST PER MILE	\$.75	\$.80	\$.85	\$.90	\$.95
COST PER HOUR/ CONTINUOUS WAIT TIME	\$55.60	\$56.99	\$58.41	\$59.88	\$61.37
MINIMUM CHARGE/ IN DISTRICT (ONE HOUR OR LESS)	\$111.20	\$113.98	\$116.83	\$119.75	\$122.75
MINIMUM CHARGE/OUT DISTRICT	\$111.20	\$113.98	\$116.83	\$119.75	\$122.75
ADDING SEAT BELTS					
ADDITIONAL COST PER BUS PER DAY	\$4.25	\$4.25	\$4.25	\$4.25	\$4.25

NEW BUSES WILL BE PROVIDED: X YES NO

OTHER PROPOSAL INFORMATION: _____

BIDDER: Student Transportation of America

ADDRESS: 41 Industrial Park Drive, Pelham, NH 03076

NAME: Gregg Stinson



Signature

Vice President of Operations

Title

3/30/22

Date



PELHAM SCHOOL DISTRICT
BID SPECIFICATIONS – SPECIAL EDUCATION TRANSPORTATION BID
COST STATEMENT

All bids must conform to the intent of the Bid Specifications and General Conditions listed on the RFP. Please provide Complete Bus Service rates (drivers, vehicles, supervision, fuel) for each route as listed. Includes roundtrip from home to public or private educational institution.

<ul style="list-style-type: none"> All Routes are based upon 4.5 Hour Live Route Time. Over Hour Additional Charges listed Below: 	Year 1	Year 2	Year 3	Option 1	Option 2
	2022-2023	2023-2024	2024-2025	2025-2026	2026-2027
REGULAR IN-DISTRICT ROUTE	\$295.04	\$302.42	\$309.98	\$317.73	\$325.67
COST PER DAY PER BUS					
YEARLY TOTAL FOR 3 BUSES (180) DAYS	\$159,321.60	\$163,304.64	\$167,387.26	\$171,571.94	\$175,861.24
AMOUNT PER DAY TO ADD A BUS FOR IN-DISTRICT TRANSPORT (BASED ON 180 DAYS)	\$295.04	\$302.42	\$309.98	\$317.73	\$325.67
OUT-OF-DISTRICT RATES/ROUTES					
• Crest Collaborative (Methuen MA)	\$273.18	\$280.00	\$287.00	\$295.62	\$304.50
• New Searles School (Nashua NH)	\$273.18	\$280.00	\$287.00	\$295.62	\$304.50
• Willow Hill (Sudbury MA)	\$273.18	\$280.00	\$287.00	\$295.62	\$304.50
• St. Anne's Home (Methuen MA)	\$273.18	\$280.00	\$287.00	\$295.62	\$304.50
• Valley Collaborative (Billerica MA)	\$273.18	\$280.00	\$287.00	\$295.62	\$304.50
• Valley Collaborative (Tyngsboro MA)	\$273.18	\$280.00	\$287.00	\$295.62	\$304.50
COST PER HOUR FOR LIVE ROUTE TIMES OVER 4.5 HOURS	\$34.00	\$35.00	\$36.00	\$37.00	\$38.00
MAXIMUM OUT-OF-DISTRICT BUS CHARGE, PER DAY	N/A	N/A	N/A	N/A	N/A
EXTENDED SCHOOL YEAR ROUTE					
COST PER DAY PER BUS	\$295.04	\$302.42	\$309.98	\$317.73	\$325.67
YEARLY TOTAL FOR 4 BUSES	Per Day Rate	Per Day Rate	Per Day Rate	Per Day Rate	Per Day Rate
FIELD TRIPS, COMMUNITY TRIPS, AND SPECIAL TRIPS					
COST PER HOUR/ CONTINUOUS WAIT TIME	\$52.60	\$53.92	\$55.26	\$56.64	\$58.06
COST PER MILE	\$.50	\$.55	\$.60	\$.65	
BUS MONITOR RATE PER HOUR	\$23.50	\$24.08	\$24.69	\$25.30	\$25.95

BIDDER COMPANY: Student Transportation of America

ADDRESS: 41 Industrial Park Drive, Pelham, NH 03076

NAME / TITLE: Gregg Stinson / Vice President of Operations

SIGNATURE/ DATE

 3/20/22



Textbook Adoption Cycle June 2023

ENGLISH

PHS

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY23	FY24	FY25
Freshman English	2022			x	x			
Sophomore English	2022				x			
American Literature	2022	x			x	x		
World Literature	2020		x					
Essay Writing	2000/2009/2000							
College Composition	2010/2015							
Intro to Creative Writing	2008	x				x		
Oral Communications	2001/2005	x				x		
Yearbook	2022					x		
Introduction to Education	2016/2012							
Advanced Placement	2008			x				
Vocabulary Program	2007/annual purchase	x	x	x	x	x	X	X
Grammar/Writing Program	2019/annual purchase	x	x	x	x	x	x	x
Film Analysis (new 2019)				x				
Best Shorts					x			
Heroes & Villains					x			
Intro to Writing Workbooks					x			
Literature Program: Replacement Novels		x	x	x	x	x	x	x

PES

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY 23	FY24	FY25
Kindergarten	2015				PILOT			
Grade 1	2015				PILOT	x		
Grade 2	2016				PILOT	x		
Grade 3	2017					x		
Grade 4	2017					x		
Grade 5	2017					x		
Writing Pilot	Never had one		PILOT	X				

PMS

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY23	FY24	FY25
Grade 6	2009		x-licenses 2 year	PILOT				
Grade 7	2005		x-licenses 2 year	PILOT				
Grade 8	2005		x-licenses 2 year	PILOT				

Note: PMS is using an online subscription service

MATH

PHS

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY23	FY24	FY25
Pre-Algebra	2022			X	x			
Algebra I	2021			X				
Geometry		X	X					X
Algebra II	2018	X	X					X
Foundations of Math								
Pre-Calculus	2007						x	
Calculus	2011/2015							
Statistics	2019	X				x	x	
Trigonometry	2023					x		

PES

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY23	FY23	FY24
Kindergarten	2019	X						X
Grade 1	2019	X						X
Grade 2	2019	X						X
Grade 3	2019	X						X
Grade 4	2019	X-ALEKs online licenses						X
Grade 5	2019	X-ALEKs online licenses						X

PMS

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY23	FY24	FY25
Grade 6 Math	2021			x-consumable plus online- 6 year				
Grade 7 Math	2021			x-consumable plus online- 6 year				
Grade 7 Accelerated Math	2021			x-consumable plus online- 6 year				
Grade 8 Math	2021			x-consumable plus online- 6 year				
Grade 8 Accelerated Math	2021			x-consumable plus online- 6 year				

SCIENCE

PHS

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Physical Science L1	2021			x				
Physical Science L2	2021			x				
Chemistry L1	2012	Bought Chem CC						x
Chemistry L2	2012						x	
General Biology	2023					x		
CP Biology	2020		x					
Anatomy & Physiology	2013							
AP Biology	2018		x					
Marine Biology						x		
Physics L1	2008				x		x	
Physics L2	2013							
Biochemistry	2020		x					
AP Environmental	2023					x		
CC Chemistry	2019	x						

PES

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY23	FY24	
Kindergarten								
Grade 1					x	x	x	x
Grade 2					x	x	x	x
Grade 3					x	x	x	x
Grade 4					x	x	x	x
Grade 5					x	x	x	x

Note: PES is now using a yearly subscription of Generation Genius

PMS

Course	Year Purchased /Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY23	FY24	
6th Grade	2020		x				x	
7th Grade	2020		x				x	
8th Grade	2020		x				x	

SOCIAL STUDIES

PHS								
Course	YR Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
World Geography	2016				X			
World Studies	2023					X		
Economics	2018					X	X	
Civics	2017	X						x
Western Civilization L1	2020		X	X				
Western Civilization L2	2011			X				
US History CC	2012							x
US History L1	2019		X					
US History L2	2014		X					
US Government CC	2016							
Criminology	2022					X	X	
Sociology							x	
Psychology	2020		X					
PES								
Course	YR Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Kindergarten								
Grade 1								
Grade 2								
Grade 3								
Grade 4								
Grade 5								
PMS								
Course	YR Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Grade 6	2019	X -6 year license						
Grade 7	2019	X -6 year license						
Grade 8	2019	X -6 year license						

UNIFIED ARTS

PES								
Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY 23	FY24	FY25
PMS								
Course	Year Purchased /Adopted	Anticipated Year of New Adoption						
		FY19	FY20	FY21	FY22	FY 23	FY24	FY25
World Language		X		X Online licenses-6 year	X Online licenses-6 year			
Health		X						

BUSINESS AND TECHNOLOGY

PHS

Course	Year Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Personal Financial Planning CC	2021			X			x	
Principles of Marketing CC	2021			X				
Accounting 1	2022					x		
Computer Apps 1	2022				x			x
Computer Apps 2	2022	X			X			x
Excel	2022	X			X			
Principles of Management	2020		X					
Retail Management	2019	x	x			x		
Entrepreneurship	2021			X		x		

FAMILY AND CONSUMER SCIENCE (FACS)

PHS								
Course	Year Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Chefs								
Managing Your Money	2022				X	X		

FINE ARTS

PHS								
Course	Year Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Music Program	2022	X	X	X	X	x	x	x
Art Program	2022				X			

HEALTH & PHYSICAL EDUCATION (PE)

PHS								
Course	Year Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Health 1	2018							
Health 2	2006							

WORLD LANGUAGE

PHS								
Course	Year Purchased/ Adopted	Anticipated Year of New Adoption						FY25
		FY19	FY20	FY21	FY22	FY 23	FY24	
Spanish 1	2014		X			x		
Spanish 2&3	2016			X	X			
French 1&2	2014 & 2016					x		
French 3&4	2016							
Intro to German	2014							
Spanish, French Readers		X	X	X	X	x	X	X

Note: World Language is moving to an online subscription

Pelham School District
2024 – 2025 Budget Development Calendar - APPROVED

SUPERINTENDENT’S REQUESTED BUDGET SCHEDULE

All Level 1 budget reviews will be based on the functional account responsibilities of each Principal/Director.

Budget Segment	Data Input Deadline	Superintendent Review Completion	School Board Presentation
SAU & School Board ^{1, 2}	August 18	August 23	August 30
Curriculum ^{1, 2}	August 18	August 23	August 30
Transportation	August 18	August 23	August 30
PES ^{1, 2}	August 18	August 25	September 6
PMS ^{1, 2}	August 18	August 25	September 6
PHS ^{1, 2}	August 18	August 25	September 6
Food Service ^{1, 2}	August 18	August 31	September 13
Facilities ^{1, 2}	August 25	August 31	September 13
Technology ^{1, 2}	August 25	August 31	September 13
Special Services ^{1, 2}	August 25	August 31	September 13
Salaries & Benefits	September 19	September 22	September 27

Notes:

1. Segment reviews will include a discussion of salary overtime accounts and all Object accounts from 270 through 890, as well as any new or expanded staffing positions and programs. All salary and benefit costs will be prepared separately by SAU staff.
2. School Principal budget presentations will exclude all budget segments (functions) being presented separately by the responsible Director.
3. All School Board meetings will be held in the evening.

SCHOOL BOARD'S RECOMMENDED BUDGET SCHEDULE

SAU Preparation Deadlines:	School Board Schedule:
Friday, Sept 22 – Deliver Superintendent's final Requested Budget to Board	Wednesday, Sept 27 Presentation of Superintendent's final Requested Budget
Friday, Sept. 29 to Oct. 3 – Coordinate Board Feedback for Board Voting Distribution of first draft default budget calculation to Board	Wednesday, Oct. 4 <ul style="list-style-type: none"> - Review and Vote of the final School Board Recommended Budget - Warrant Article discussion
Thursday, Oct. 12 – Deliver Budget Book to Budget Committee. (Executive Summary due Oct. 19)	
Saturday, Oct. 14th 9:00a – 12:00p School Site Walk (start PMS) with BudCom	
	Wednesday, Oct. 18 <ul style="list-style-type: none"> - Review of Warrant Articles - Default budget review
	Wednesday, Nov. 1 <ul style="list-style-type: none"> - Approval of Warrant Articles - Default budget review
Thursday, Nov. 2 –Deliver Warrant Articles to Budget Committee at Meeting.	
Thursday, Dec. 28 – Deliver reconsideration items to School Board	Wednesday, Jan. 3, 2024 <ul style="list-style-type: none"> – Budget reconsideration items review and approve – Approval of any Final Warrant Articles (if applicable) – Approval of Default Budget Amount
Friday, Jan. 4 – Deliver reconsideration items to Budget Committee	Thursday, Jan. 11, 2024 - Reconsideration /Budget Hearing
	Wednesday, Feb. 7, 2024 – School Deliberative, 1 st Session (Sherburne Hall 7 pm)
	Tuesday, Mar. 12, 2024 –Town Meeting 2 nd Session, Vote PHS

BUDGET COMMITTEE BUDGET SCHEDULE
(All meetings at 6:30 pm at Sherburne Hall unless noted)

Saturday, October 14:

- School Site Walk (start at PMS) with School Representatives

Thursday, October 19:

- PES Budget Review

Thursday, October 26:

- PMS Budget Review
- PHS Budget Review

Thursday, November 2:

- District, SAU, and School Board Budget Review
- Nutrition Services and Grants Fund Budget Review
- School Warrant Articles Due

Thursday, November 9:

- Review School Operating Budget
- Review School Warrant Articles

Thursday, November 16:

- Vote School Operating Budget
- Vote School Warrant Articles

Thursday, January 11, 2024:

- Reconsideration / Budget Hearing

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

SAU

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
10 - GENERAL FUND								
2321 - SUPERINTENDENT SERVICES								
<u>SUPERINTENDENT SERVICES</u> <u>90 - SAU #28</u>								
1090232100	130	OVERTIME SALARIES	\$ 253.63	\$ 0.00	\$ 60.64	\$ 0.00	\$ 0.00	\$ 0.00
1090232100	275	WORKSHOPS NON-UNION	\$ 2,702.35	\$ 3,235.00	\$ 2,280.00	\$ 3,360.00	\$ 2,985.00	(\$ 375.00)
		STATE CONFERENCE	\$ 685.00					
		NHSAA SEASON PASS	\$ 2,300.00					
1090232100	330	PROFESSIONAL SERVICES	\$ 6,268.60	\$ 8,500.00	\$ 18,342.14	\$ 8,500.00	\$ 8,500.00	\$ 0.00
		OUTSIDE SPEAKERS	\$ 1,500.00					
		PUBLIC RELATIONS SUPPORT	\$ 1,000.00					
		WEBSITE DESIGN AND MAINTENANCE SERVICES	\$ 6,000.00					
1090232100	421	UTILITIES-DISPOSAL	\$ 250.00	\$ 250.00	\$ 44.00	\$ 250.00	\$ 250.00	\$ 0.00
		DOCUMENT SHREDDING	\$ 250.00					
1090232100	433	CONTRACTED REPAIR & MAINT	\$ 4,130.83	\$ 5,460.00	\$ 5,874.00	\$ 5,820.90	\$ 4,260.00	(\$ 1,560.90)
		ANNUAL COPIER SERVICE AGREEMENT FOR SAU	\$ 0.00					
		INCLUDES SERVICE AND TONER, REDUCED	\$ 4,260.00					
1090232100	442	RENTAL/LEASE EQUIPMENT	\$ 4,692.00	\$ 4,700.00	\$ 3,316.94	\$ 4,700.00	\$ 3,480.00	(\$ 1,220.00)
		CANON DX C5870I -COPIER ANNUAL LEASE PAYMENT, REDUCED	\$ 3,480.00					
1090232100	534	POSTAGE/GENERAL EXPENSES	\$ 3,235.74	\$ 3,850.00	\$ 2,455.81	\$ 3,850.00	\$ 3,000.00	(\$ 850.00)
		GENERAL POSTAGE	\$ 3,000.00					
1090232100	550	PRINTING	\$ 6,427.11	\$ 1,200.00	\$ 640.15	\$ 1,200.00	\$ 1,200.00	\$ 0.00
		SAU PRINTING	\$ 1,200.00					
1090232100	580	TRAVEL & MILEAGE	\$ 494.34	\$ 1,200.00	\$ 184.49	\$ 1,200.00	\$ 700.00	(\$ 500.00)
		MILEAGE REIMBURSEMENT	\$ 700.00					
1090232100	610	SUPPLIES	\$ 747.57	\$ 1,000.00	\$ 704.49	\$ 1,000.00	\$ 987.00	(\$ 13.00)
		SUPERINTENDENT SUPPLIES	\$ 987.00					
1090232100	644	PUBLICATIONS	\$ 428.80	\$ 378.00	\$ 731.00	\$ 428.00	\$ 696.00	\$ 268.00
		EAGLE TRIBUNE DISTRICT SUBSCRIPTION	\$ 250.00					
		MARSHALL MEMO	\$ 300.00					
		MAIN IDEA	\$ 49.00					
		EDUCATION WEEK	\$ 97.00					
1090232100	810	DUES AND FEES	\$ 2,501.13	\$ 3,060.00	\$ 2,075.00	\$ 3,060.00	\$ 3,060.00	\$ 0.00
		NHSAA MEMBERSHIP	\$ 2,000.00					

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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2321 - SUPERINTENDENT SERVICES

AASA MEMBERSHIP	\$ 460.00
SOUTH CENTRAL NHSAA	\$ 200.00
OTHER ORGANIZATIONS: ASCD	\$ 400.00

1090232100 890 MISCELLANEOUS	\$ 12,414.77	\$ 10,450.00	\$ 12,617.45	\$ 10,450.00	\$ 13,450.00	\$ 3,000.00
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OPENING DAY BREAKFAST EXPENSE, ADJUSTED	\$ 1,500.00
OPENING DAY LUNCH EXPENSE, ADJUSTED	\$ 3,100.00
LEADERSHIP MEETING EXPENSES, LEVEL FUNDED	\$ 1,100.00
LEADERSHIP RETREAT, ADJUSTED	\$ 4,250.00
END OF YEAR, ANNUAL DISTRICT COOKOUT, ADJUSTED	\$ 3,000.00
20 YEAR STAFF RECOGNITION, LEVEL FUNDED	\$ 500.00

<u>TOTAL SUPERINTENDENT SERVICES</u>	\$ 44,546.87	\$ 43,283.00	\$ 49,326.11	\$ 43,818.90	\$ 42,568.00	(\$ 1,250.90)
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TOTAL 2321 - SUPERINTENDENT SERVICES	\$ 44,546.87	\$ 43,283.00	\$ 49,326.11	\$ 43,818.90	\$ 42,568.00	(\$ 1,250.90)
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2510 - BUSINESS/FINANCE SERVICES

DW BUSINESS & FINANCE 00 - DISTRICT-WIDE

1000251000 446 RENTAL/LEASE SOFTWARE	\$ 7,567.40	\$ 10,167.00	\$ 9,669.38	\$ 10,167.00	\$ 10,167.00	\$ 0.00
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SCHOOL MESSENGER -NOTIFICATION SYS INTRADO	\$ 4,000.00
SCHOOL MESSENGER -SECUREFILE SYSTEM	\$ 1,177.00
ZOOM SERVICE, UP TO 10 USERS	\$ 2,400.00
PANDADOC, 6 LICENSES, 1 BUSINESS PLAN WITH BULK FEATURE	\$ 2,590.00

1000251000 550 PRINTING	\$ 0.00	\$ 400.00	\$ 0.00	\$ 0.01	\$ 0.00	(\$ 0.01)
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1000251000 610 SUPPLIES	\$ 0.00	\$ 500.00	\$ 0.00	\$ 250.00	\$ 250.00	\$ 0.00
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SAFETY COMMITTEE (JLMC) SUPPLIES, LEVEL FUND	\$ 250.00
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1000251000 650 SOFTWARE	\$ 4,636.21	\$ 4,712.00	\$ 4,948.00	\$ 4,948.00	\$ 4,948.00	\$ 0.00
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STUDENT ACTIVITY FUNDS SOFTWARE SUPPORT	\$ 0.00
SILVER, UP TO 8 USERS, LEVEL FUNDED	\$ 4,948.00

1000251000 810 DUES AND FEES	\$ 0.00	\$ 1,284.00	\$ 1,290.65	\$ 1,284.00	\$ 1,291.00	\$ 7.00
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FRAUD MITIGATION BANK SERVICE, ADJUSTED	\$ 1,291.00
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1000251000 890 MISCELLANEOUS	\$ 2,474.20	\$ 4,144.00	\$ 1,770.60	\$ 3,644.00	\$ 3,644.00	\$ 0.00
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ANNUAL PUBLIC PERFORMANCE LICENSE	\$ 1,644.00
STAFF IMMUNIZATION HEP A/B	\$ 500.00
NUTRION MEALS UNCOLLECTIBLE FUNDS, LEVEL FUNDED	\$ 1,500.00

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2510 - BUSINESS/FINANCE SERVICES								
<u>TOTAL DW BUSINESS & FINANCE</u>			\$ 14,677.81	\$ 21,207.00	\$ 17,678.63	\$ 20,293.01	\$ 20,300.00	\$ 6.99
2510 - BUSINESS/FINANCE SERVICES								
<u>BUSINESS/FINANCE SERVICES 90 - SAU #28</u>								
1090251000	130	OVERTIME SALARIES	\$ 482.26	\$ 1,000.00	\$ 705.57	\$ 1,000.00	\$ 1,000.00	\$ 0.00
		FINANCE STAFF OVERTIME (MAY BE PAID AS EXTRA HOURS)	\$ 1,000.00					
1090251000	275	WORKSHOPS NON-UNION	\$ 2,892.99	\$ 6,075.00	\$ 5,894.99	\$ 7,885.00	\$ 6,325.00	(\$ 1,560.00)
		NHSAA SEASON PASS, ADJUSTED TO ACTUAL FY24	\$ 2,300.00					
		TRI-STATE ASBO & NNE FACILITY MASTERS CONFERENCES	\$ 375.00					
		ASBO INTL CONFERENCE REQUIRED BY CONTRACT	\$ 760.00					
		EFINANCEPLUS TRAINING, END OF CAL YEAR & FISCAL YEAR	\$ 1,240.00					
		SUNGARD USER CONFERENCE	\$ 900.00					
		MISC BUSINESS/FINANCE STAFF WORKSHOPS	\$ 750.00					
1090251000	330	PROFESSIONAL SERVICES	\$ 7,400.00	\$ 7,950.00	\$ 2,650.00	\$ 5,700.00	\$ 2,400.00	(\$ 3,300.00)
		INTERIM GASB 75 VALUATION FOR AUDIT, PER QUOTE	\$ 2,400.00					
1090251000	421	UTILITIES-DISPOSAL	\$ 0.00	\$ 0.00	\$ 72.50	\$ 72.50	\$ 75.00	\$ 2.50
		SHREDDING SERVICES	\$ 75.00					
1090251000	446	RENTAL/LEASE SOFTWARE	\$ 43,795.88	\$ 45,400.00	\$ 49,518.44	\$ 50,779.00	\$ 51,873.00	\$ 1,094.00
		E-FINANCEPLUS ANNUAL ASP SERVICES PER CONTRACT	\$ 0.00					
		(CURRENT RATE PLUS ESTIMATED PRICE INCREASE)	\$ 46,566.00					
		EFP CUSTOMIZATION SUPPORT SERVICES, LEVEL	\$ 2,307.00					
		EFP CUSTOMIZATION/CONSULTING SUPPORT, LEVEL	\$ 3,000.00					
1090251000	580	TRAVEL & MILEAGE	\$ 2,580.74	\$ 4,600.00	\$ 4,670.87	\$ 4,787.00	\$ 4,787.00	\$ 0.00
		TRI-STATE ASBO AND FACILITIES CONFERENCES	\$ 700.00					
		ASBO INTL CONFERENCE REQUIRED BY CONTRACT, ADJUSTED	\$ 1,888.00					
		SUNGARD USER CONFERENCE	\$ 1,200.00					
		MILEAGE REIMBURSEMENT, ADJUSTED FOR INFLATION	\$ 999.00					
1090251000	610	SUPPLIES	\$ 5,378.08	\$ 6,000.00	\$ 6,725.70	\$ 6,300.00	\$ 6,218.00	(\$ 82.00)
		BUSINESS/FINANCE AND ALL SAU GENERAL SUPPLIES	\$ 0.00					
		REDUCED	\$ 6,218.00					
1090251000	737	FURNITURE-REPLACEMENT	\$ 714.14	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1090251000	810	DUES AND FEES	\$ 2,390.44	\$ 2,403.00	\$ 2,577.07	\$ 2,491.00	\$ 2,614.00	\$ 123.00
		NHASBO/ASBO INTL MEMBERSHIP, (200/275) INC PER ACTUAL	\$ 475.00					

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2510 - BUSINESS/FINANCE SERVICES								
		NHSAA MEMBERSHIP, INC PER ACTUAL FY24	\$ 1,677.00					
		AMERICAN PAYROLL ASSOCIATION, INC LEVEL	\$ 262.00					
		SUNGARD NATIONAL USER GROUP MEMBERSHIP, LEVEL	\$ 200.00					
1090251000	890	MISCELLANEOUS	\$ 0.00	\$ 0.00	\$ 196.30	\$ 0.00	\$ 0.00	\$ 0.00
<u>TOTAL BUSINESS/FINANCE SERVICES</u>			\$ 65,634.53	\$ 73,428.00	\$ 73,011.44	\$ 79,014.50	\$ 75,292.00	(\$ 3,722.50)
TOTAL 2510 - BUSINESS/FINANCE SERVICES			\$ 80,312.34	\$ 94,635.00	\$ 90,690.07	\$ 99,307.51	\$ 95,592.00	(\$ 3,715.51)
2660 - EMERGENCY MANAGEMENT								
<u>SAU EMERGENCY MANAGEMENT</u>								
<u>90 - SAU #28</u>								
1090266000	610	SUPPLIES	\$ 494.00	\$ 500.00	\$ 496.52	\$ 500.00	\$ 500.00	\$ 0.00
		SUPPLIES FOR SAU FOR EMERGENCY RESPONSE.	\$ 500.00					
<u>TOTAL SAU EMERGENCY MANAGEMENT</u>			\$ 494.00	\$ 500.00	\$ 496.52	\$ 500.00	\$ 500.00	\$ 0.00
TOTAL 2660 - EMERGENCY MANAGEMENT			\$ 494.00	\$ 500.00	\$ 496.52	\$ 500.00	\$ 500.00	\$ 0.00
2830 - HR STAFF SERVICES								
<u>HR STAFF SERVICES</u>								
<u>90 - SAU #28</u>								
1090283000	130	OVERTIME SALARIES	\$ 333.44	\$ 750.00	\$ 1,008.85	\$ 750.00	\$ 750.00	\$ 0.00
		NEEDED FOR PEAK PERIODS, LEVEL FUNDED	\$ 750.00					
1090283000	275	WORKSHOPS NON-UNION	\$ 845.00	\$ 1,825.00	\$ 1,274.00	\$ 1,825.00	\$ 2,920.00	\$ 1,095.00
		NATIONAL CONFERENCE, SOCIETY OF HR (SHRM), REQUIRED	\$ 0.00					
		BY CONTRACT, INCREASED	\$ 1,795.00					
		EFP POWERSCHOOL CONFERENCE	\$ 785.00					
		LEGAL SEMINAR AND MISC. WORKSHOPS	\$ 340.00					
1090283000	280	NEW HIRE EXPENSES	\$ 8,679.75	\$ 7,756.00	\$ 7,590.84	\$ 14,949.00	\$ 10,394.00	(\$ 4,555.00)
		NEW HIRE EXPENSES, BASED ON ACTUALS:	\$ 0.00					
		PRE-EMPLOYMENT PHYSICALS	\$ 2,500.00					
		CRIMINAL RECORDS CHECK FEES	\$ 7,100.00					
		FULCRUM BIOMETRICS -FINGERPRING LIVESCAN SYSTEM	\$ 0.00					
		ANNUAL SOFTWARE MAINTENANCE AND SERVICE FEE	\$ 794.00					
1090283000	330	PROFESSIONAL SERVICES	\$ 527.50	\$ 1,700.00	\$ 456.00	\$ 748.50	\$ 2,700.00	\$ 1,951.50
		CONTRACTED HR SERVICES, ADJUSTED PER ACTUALS:	\$ 0.00					

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2830 - HR STAFF SERVICES								
		403B ADMINISTRATION FEES	\$ 1,700.00					
		FSA ADMINISTRATION FEES	\$ 1,000.00					
1090283000	446	RENTAL/LEASE SOFTWARE	\$ 14,642.91	\$ 15,375.00	\$ 15,448.27	\$ 30,030.00	\$ 38,253.00	\$ 8,223.00
		APPLITRACK RECRUITING SOFTWARE, TO BE REPLACED WITH UNIFIED TALENT.	\$ 0.00					
		ABSENCE MANAGEMENT, SUBSTITUTE MANAGEMENT SOFTWARE SUBSCRIPTION, ESTIMATED INCREASES	\$ 13,548.00					
		POWERSCHOOL UNIFIED TALENT ANNUAL SUPPORT FEES:	\$ 0.00					
		APPLICATIONS / RECRUITING	\$ 1,950.00					
		EMPLOYEE RECORDS	\$ 8,755.00					
		NEW REQUEST: POWERSCHOOL UNIFIED TALENT, PERFORMANCE MANAGEMENT MODULE (INCLUDES 1ST YEAR MAIN FEE OF XX)	\$ 14,000.00					
1090283000	540	ADVERTISING	\$ 1,100.00	\$ 1,100.00	\$ 2,000.00	\$ 2,100.00	\$ 4,550.00	\$ 2,450.00
		VARIOUS RECRUITING PLATFORMS	\$ 1,000.00					
		SCHOOLSPRING RECRUITING	\$ 950.00					
		EXTERNAL ADVERTISING, NON-BARGAINING POSITIONS	\$ 500.00					
		ED JOBS RECRUITING	\$ 1,100.00					
		CAMPUS RECRUITING FAIRS	\$ 1,000.00					
1090283000	580	TRAVEL & MILEAGE	\$ 1,567.64	\$ 3,500.00	\$ 2,217.27	\$ 3,000.00	\$ 3,800.00	\$ 800.00
		NATIONAL CONFERENCE REQUIRED BY CONTRACT	\$ 2,200.00					
		EFP POWERSCHOOL CONFERENCE	\$ 1,200.00					
		MILEAGE FOR HR STAFF TO ATTEND PD	\$ 400.00					
1090283000	610	SUPPLIES	\$ 124.47	\$ 1,106.25	\$ 1,121.94	\$ 1,224.00	\$ 1,775.00	\$ 551.00
		SUPPLIES FOR HUMAN RESOURCES:	\$ 350.00					
		ENHANCING PROFESSIONAL PRACTICE, NEW TEACHING STAFF	\$ 0.00					
		BOOKS - 25 @ \$32.96, UNIT COST BASED ON FY24	\$ 825.00					
		ADDITIONAL SUPPLIES FOR LIVESCAN SYSTEM, LEVEL	\$ 100.00					
		CAMPUS RECRUITING SUPPLIES FOR CAREER FAIRS, GIVEAWAYS	\$ 500.00					
1090283000	734	EQUIPMENT-ADDITIONAL	\$ 0.00	\$ 0.00	\$ 1,561.96	\$ 0.00	\$ 0.00	\$ 0.00
1090283000	810	DUES AND FEES	\$ 294.00	\$ 300.00	\$ 229.00	\$ 300.00	\$ 525.00	\$ 225.00
		SHRM MEMBERSHIP, INCREASED	\$ 225.00					
		SHRM CERTIFICATION RENEWAL	\$ 100.00					
		INSIGHTS RENEWAL REQUIRED BY CONTRACT	\$ 200.00					
TOTAL HR STAFF SERVICES			\$ 28,114.71	\$ 33,412.25	\$ 32,908.13	\$ 54,926.50	\$ 65,667.00	\$ 10,740.50

PELHAM SCHOOL DISTRICT
FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
TOTAL 2830 - HR STAFF SERVICES			\$ 28,114.71	\$ 33,412.25	\$ 32,908.13	\$ 54,926.50	\$ 65,667.00	\$ 10,740.50
TOTAL 10 - GENERAL FUND			\$ 153,467.92	\$ 171,830.25	\$ 173,420.83	\$ 198,552.91	\$ 204,327.00	\$ 5,774.09

PELHAM SCHOOL DISTRICT

SCHOOL BOARD

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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10 - GENERAL FUND

2311 - SCHOOL BOARD SERVICES

SCHOOL BOARD SERVICES 01 - SCHOOL BOARD

1001231100	275	WORKSHOPS NON-UNION	\$ 250.00	\$ 215.00	\$ 250.00	\$ 250.00	\$ 250.00	\$ 0.00
		SCHOOL BOARD MEMBER WORKSHOPS, SUBSCRIPTION	\$ 250.00					
1001231100	540	ADVERTISING	\$ 1,620.15	\$ 2,000.00	\$ 1,590.40	\$ 2,000.00	\$ 2,000.00	\$ 0.00
		ADVERTISEMENTS FOR SCHOOL BOARD NOTICES	\$ 500.00					
		MAILERS -VOTING	\$ 1,500.00					
1001231100	550	PRINTING	\$ 1,350.00	\$ 2,000.00	\$ 1,750.00	\$ 2,000.00	\$ 1,350.00	(\$ 650.00)
		MAILERS -VOTING	\$ 1,100.00					
		INFORMATION BROCHURES	\$ 250.00					
1001231100	610	SUPPLIES	\$ 82.00	\$ 600.00	\$ 255.75	\$ 300.00	\$ 300.00	\$ 0.00
		SUPPLIES	\$ 300.00					
1001231100	810	DUES AND FEES	\$ 5,319.85	\$ 5,350.00	\$ 6,619.85	\$ 5,350.00	\$ 5,350.00	\$ 0.00
		NHSBA MEMBERSHIP	\$ 4,900.00					
		NHSBA POLICY SUBSCRIPTION	\$ 450.00					
1001231100	890	MISCELLANEOUS	\$ 942.79	\$ 1,000.00	\$ 328.17	\$ 1,000.00	\$ 1,000.00	\$ 0.00
		COMMITTEE EXPENSES	\$ 500.00					
		DISTRICT MEETING COSTS	\$ 500.00					
<u>TOTAL SCHOOL BOARD SERVICES</u>			\$ 9,564.79	\$ 11,165.00	\$ 10,794.17	\$ 10,900.00	\$ 10,250.00	(\$ 650.00)
TOTAL 2311 - SCHOOL BOARD SERVICES			\$ 9,564.79	\$ 11,165.00	\$ 10,794.17	\$ 10,900.00	\$ 10,250.00	(\$ 650.00)

2312 - DISTRICT CLERK SERVICES

DISTRICT CLERK SERVICES 01 - SCHOOL BOARD

1001231200	610	SUPPLIES	\$ 140.05	\$ 200.00	\$ 2,096.43	\$ 200.00	\$ 200.00	\$ 0.00
		DISTRICT CLERK SUPPLIES	\$ 200.00					
<u>TOTAL DISTRICT CLERK SERVICES</u>			\$ 140.05	\$ 200.00	\$ 2,096.43	\$ 200.00	\$ 200.00	\$ 0.00
TOTAL 2312 - DISTRICT CLERK SERVICES			\$ 140.05	\$ 200.00	\$ 2,096.43	\$ 200.00	\$ 200.00	\$ 0.00

2313 - DIST TREASURER SERVICES

DISTRICT TREASURER SERVICE 01 - SCHOOL BOARD

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2313 - DIST TREASURER SERVICES								
1001231300	580	TRAVEL & MILEAGE	\$ 215.26	\$ 200.00	\$ 222.64	\$ 220.00	\$ 220.00	\$ 0.00
		TREASURER MILEAGE REIMBURSEMENT, LEVEL	\$ 220.00					
1001231300	610	SUPPLIES	\$ 282.97	\$ 400.00	\$ 125.78	\$ 400.00	\$ 400.00	\$ 0.00
		TREASURER SUPPLIES	\$ 400.00					
<u>TOTAL DISTRICT TREASURER SERVICE</u>			\$ 498.23	\$ 600.00	\$ 348.42	\$ 620.00	\$ 620.00	\$ 0.00
TOTAL 2313 - DIST TREASURER SERVICES			\$ 498.23	\$ 600.00	\$ 348.42	\$ 620.00	\$ 620.00	\$ 0.00
2314 - ELECTION SERVICES								
<u>ELECTION SERVICES</u>			<u>01 - SCHOOL BOARD</u>					
1001231400	442	RENTAL/LEASE EQUIPMENT	\$ 300.00	\$ 250.00	\$ 325.00	\$ 350.00	\$ 350.00	\$ 0.00
		ELECTION BALLOT BOXES	\$ 350.00					
1001231400	610	SUPPLIES	\$ 1,473.95	\$ 1,700.00	\$ 0.00	\$ 1,700.00	\$ 1,700.00	\$ 0.00
		ELECTION SUPPLIES -BALLOTS AND MACHINE CALIBRATION	\$ 1,700.00					
<u>TOTAL ELECTION SERVICES</u>			\$ 1,773.95	\$ 1,950.00	\$ 325.00	\$ 2,050.00	\$ 2,050.00	\$ 0.00
TOTAL 2314 - ELECTION SERVICES			\$ 1,773.95	\$ 1,950.00	\$ 325.00	\$ 2,050.00	\$ 2,050.00	\$ 0.00
2317 - AUDIT SERVICES								
<u>AUDIT SERVICES</u>			<u>01 - SCHOOL BOARD</u>					
1001231700	331	AUDIT SERVICES	\$ 18,755.00	\$ 22,000.00	\$ 19,750.00	\$ 22,000.00	\$ 22,000.00	\$ 0.00
		AUDIT SERVICES	\$ 22,000.00					
<u>TOTAL AUDIT SERVICES</u>			\$ 18,755.00	\$ 22,000.00	\$ 19,750.00	\$ 22,000.00	\$ 22,000.00	\$ 0.00
TOTAL 2317 - AUDIT SERVICES			\$ 18,755.00	\$ 22,000.00	\$ 19,750.00	\$ 22,000.00	\$ 22,000.00	\$ 0.00
2318 - LEGAL SERVICES								
<u>LEGAL SERVICES</u>			<u>01 - SCHOOL BOARD</u>					
1001231800	335	LEGAL SERVICES	\$ 30,293.11	\$ 43,069.00	\$ 41,451.36	\$ 42,569.30	\$ 37,500.00	(\$ 5,069.30)
		NON-SPEC ED LEGAL FEES	\$ 37,500.00					
<u>TOTAL LEGAL SERVICES</u>			\$ 30,293.11	\$ 43,069.00	\$ 41,451.36	\$ 42,569.30	\$ 37,500.00	(\$ 5,069.30)

PELHAM SCHOOL DISTRICT
FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
TOTAL 2318 - LEGAL SERVICES			\$ 30,293.11	\$ 43,069.00	\$ 41,451.36	\$ 42,569.30	\$ 37,500.00	(\$ 5,069.30)
TOTAL 10 - GENERAL FUND			\$ 61,025.13	\$ 78,984.00	\$ 74,765.38	\$ 78,339.30	\$ 72,620.00	(\$ 5,719.30)

PELHAM SCHOOL DISTRICT

CURRICULUM

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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10 - GENERAL FUND

1100 - REGULAR EDUCATION PRGMS

DW REGULAR EDUCATION 00 - DISTRICT-WIDE

1000110000	446	RENTAL/LEASE SOFTWARE	\$ 35,218.00	\$ 33,972.00	\$ 31,727.55	\$ 40,865.00	\$ 48,927.00	\$ 8,062.00
		BIMAS 2 SCREENER K-5: UNIVERSAL ASSESSMENT TOOL EDUMETR	\$ 0.00					
		BUDGET REDUCED BASED ON ACTUAL	\$ 3,020.00					
		READ AND WRITE GOOGLE BY TEXTHELP. TECHNOLOGY	\$ 0.00					
		FOR SUPPORT IN READING, WRITING, AND RESEARCH	\$ 0.00					
		SKILLS, SUPPORTS WEB PAGES, PDF, EPUB & GOOGLE	\$ 3,523.00					
		VIDEO SUITE OF SOFTWARE FOR CREATING AND EDITING FOR	\$ 0.00					
		GRADES 3-12. WE VIDEO (\$3674) SCREENCASTIFY (\$3100)	\$ 6,774.00					
		FORMATIVE ASSESSMENT/PRESENTATION TOOL FOR K-12 PEARDEC	\$ 7,801.00					
		FLOCABULARY K-8	\$ 6,720.00					
		G-SUITE ENTERPRISE SUBSCRIPTION, ADDITIONAL EDUCATIONAL	\$ 0.00					
		FEATURES TO USE WITH G-SUITE FOR EDUCATION (K-12)	\$ 5,857.00					
		SEE SAW SUBSCRIPTION, NHSTE	\$ 1,007.00					
		G-SUITE SUBSCRIPTION BUDGT MOVED TO TECH 1000284000-650	\$ 0.00					
		IXL MATH SUBSCRIPTION, DISTRICT-WIDE GRADE 1-12	\$ 14,225.00					
1000110000	610	SUPPLIES	\$ 0.30	\$ 500.00	\$ 0.00	\$ 0.01	\$ 0.00	(\$ 0.01)
<u>TOTAL DW REGULAR EDUCATION</u>			\$ 35,218.30	\$ 34,472.00	\$ 31,727.55	\$ 40,865.01	\$ 48,927.00	\$ 8,061.99
TOTAL 1100 - REGULAR EDUCATION PRGMS			\$ 35,218.30	\$ 34,472.00	\$ 31,727.55	\$ 40,865.01	\$ 48,927.00	\$ 8,061.99

1260 - BILINGUAL PROGRAMS

DW BILINGUAL PROGRAMS 00 - DISTRICT-WIDE

1000126000	580	TRAVEL & MILEAGE	\$ 0.00	\$ 400.00	\$ 0.00	\$ 400.00	\$ 400.00	\$ 0.00
		TRAVEL RELATED TO JOB RESPONSIBILITIES (ESOL)	\$ 400.00					
1000126000	610	SUPPLIES	\$ 250.95	\$ 250.00	\$ 237.09	\$ 250.00	\$ 250.00	\$ 0.00
		MATERIALS FOR ESOL PROGRAM, LEVEL FUNDED	\$ 250.00					
1000126000	640	TEXTBOOKS - REPLACEMENT	\$ 250.00	\$ 250.00	\$ 0.00	\$ 250.00	\$ 250.00	\$ 0.00
		NEWCOMER BOOKS	\$ 250.00					
<u>TOTAL DW BILINGUAL PROGRAMS</u>			\$ 500.95	\$ 900.00	\$ 237.09	\$ 900.00	\$ 900.00	\$ 0.00
TOTAL 1260 - BILINGUAL PROGRAMS			\$ 500.95	\$ 900.00	\$ 237.09	\$ 900.00	\$ 900.00	\$ 0.00

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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2120 - GUIDANCE SERVICES

DW GUIDANCE 00 - DISTRICT-WIDE

1000212000	446	RENTAL/LEASE SOFTWARE	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
		504 DATA MANAGEMENT SERVICES - ACUITY	\$ 2,000.00					
TOTAL DW GUIDANCE			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00
TOTAL 2120 - GUIDANCE SERVICES			\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 2,000.00	\$ 0.00

2210 - IMPROVEMENT- INSTRUCTION

DW IMPROVEMENT INSTRUC 00 - DISTRICT-WIDE

1000221000	275	WORKSHOPS NON-UNION	\$ 1,025.00	\$ 1,250.00	\$ 653.30	\$ 1,250.00	\$ 1,250.00	\$ 0.00
		NATIONAL CONFERENCE PER CONTRACT	\$ 750.00					
		WORKSHOPS PER CONTRACT	\$ 500.00					
1000221000	446	RENTAL/LEASE SOFTWARE	\$ 8,822.90	\$ 7,920.00	\$ 7,956.40	\$ 7,920.00	\$ 7,270.00	(\$ 650.00)
		DANIELSON, PERFORMANCE EVALUATION OF STAFF, REDUCED	\$ 600.00					
		TEACHPOINT-SUPERVISION/PD (SCENARIO), EVAL+, AND	\$ 0.00					
		PD TRACKING, FY24 FEE PLUS EST INC.	\$ 6,670.00					
1000221000	550	PRINTING	\$ 0.00	\$ 0.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1000221000	580	TRAVEL & MILEAGE	\$ 1,796.94	\$ 2,800.00	\$ 2,620.79	\$ 2,800.00	\$ 2,800.00	\$ 0.00
		NATIONAL CONFERENCE FOR ASST. SUPT PER CONTRACT	\$ 1,888.00					
		TRAVEL OUT OF DISTRICT RELATED TO JOB DUTIES	\$ 912.00					
1000221000	610	SUPPLIES	\$ 1,636.23	\$ 1,500.00	\$ 1,119.50	\$ 1,500.00	\$ 1,500.00	\$ 0.00
		SUPPLIES FOR ASSISTANT SUPERINTENDENT	\$ 1,500.00					
1000221000	810	DUES AND FEES	\$ 1,522.41	\$ 2,174.00	\$ 2,084.37	\$ 2,217.00	\$ 2,450.00	\$ 233.00
		DUES AND FEES FOR ASST. SUPT -NHSAA, INCREASED	\$ 1,700.00					
		DUES AND FEES FOR ASST. SUPT -ASCD	\$ 750.00					
1000221000	890	MISCELLANEOUS	\$ 2,065.50	\$ 1,000.00	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00
		REFRESHMENTS FOR PROFESSIONAL DEVELOPMENT WKSHIP	\$ 1,500.00					
TOTAL DW IMPROVEMENT INSTRUC			\$ 16,868.98	\$ 16,644.01	\$ 15,434.36	\$ 17,187.00	\$ 16,770.00	(\$ 417.00)
TOTAL 2210 - IMPROVEMENT- INSTRUCTION			\$ 16,868.98	\$ 16,644.01	\$ 15,434.36	\$ 17,187.00	\$ 16,770.00	(\$ 417.00)

2212 - INSTR/CURRIC DEVELOPMENT

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
2212 - INSTR/CURRIC DEVELOPMENT								
<u>INSTR & CURRICULUM DEVEL 00 - DISTRICT-WIDE</u>								
1000221200	610	SUPPLIES	\$ 0.00	\$ 250.00	\$ 0.00	\$ 500.00	\$ 500.00	\$ 0.00
		SUPPLIES (SUMMER INSTITUTE)	\$ 500.00					
1000221200	890	MISCELLANEOUS	\$ 416.50	\$ 1,000.00	\$ 171.76	\$ 1,500.00	\$ 1,500.00	\$ 0.00
		MISCELLANEOUS (SUMMER INSTITUTE)	\$ 1,500.00					
<u>TOTAL INSTR & CURRICULUM DEVEL</u>			\$ 416.50	\$ 1,250.00	\$ 171.76	\$ 2,000.00	\$ 2,000.00	\$ 0.00
TOTAL 2212 - INSTR/CURRIC DEVELOPMENT			\$ 416.50	\$ 1,250.00	\$ 171.76	\$ 2,000.00	\$ 2,000.00	\$ 0.00
2213 - INSTRUCTION STAFF TRAIN'G								
<u>DW INSTRUC STAFF TRAINING 00 - DISTRICT-WIDE</u>								
1000221300	271	WORKSHOPS PESPA	\$ 348.00	\$ 9,000.00	\$ 300.00	\$ 9,000.00	\$ 9,000.00	\$ 0.00
		PER CBA WORKSHOPS PESPA (18,000 TOTAL PD)	\$ 9,000.00					
1000221300	272	COURSE REIMBURSE PESPA	\$ 0.00	\$ 9,000.00	\$ 2,844.00	\$ 9,000.00	\$ 9,000.00	\$ 0.00
		PER CBA COURSES PESPA (18,000 TOTAL PD)	\$ 9,000.00					
1000221300	273	WORKSHOPS PEA	\$ 7,089.41	\$ 22,000.00	\$ 6,971.29	\$ 22,100.00	\$ 22,000.00	(\$ 100.00)
		PER CBA WORKSHOPS PEA	\$ 22,000.00					
1000221300	274	COURSE REIMBURSEMENT PEA	\$ 73,938.50	\$ 59,000.00	\$ 32,823.00	\$ 62,323.00	\$ 59,000.00	(\$ 3,323.00)
		PER CBA COURSES PEA	\$ 59,000.00					
1000221300	275	WORKSHOPS NON-UNION	\$ 0.00	\$ 0.01	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1000221300	276	COURSE REIMBURS NON-UNION	\$ 15,288.00	\$ 31,160.00	\$ 13,894.97	\$ 31,160.00	\$ 31,160.00	\$ 0.00
		COURSES FOR NON-UNION ADMIN AND PROFFESIONAL	\$ 0.00					
		STAFF PER CONTRACT, LEVEL FUNDED	\$ 31,160.00					
1000221300	330	PROFESSIONAL SERVICES	\$ 5,925.00	\$ 13,000.00	\$ 13,951.92	\$ 8,500.00	\$ 8,500.00	\$ 0.00
		OUTSIDE SPEAKER	\$ 1,500.00					
		SUICIDE PREVENTION SPEAKER TO MEET STATE REQUIREMENTS	\$ 2,500.00					
		OUT OF DISTRICT MENTORS -ADMIN	\$ 4,500.00					
1000221300	610	SUPPLIES	\$ 550.00	\$ 550.00	\$ 533.32	\$ 550.00	\$ 550.00	\$ 0.00
		MATERIALS TO SUPPORT NEW TEACHER ORIENTATION	\$ 550.00					
1000221300	890	MISCELLANEOUS	\$ 1,279.58	\$ 1,300.00	\$ 1,300.00	\$ 1,800.00	\$ 1,800.00	\$ 0.00
		REFRESHMENTS FOR NEW TEACHER ORIENTATION	\$ 1,800.00					
<u>TOTAL DW INSTRUC STAFF TRAINING</u>			\$ 104,418.49	\$ 145,010.01	\$ 72,618.50	\$ 144,433.00	\$ 141,010.00	(\$ 3,423.00)

PELHAM SCHOOL DISTRICT
FY 2025 BUDGET DETAIL REPORT BY FUNCTION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
TOTAL 2213 - INSTRUCTION STAFF TRAIN'G			\$ 104,418.49	\$ 145,010.01	\$ 72,618.50	\$ 144,433.00	\$ 141,010.00	(\$ 3,423.00)
TOTAL 10 - GENERAL FUND			\$ 159,423.22	\$ 200,276.02	\$ 122,189.26	\$ 207,385.01	\$ 211,607.00	\$ 4,221.99

PELHAM SCHOOL DISTRICT

FY 2025 BUDGET DETAIL REPORT BY FUNCTION

TRANSPORTATION

Budget Unit	Account	Account Title	FY 2022 EXPENDITURES	FY 2023 ADJUSTED BUDGET	FY 2023 EXPENDITURES	FY 2024 ADJUSTED BUDGET	2025 REQUESTED BUDGET	BUDGET INCREASE/ (DECREASE)
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10 - GENERAL FUND

2721 - TRANSPORTATION (REGULAR)

REGULAR TRANSPORTATION 00 - DISTRICT-WIDE

1000272100	519	TRANSPORTATION	\$ 1,112,656.54	\$ 1,250,449.00	\$ 1,133,574.46	\$ 1,161,403.00	\$ 1,189,807.00	\$ 28,404.00
		15 BUS X180 DAYS X \$431.41/BUS (PER YR3 CONTRACT)	\$ 1,164,807.00					
		HOMELESS TRANSPORTATION, LEVEL FUNDED	\$ 25,000.00					
1000272100	626	GASOLINE/DIESEL	\$ 0.00	\$ 15,000.00	\$ 0.00	\$ 0.01	\$ 0.00	(\$ 0.01)
<u>TOTAL REGULAR TRANSPORTATION</u>			\$ 1,112,656.54	\$ 1,265,449.00	\$ 1,133,574.46	\$ 1,161,403.01	\$ 1,189,807.00	\$ 28,403.99
TOTAL 2721 - TRANSPORTATION (REGULAR)			\$ 1,112,656.54	\$ 1,265,449.00	\$ 1,133,574.46	\$ 1,161,403.01	\$ 1,189,807.00	\$ 28,403.99
TOTAL 10 - GENERAL FUND			\$ 1,112,656.54	\$ 1,265,449.00	\$ 1,133,574.46	\$ 1,161,403.01	\$ 1,189,807.00	\$ 28,403.99

Pelham Memorial School Construction Update

August 23, 2023

Overall Phase Plan and Schedule (Currently Active Phases Highlighted)

Phase	Start	Completion
1	August 2021	September 2021
2	October 2021	November 2021
3	November 2021	June 2022
4	June 2022	August 2022
5	September 2022	June 2023
6	May 2023	June 2023
7	July 2023	August 2023
8	September 2023	December 2023
9	January 2024	June 2024

Forthcoming phasing revisions will be based on market conditions.

Phase 1 (Complete): Mobilize, perform site enabling work, including relocation of the two modular buildings.

Phase 2 (Complete): Site work (partial build of bus loop, development of new front parking lot, commencement of underground utilities and septic fields).

Phase 3 (Complete): Site work, addition foundations & building structures.

Phase 4 (Complete): Continue work on structural frames of addition, infill former lower level locker rooms, installation of roofing and mep, commence phased renovation of original gym, including new mechanical mezzanine and restrooms.

Phase 5: The school will continue to operate in its current configuration as the 1st floor additions are completed ongoing exterior finish work.

Phase 6: Construction will be ongoing in all additions and will advance into the existing service kitchen & cafeteria. The existing gym will then be utilized as a cafeteria with temporary serving of cold lunches.

Phase 7: The school is unoccupied to prepare for the start of the 2nd floor classroom wing renovation. All 2nd floor classrooms will be redistributed throughout the building as directed by the school administration. Exterior finish work continues. The Earthwork contractor to to construct the softball field and work to finish the last of the site improvements.

Phase 8: The school will occupy the 1st floor classroom wing, and all new additions except for the science towers. Modular classrooms will remain operational. To prepare for the renovation of the existing 1st floor. The areas will be relocated during the December holiday break to the 2nd floor classroom wing, science towers and other areas of the building as directed by the school administration.

Phase 9: The final phase includes the renovation of the balance of the existing 1st floor classroom wing, and miscellaneous exterior work on and around the building.



Above: Cafeteria



Above: Gym - Stage in process.



Above: Gym floor logo.



Above: Site work progress.

Budget/Contingency

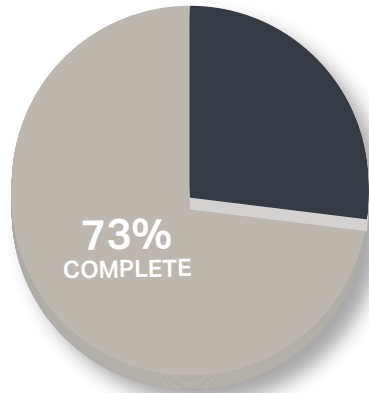
Category	Budget	5-25-22 Budget At Final Guaranteed Max Price	Change Orders	Total Expenses	Balance Available	Notes
Total Hard Cost (Including A Construction Contingency Of \$1,250,000)	\$26,995,000	\$28,495,900	\$96,899	\$(21,588,633)	\$7,004,166	
Total Soft Costs	\$3,485,000	\$3,384,100	\$(94,708)	\$(1,842,361)	\$1,447,031	Includes A/E & prof fees, FF&E, Tech Equipment, Misc. consultants and permits.
Owner Contingency	\$1,500,000	\$100,000	\$(2,191)	\$(10,141)	\$87,668	\$1.4M Reallocated To Hard Costs to meet FGMP - \$10,141.44 - Liberty Electric and \$2191.13 Budget Transfer to cover BP&S CO #1
Total Project Budget	\$31,980,000	\$31,980,000	\$0	\$(23,441,135)	\$8,538,865	Not including interest on bonds currently at \$325,382.13

Pelham Memorial School Construction Update (continued)

Key Issues And Risks

- Nothing to report at this time.

Project Percentage Complete



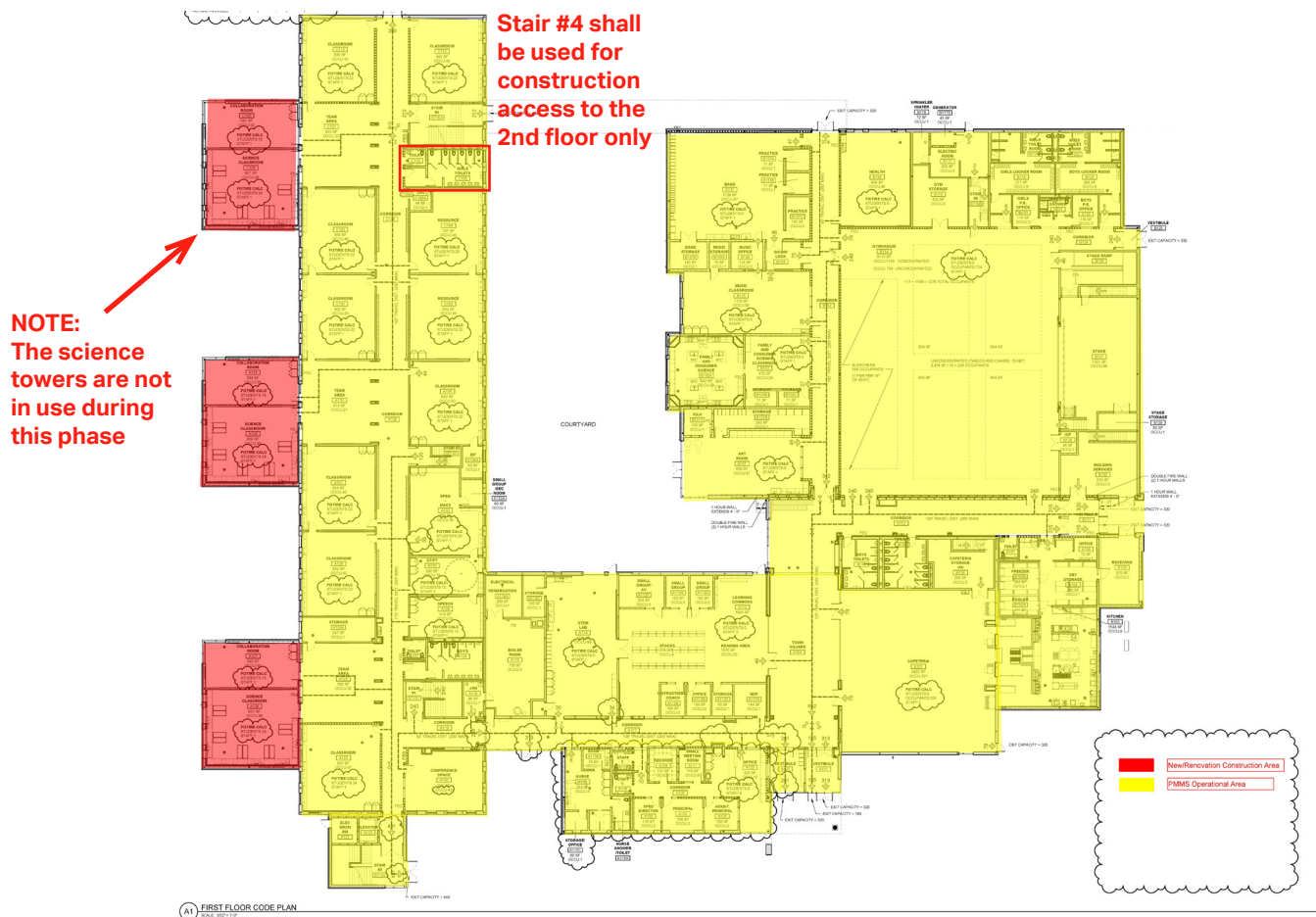
Three Week Lookahead

- Complete miscellaneous punch list items from Phase 6.
- Resume the installation of the exterior finish siding.
- Install parking lot curbing.
- Prep and place sidewalks.
- Miscellaneous roofing.
- Prepare for the construction of the softball field.
- Continue interior framing of the 2nd floor classroom wing.
- Millwork Installation at the 2nd floor science classrooms.
- Construct the interior stair #4.
- Prepare for the August 24th meet and greet.

Electrical Switchgear Update

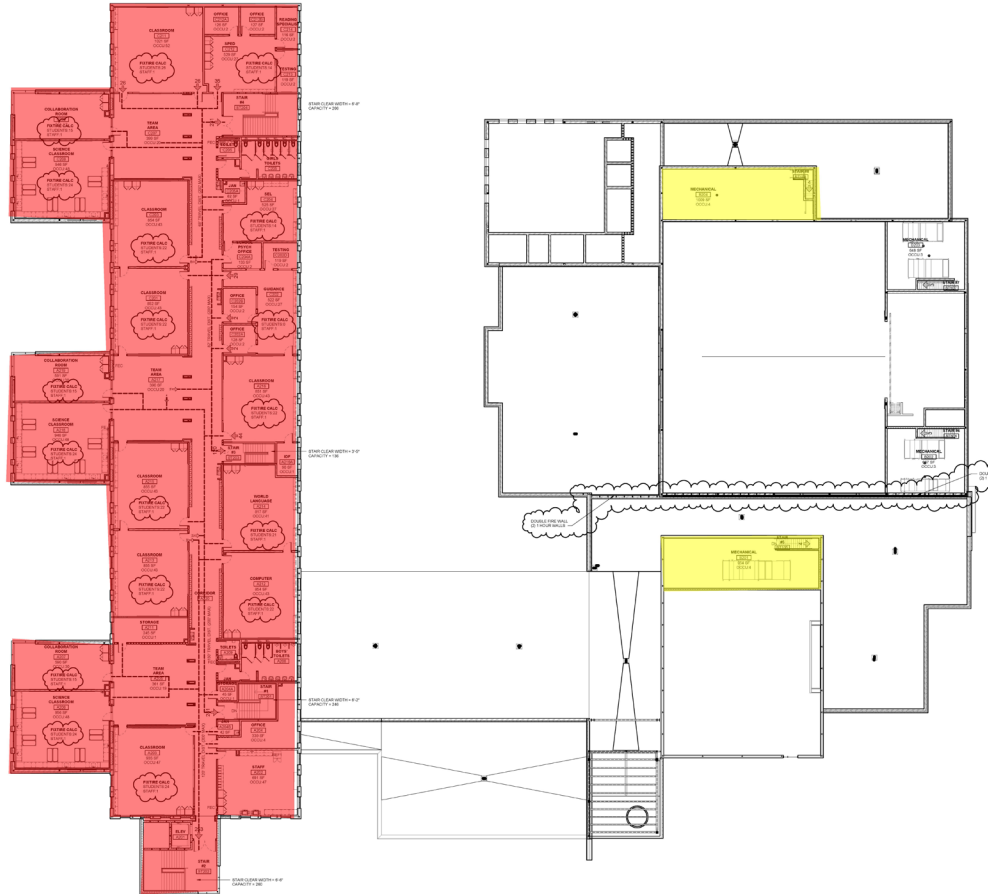
- Installation of the temporary switchgear was completed on June 1, 2023 allowing systems to be energized for the project to move seamlessly into Phase 7 this summer. Permanent switchgear was received on June 6, 2023.

Phase 8 Plan



Pelham Memorial School Construction Update (continued)

Phase 8 Plan (Cont.)



A1 SECOND FLOOR CODE PLAN

Eric "Chip" McGee, Ed.D.
Superintendent

Deb Mahoney
Business Administrator



Sarah Marandos, Ed.D.
Assistant Superintendent

Toni Barkdoll
Director of Human Resources

Keith Lord
Director of Technology

59A Marsh Road
Pelham, NH 03076

T: (603)-635-1145
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Kimberly Noyes
Director of Student Services

To: Pelham School District
From: Chip McGee, Superintendent of Schools
Re: DRAFT Pelham School District Goals for the 2023-24 School Year
Date: August 30, 2023
Cc: Sarah Marandos, Assistant Superintendent
Deb Mahoney, Business Administrator

Based on feedback from the School Board at the August 14 retreat, I have revised the draft goals for 2023-24. We have added time frames for each goal and will continue to track the measurements of performance for each goal after the goal is complete.

Goal 1: Improve Student Performance in Mathematics (Year 3 of 3; complete for 2023-24)

Rationale: Our initial review in 2021-22 found that the curriculum, assessments, and instructional program in the Pelham School District are well designed and implemented. We found that it has been our professional development efforts that appear insufficient. Based on the 2021 Task Force findings, we identified these actions:

- Beginning in spring of 2022, use of the tools in SASS to allow students to practice using the assessment and provide specific feedback to the teachers.
- Beginning in the summer of 2022, increase professional development for teachers on instructional strategies to teach mathematics.
- Starting with the 2022-23 school year, review the current math program at Pelham Elementary for the FY2024 budget.
- Starting with the 2023-24 school year, adjust Accelerated Math in grade 6 to allow for a high school level Algebra I in grade 8.
- Starting with the 2023-24 school year, create a math coach position for Pelham Elementary mirroring the math coach position at PMS.

With all of these actions now in place, we anticipate working hard to maintain implementation, continue to improve, and to track our progress using student test scores.

Measurement: We are measuring progress on this goal in two ways:

- Improve our performance on the math portion of the New Hampshire State Assessment System to be in the top 5 among our 12 peer districts.
 - RESULTS: Statewide comparative data for 2022-23 will be available in September 2023.
- Increase by 5% per year the number of students at Pelham High School whose SAT score is at the College Board benchmark of “college and career ready,” a score of 530 out of 800.
 - RESULTS: For the spring 2023 SAT, we saw an 11% increase in the number of students in the class of 2024 scoring college and career ready.

New Action Items: The team has the following plans for the 2023-24 school year.

- Reinstated District wide curriculum vertical teams including mathematics.
- Coordinating math efforts between math coaches and department chair.
- Elementary
 - Hired our math coach.
 - Providing Professional Development for our new math program.
- Middle
 - Initiated a supplemental math course in 8th grade.
 - Reinstated structured support time for math and reading (called Literacy).
- High School
 - Included a Math Lab and Literacy Lab through advisory.
 - Extending SAT Bootcamp.

Goal 2: Culture of Belonging (Year 1 of 3, complete in 2025-26)

Rationale: Since 2021-22, the Pelham School District has worked on improving culture and belonging. We strive to be a community that is purposeful and focused on teaching and learning and is cohesive in these efforts. As individuals, we want to find deep satisfaction in the work we are doing. After two years, we are in need of regrouping. **Qualitative data** ~~Our quantitative indicators~~ suggest that we are not making sufficient progress. As a result, this goal is being revised.

Measurement: In the June 2023 survey, 58% of parents reported their children felt they belonged at school compared to 59% last year and 64% statewide. For staff, 41% (15 of 37) of staff reported that they felt they belong compared to 54% (65 out of 121) in October of 2023. Participation in surveys remains variable and therefore unreliable. We need to identify a better way to measure improvement **and a better plan for improvement.**

- New Action Item: In order to reset this goal, the superintendent will form a task force in the fall of 2023. The task force's charge will be to:
- (1) identify key factors that are holding the District back from a better culture of belonging.
 - (2) recommend an improved process for collecting, analyzing, acting on information, and
 - (3) recommend an improved method for reporting on progress.

Within this phase, the task force will focus on staff and report out its recommendations in January of 2024.

Goal 3: Making Pelham one of the best places to work (Year 2 of 3; complete in 2024-25)

Rationale: To serve our students and community, it is vital we hire and retain great staff. We want all staff within the Pelham School District to feel connected to the larger effort on behalf of our students no matter the position they hold within the District. Feeling connected to their work, team and the community will create a culture of belonging, a sense of value and allow us to accomplish great things. A large step towards this goal will be the passage of supportive contracts that promote an environment of professionalism and excellence.

Measurements: We will measure progress on this goal in three ways:

- Passage of our PESPA Contract in March 2023. Complete.
- Passage of our PEA Contract in March 2024.
- Improved our retention of staff year to year - We have set ambitious targets.
 - As an indicator of professional staff, we will look at PEA retention. Our ambitious target is 90%. In 2022, retention was 82%.
 - As an indicator for our hourly staff, we will look at PESPA. Our ambitious target is 70%. In 2022, retention was 62%.

New Action Items: After completing year one of this goal, our team has identified the following action items for this year.

- Complete successful negotiations with the PEA and gain a warrant that voters approve.
- Identify and share the defining characteristics that attract people to come work in and continue to work for Pelham.
- Improve the onboarding experience for new employees.
- Develop a plan to become and remain competitive with salary and benefits for all employees. Present plan to the School Board for approval upon completion.

PELHAM SCHOOL DISTRICT PAYROLL VOUCHER

Voucher No: 454

Voucher Date: 8/17/2023

Prepared By: Christine Lavacchia

Generated Date: 8/15/2023

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of \$174,012.74 on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2022 to June 30, 2023 (period cannot overlap fiscal year end).

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

ERIC MCGEE	SUPERINTENDENT OF SCHOOLS
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TROY BRESSETTE	SCHOOL BOARD CHAIR
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THOMAS GELLAR	SCHOOL BOARD
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DARLENE GREENWOOD	SCHOOL BOARD
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G. DAVID WILKERSON	SCHOOL BOARD
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PELHAM SCHOOL DISTRICT

Arlanna Garcia, TREASURER

	AMOUNT
DIRECT DEPOSIT	\$124,824.33
CHECKS	\$4,422.14
MANUAL	\$0.00
VOID	-\$101.58
FEDERAL TAXES	\$44,040.52
MASS TAXES	\$827.33
TOTAL:	\$174,012.74

SUNGARD K-12 EDUCATION
DATE: 08/15/2023
TIME: 11:52:47

PELHAM SCHOOL DISTRICT - SAU 28
CHECK REGISTER
PAY RUN 454 FY24-8/17/2023

PAGE NUMBER: 1
MODULE NUM: PAYCHK33
PAY PERIOD END 08/10/2023
CHECK DATE 08/17/2023

CHECK NO	EMPLOYEE NUMBER	-----EMPLOYEE-----	DEPOSIT AMOUNT	CHECK AMOUNT
507393	670	ENRIGHT, SHARON	.00	333.13
507394	2099	NORTHROP, GABRIEL E	.00	337.08
507395	2133	JAESCHKE, ELIZABETH K	.00	176.46
507396	1973	MACKAY, ROBERT C	.00	1,314.45
507397	1591	NESKEY, STEPHEN J	.00	1,015.52
507398	2121	MAHONEY, JACK	.00	1,245.50
V172271	1356	BENOIT, KELSEY	129.29	.00
V172272	1801	CLIFTON, KELLY A	233.47	.00
V172273	2049	FERREIRA, OLIVIA R	350.93	.00
V172274	1291	GARCIA, ARLANNA	230.87	.00
V172275	1088	JOHNSTON, JENNIFER	572.08	.00
V172276	1958	MILLSTONE, PATRICK C	464.98	.00
V172277	1533	MOORE, SANDRA A	802.29	.00
V172278	1886	SHARP, EMILY G	545.69	.00
V172279	1796	TETREAU, CHRISTINA G	333.39	.00
V172280	1969	BELANGER, ZACHARY S	1,714.34	.00
V172281	512	BIANCHI, SUSAN J	1,429.69	.00
V172282	720	BODENRADER, JENNIFER T	764.37	.00
V172283	2036	BROWN, JOSEPH W	1,095.92	.00
V172284	2078	CALLAHAN, COLLEEN M	448.09	.00
V172285	2132	COTE, JAMES	868.57	.00
V172286	538	COVART, NICOLE	2,518.80	.00
V172287	411	DAILEY, DONNA L	240.48	.00
V172288	2017	DELANGIE, CULLEN	1,317.31	.00
V172289	2040	DEMERS, DESIREE B	157.92	.00
V172290	1798	DESMARAIS, ASHLEY R	270.54	.00
V172291	1732	DESMARAIS, NICOLE E	420.98	.00
V172292	1594	FASTNACHT, ALYSSA L	59.74	.00
V172293	763	GALLAGHER, KIERA M	20.02	.00
V172294	1972	HAMILTON, ALICIA A	350.93	.00
V172295	145	HANSEN, VICTORIA L	1,337.55	.00
V172296	2113	HOGAN, RACHEL A	54.95	.00
V172297	1106	HUSSEY, TRACY A	394.31	.00
V172298	1889	INFANTE, STEPHANIE R	500.67	.00
V172299	2009	KOWAL, SAMUEL A	1,245.50	.00
V172300	256	LABONTE, KELLY L	2,604.68	.00
V172301	2128	MACDONALD, TARA N	2,500.04	.00
V172302	1748	MADEIROS, ELAINE M	538.90	.00
V172303	1902	MCNIFF, SARA J	467.02	.00
V172304	1981	NAVA, GUADALUPE	1,346.09	.00
V172305	1896	PORTALLA, ANGELA J	318.30	.00
V172306	2124	SANTOS, MELISSA F	708.13	.00
V172307	2076	SILVA, KASSIDY M	575.67	.00
V172308	84	STRUTH, KERRY A	2,745.70	.00
V172309	1639	SULLIVAN, MEGHAN K	149.36	.00
V172310	2103	TEED, KERRY A	107.92	.00
V172311	2031	TEMMALLO, TARYN C	1,927.79	.00
V172312	2043	TERRIO, REBECCA L	347.91	.00
V172313	1097	VAN AUKEN, BRUCE	1,208.10	.00
V172314	1030	VAN VRANKEN, JESSICA	2,958.77	.00
V172315	506	WEIGLER, LAURA J	580.52	.00
V172316	1912	ARSENEAU, JACOB M	1,035.72	.00
V172317	381	BABAIAN, THOMAS C	2,770.83	.00
V172318	1318	BARR, MEGAN T	566.58	.00
V172319	1806	BARRIERE, ADAM J	2,773.95	.00
V172320	1651	BRUNELLE, CYNTHIA S	1,454.21	.00

SUNGARD K-12 EDUCATION
DATE: 08/15/2023
TIME: 11:52:47

PELHAM SCHOOL DISTRICT - SAU 28
CHECK REGISTER
PAY RUN 454 FY24-8/17/2023

PAGE NUMBER: 2
MODULE NUM: PAYCHK33
PAY PERIOD END 08/10/2023
CHECK DATE 08/17/2023

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V172323	1589	CURTIN, CHRISTOPHER B	2,344.61	.00
V172324	2021	DAILEY, JOSEPH A	1,449.40	.00
V172325	1602	DECINTO, BRYAN C	1,193.82	.00
V172326	1872	DOWDLE, BELINDA D	167.05	.00
V172327	2073	EMMETT, HOLLY L	319.08	.00
V172328	2081	ERELLI, ERICA N	590.46	.00
V172329	1495	GRIFFIN, PAUL D	1,067.12	.00
V172330	1695	HENDERSON, ERIN P	580.45	.00
V172331	1856	HOGUE, LARA P	179.23	.00
V172332	1869	JIANG-DEMETRION, DARLENE E	119.03	.00
V172333	2071	KONDI, CATHERINE J	328.60	.00
V172334	449	KRESS, HEATHER LAGASSE	186.00	.00
V172335	446	KRESS, TODD W	2,756.70	.00
V172336	1678	KRUMLAUF, SHANNON	1,224.68	.00
V172337	2110	LEPPANEN, TESSA M	1,079.69	.00
V172338	1731	MASSAHOS, LISA A	217.11	.00
V172339	1702	MEAD, DAWN M	3,371.43	.00
V172340	1905	NESKEY, KAREN R	957.88	.00
V172341	43	PERIGNY, GUY G	678.77	.00
V172342	1978	SANDS, BRIAN T	2,862.05	.00
V172343	568	SCANZANI, LOUISE	339.19	.00
V172344	2087	SCANZANI, WILLIAM	107.92	.00
V172345	2126	VINTZILEOS, ANNA G	296.99	.00
V172346	508	WILKINS JR, RAYMOND T	1,703.62	.00
V172347	1946	YOUNG, LINDSEY D	522.76	.00
V172348	2037	ZILIFIAN, VAHRAM A	1,467.76	.00
V172349	1832	AYOTTE, KENNETH D	1,358.29	.00
V172350	157	BARRIOS, SARAH E	73.67	.00
V172351	1378	BELIVEAU, EILEEN M	464.20	.00
V172352	1744	DELUCIA, MEGAN C	24.87	.00
V172353	1460	KAVARNOS, JAMES M	342.83	.00
V172354	445	KIVIKOSKI, JEAN M	372.26	.00
V172355	1879	LEMERISE, KELLY R	650.10	.00
V172356	1237	LORENTZEN, CHRISTOPHER	1,282.59	.00
V172357	454	LOVETT, BARBARA ANN	514.27	.00
V172358	1164	MAGHAKIAN, STACY L	3,083.73	.00
V172359	1836	MARVIN, MELISSA E	350.93	.00
V172360	1977	MEDLOCK, ZACHARY BRIAN	2,891.83	.00
V172361	2060	NORTHROP, CHERYL	2,761.74	.00
V172362	1426	PERRY, BEVERLY M	1,039.25	.00
V172363	1694	PRAETZ, DANIEL J	1,471.48	.00
V172364	2058	SECCARECCIO, MICHELLE L	1,368.33	.00
V172365	1788	STECK, JENNIFER M	263.20	.00
V172366	2061	TATE, STEPHANIE	1,240.10	.00
V172367	2122	BARKDOLL, TONI M	3,006.77	.00
V172368	1960	DESCHENES, MEGHAN	715.76	.00
V172369	1294	DOUCETTE, JOYCE P	2,018.87	.00
V172370	1965	KELLEY, KIM M	1,660.71	.00
V172371	1440	LAVACCHIA, CHRISTINE R	1,705.68	.00
V172372	2044	LORD, KEITH A	2,894.87	.00
V172373	1293	MAHONEY, DEBORAH A	2,722.62	.00
V172374	1609	MARANDOS, SARAH E	3,244.93	.00
V172375	1362	MAZZARIELLO, ERIN M	1,513.31	.00
V172376	1866	MCGEE, ERIC S	3,661.12	.00

SUNGARD K-12 EDUCATION
DATE: 08/15/2023
TIME: 11:52:47

PELHAM SCHOOL DISTRICT - SAU 28
CHECK REGISTER
PAY RUN 454 FY24-8/17/2023

PAGE NUMBER: 3
MODULE NUM: PAYCHK33
PAY PERIOD END 08/10/2023
CHECK DATE 08/17/2023

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V172377	2123	NOYES, KIMBERLY E	3,287.24	.00
V172378	1361	RODRIGUE, KRISTEN A	1,601.64	.00
V172379	367	RICHMOND, MARY J	305.84	.00
TOTAL		115 CHECKS ISSUED	124,824.33	4,422.14

Debra Mahoney
8/15/23

SUNGARD K-12 EDUCATION
DATE: 08/15/2023
TIME: 13:56:44

PELHAM SCHOOL DISTRICT - SAU 28
CHECK REGISTER(CONCISE)

PAGE NUMBER: 1
PAYREP83

SELECTION CRITERIA: (((checkhis.check_no = "507206")))
VOID CHECKS

PAYRUN: 316
DATE: 02/02/2023

CHECK NUMBER	DEPOSIT AMOUNT	CHECK AMOUNT	MAN/VOID	-----EMPLOYEE-----	ID NUMBER
507206	.00	101.58	VOID	NORTHROP, GABRIEL	2099
507206	.00	-101.58	VOID	NORTHROP, GABRIEL	2099
PAYRUN TOTAL					
CHECK: 1	.00	.00			
TOTAL					
CHECKS: 1	.00	.00			

Debra Mahoney
8/15/23

Outstanding Check--lost by employee. Check
Voided through positive pay system & reissued in
pay run 454 dated 8/17/2023. CRL

TAXPAYER NAME: PELHAM SCHOOL DISTRICT

TIN: xxxxx0676

Deposit Confirmation

Your payment has been accepted.

Payment Successful

An EFT Acknowledgement Number has been provided for this payment. Please keep this number for your records.

REMINDER: REMEMBER TO FILE ALL RETURNS WHEN DUE!

EFT ACKNOWLEDGEMENT NUMBER:	270363050981575
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PLEASE NOTE

Any amounts represented in the subcategories of Social Security, Medicare, and Income Tax Withholding are for informational purposes only.

Payment Information	Entered Data
Taxpayer EIN	xxxxx0676
Tax Form	941 Employers Federal Tax
Tax Type	Federal Tax Deposit
Tax Period	Q3/2023
Payment Amount	\$44,040.52
Settlement Date	08/18/2023
Subcategories:	
1 Social Security	\$21,757.62
2 Medicare	\$5,088.52
3 Tax Withholding	\$17,194.38
Account Number	xxxxxx6612
Account Type	CHECKING
Routing Number	011401533
Bank Name	CITIZENS BANK NA



Mass.gov



MassTaxConnect

[<](#) Payment Options

Payment - Confirmation

- **Confirmation Number:** 0-763-001-888
- **Submitted Date and Time:** 8/15/2023 1:52:47 PM
- **Taxpayer Name:** PELHAM SCHOOL DISTRICT
- **Account ID:** WTH-10997662-002

Please review the submission information below for your payment made to the Department of Revenue.

You may want to print a copy for your records.

You have scheduled your payment to be debited from your bank account on 8/18/2023. You can delete your pending scheduled payment until 4:00pm on 8/17/2023.

- **Paid For:** PELHAM SCHOOL DISTRICT
- **Account ID:** WTH-10997662-002
- **Paid From:** CITIZENS BANK NA ****6612
- **Payment Amount:** \$827.33
- **Filing Period:** 30-Sep-2023
- **Payment Effective Date:** 8/18/2023
- **Payment Type:** Return Payment

Please note payments can take 2-3 business days from the *Payment Effective Date* to be debited from your bank account. It is your responsibility to review your bank statement to confirm the transaction was completed.

View Your Submission

You can view details about your submission any time by logging into your MassTaxConnect account, selecting the **More...** tab, and clicking the **Search Submissions** link under the **Submissions** section. Submissions in a status of *Submitted* can be viewed and deleted by clicking the corresponding hyperlinks. Depending on the submission type, you may also have an *Edit* hyperlink which allows you to make changes to the submission.

Contact Us

If you need further assistance, please contact the Department of Revenue at (617) 887-6367 or toll-free in Massachusetts at (800) 392-6089. Business hours are Monday through Friday, 9:00 a.m. to 4:00 p.m.

OK

Print Confirmation



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PELHAM SCHOOL DISTRICT VOUCHER

Voucher No: **PAY454P**
 Voucher Date: **8/17/2023**
 Prepared By: Joyce Doucette
 Printed: **8/15/2023**

PELHAM SCHOOL DISTRICT is hereby authorized to draw warrants against PELHAM SCHOOL DISTRICT funds for the sum of **\$5,720.52** on account of obligations incurred for value received in services and for materials as shown below for period July 1, 2023 to June 30, 2024 (period cannot overlap fiscal year end).

I certify that this claim is just and correct, and the services and/or materials herein represented have been received during the period listed above. All items are properly coded and not in excess of the budget.

ERIC MCGEE
 SUPERINTENDENT OF SCHOOLS
 TROY BRESSETTE
 SCHOOL BOARD CHAIR
 THOMAS GELLAR
 SCHOOL BOARD
 DARLENE GREENWOOD
 SCHOOL BOARD
 G. DAVID WILKERSON
 SCHOOL BOARD
 SCHOOL BOARD

PELHAM SCHOOL DISTRICT

ARLANNA GARCIA, TREASURER

FUND	DESCRIPTION	AMOUNT
10	GENERAL FUND/CHECKS	\$0.00
10	GENERAL FUND/EFT	\$5,720.52
TOTAL:		<u><u>\$5,720.52</u></u>

POWERSCHOOL LLC
 DATE: 08/15/2023
 TIME: 13:26:40

PELHAM SCHOOL DISTRICT - SAU 28
 CHECK AND VOUCHER REGISTER

PAGE NUMBER: 1
 VENCHK11
 ACCOUNTING PERIOD: 2/24

FUND - 10 - GENERAL FUND

CHECK NUMBER	CASH ACCT	DATE ISSUED		VENDOR	ACCT	DESCRIPTION	AMOUNT
V57418	A1010	08/17/23	3913	000388 - ASPIRE	L4730	DED:6218 ASPIRE	1,200.00
V57419	A1010	08/17/23	12	COREBRIDGE FINANCIAL	L4730	DED:6214 VALIC	400.00
V57420	A1010	08/17/23	7	EQUITABLE EQUI-VEST	L4730	DED:6000 AXA EQUIT	330.00
V57420	A1010	08/17/23	7	EQUITABLE EQUI-VEST	L4730	DED:6200 AXA EQUIT	400.00
				TOTAL VOUCHER			730.00
V57421	A1010	08/17/23	8	FIDELITY-PLAN51251	L4730	DED:6002 FIDELITY	370.00
V57421	A1010	08/17/23	8	FIDELITY-PLAN51251	L4730	DED:6202 FIDELITY	2,252.00
V57421	A1010	08/17/23	8	FIDELITY-PLAN51251	L4730	DED:6203 FIDELITY	378.52
				TOTAL VOUCHER			3,000.52
V57422	A1010	08/17/23	6	HORACE MANN LIFE	L4730	DED:6206 HMANN	150.00
V57423	A1010	08/17/23	2764	SECURITY BENEFIT CORPORAT	L4730	DED:6212 SECBENEFIT	240.00
				TOTAL FUND			5,720.52
				TOTAL REPORT			5,720.52